

Birth-to-Five Head Start Policy Council Meeting

May 19, 2023

REGULAR MEETING MINUTES

Policy Council Members via Face to Face and Zoom:

Sarah Martinez (zoom)	Tameka Serrano (zoom)	Vic Medina (zoom)	Cierra Felix (zoom)
Victoria Leal (zoom)	Claudia Infante (zoom)	Dallas Bath (zoom)	Rachel Garcia (zoom)
Krystal Newman (zoom)			

Staff and Guests Present (Face to Face):

Linda Carrillo (zoom)	Martha Benavides (zoom)	Jennifer Ruiz(zoom)	Alicia Mancha
Suzanne Ordunez (zoom)	Colette Buff	Heather Zavala	Stacey Brooks

I. Call to Order- Meeting Started at: 11:34 am Called to order by Sarah Martinez.

- A. Roll Call- Heather Zavala**
- B. Establish Quorum- Sarah Martinez**

II. Moment of Silence, The Council recited the NCCAA Mission Statement, "NCCAA works with partners to apply comprehensive strategies to eliminate the causes of poverty for people of Nueces County."

III. Approval of Minutes:

Minutes of the April 11, 2023 Regular Meeting Minutes were presented for approval. **Krystal Newman** moved to approve the minutes as presented, second by **Cierra Felix**. Motion carried.

IV. Calendar – May 9, 2023-Policy Council, May 10, 2023-Early Release, Familias Day Picnic, Education Data Outcomes Meeting, May 11, 2023-PIE Meeting, May 12, 2023-Kinder Conference, May 15-19, 2023-Coronation Week at Centers, May 18, 2023-SEAT Meeting, May 19, 2023-School Readiness and Family Engagement Advisory, May 25, 2023-STEP Meeting, Board Meeting, May 26, 2023-Staff Development, CDA, May 29, 2023-Agency Holiday-Memorial Day, June 2, 2023-Health Advisory, Volunteer Recognition/Agency Coronation, June 8, 2023-PIE Meeting, June 9-2023-EHS/HS Last Day, Health Fairwell Extravaganza, June 12, 2023-DRDP Training for EHS/HS, June 13, 2023-Policy Council, June 13-16, 2023-Education Summer Institute, June 16, 2023-CDA Class, June 19, 2023-Agency Holiday Juneteenth, June 20, 2023-CDA Class, June 20-23-Disability/Mental Health Summer Institute, June 23, 2023-CDA Class, June 27-30, 2023-Education Summer Institute, June 29, 2023-Board Meeting, June 30, 2023-CDA Class

V. Action Items:

- A.**
 - 1. **Treasurer's Report:** The treasurer's report for March 31, 2023 was presented by Stacey Brooks. There was an 0.80 interest and a \$2.00 service charge for this account in March and the ending account balance was \$8,885.65. The treasurer's report for April 30, 2023 was presented by Stacey Brooks. There was no activity and a \$2.00 service charge for this account in April and the ending account balance was \$8,883.65. **Cierra Felix** moved to accept the treasurer's report for February, second by **Krystal Newman**. **Motion carried.**

B. Committee Reports:

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1. By-laws Committee: Approval of new policy council members for Los Pequeños, Navarro, La Armada, and Navigation. **Vic Medina** moved to accept the newly elected policy council representatives for 2022-2023, second by **Krystal Newman**. **Motion carried.**

2. Personnel Committee: Approval of Personnel Committee Minutes for April 13, 2023, April 14, 2023, April 21, 2023, April 21, 2023, May 02, 2023, May 05, 2023, and May 05, 2023. **Cierra Felix** moved to accept the Personnel Committee Minutes, second by **Vic Medina**. **Motion carried.**

3. Scholarship Committee: No Meeting; No Action.

4. Fundraiser Committee: No Meeting; No Action

5. Budget Committee: No Meeting, No Action.

VI. Program Governance

A. Administration:

1. **Program Expenditures for April 01, 2023 to April 30, 2023.** Program Encumbrance Reports and Credit Card Reports for April were included in the agenda. Martha Benavides, Chief Finance Officer, reviewed the encumbrance reports for 22 Head Start, 28A EHS TTA, 30 HS TTA CDA, 22E HS COVID Supplemental, and 22F American Rescue Plan COVID. Questions were asked from the floor. **Rachel Garcia** moved to accept the program expenditures and credit card activity reports for April 2023, second by **Cierra Felix**. **Motion carried.**

VII. New Business

A. Action Items

1. **2024 NCCAA Community Action Plan (CAP) 1st Year Progress.** Approval of 2024 NCCAA Community Action Plan (CAP) 1st Year Progress, presented by Linda Carrillo, Interim CEO. **Vic Medina** moved to approve 2024 NCCAA Community Action Plan (CAP) 1st Year Progress, second by **Cierra Felix**. **Motion carried.**

2. **2024 Texas Department of Housing and Community Affairs Community Services Block Grant Proposed Budget.** Approval of 2024 Texas Department of Housing and Community Affairs Community Services Block Grant Proposed Budget, presented by Linda Carrillo, Interim CEO. **Rachel Garcia** moved to accept the 2024 Texas Department of Housing and Community Affairs Community Services Block Grant Proposed Budget, second by **Cierra Felix**.

3. **Notice of Public Hearing.** Approval of Notice of Public Hearing, presented by Linda Carrillo, Interim CEO. **Rachel Garcia** moved to accept the Notice of Public Hearing, second by **Victoria Leal**.

4. **Policy 508 Employee COVID-19 Additional Standards in Conjunction with Mitigating the Spread of COVID-19 Policy.** Approval of Policy 508 Employee COVID-19 Additional Standards in Conjunction with Mitigating the Spread of COVID-19 Policy, presented by Jennifer Ruiz, Director of Human Resources. **Cierra Felix** moved to accept Policy 508 Employee COVID-19 Additional Standards in Conjunction with Mitigating the Spread of COVID-19 Policy, second by **Krystal Newman**.

5. **Regular Non Competing Budget Including COLA and Quality Improvement Funds,** presented by Alicia Mancha, Director of Birth to Five Head Start. Approval of Regular Non Competing Budget Including COLA and Quality Improvement Funds. **Vic Medina** moved to accept the Regular Non Competing Budget Including COLA and Quality Improvement Funds, second by **Tameka Serrano**.

6. **23-24 Regular Non Competitive Budget Narrative without COLA and Quality Improvement Funds.** Approval of 23-24 Regular Non Competitive Budget Narrative without COLA and Quality Improvement Funds, presented by Alicia Mancha, Director of Birth to Five Head Start. **Vic Medina** moved to accept the 23-24 Regular Non Competitive Budget Narrative without COLA and Quality Improvement Funds, second by **Rachel Garcia**.

7. **Cost of Living Adjustment Narrative 2023/2024.** Approval of Cost of Living Adjustment Narrative 2023/2024, presented by Alicia Mancha, Director of Birth to Five Head Start. **Vic Medina** moved to approve the Cost of Living Adjustment Narrative 2023/2024, second by **Rachel Garcia**.

8. **Quality Improvement Narrative 2023/2024.** Approval of Quality Improvement Narrative 2023/2024, presented by Alicia Mancha, Director of Birth to Five Head Start. **Cierra Felix** moved to accept the Quality Improvement Narrative 2023/2024, second by **Tameka Serrano**.

9. **Reduction Budget 2023/2024.** Approval of NCCAA Reduction Budget 2023/2024, presented by Alicia Mancha, Director of Birth to Five Head Start. **Krystal Newman** moved to accept the Reduction Budget 2023/2024, second by **Victoria Leal**.

10. **23-24 NCCAA Enrollment Reduction Request Narrative Final.** Approval of 23-24 NCCAA Enrollment Reduction Request Narrative Final, presented by Alicia Mancha, Birth to Five Head Start Director. **Krystal Newman** moved to accept the 23-24 NCCAA Enrollment Reduction Request Narrative Final, second by **Rachel Garcia**.

11. **Non Federal Share Methodology 2023-2024.** Approval of Non Federal Share Methodology 2023-2024, presented by Alicia Mancha, Director of Birth to Five Head Start. **Rachel Garcia** moved to accept the Non Federal Share Methodology 2023-2024, second by **Cierra Felix**.

12. **Non-Federal Share Narrative.** Approval of Non-Federal Share Narrative, presented by Alicia Mancha, Director of Birth to Five Head Start. **Rachel Garcia** moved to accept the Non-Federal Share Narrative, second by **Cierra Felix**.

13. **23-24 Non-Federal Match.** Approval of 23-24 Non-Federal Match, presented by Alicia Mancha, Director of Birth to Five Head Start. **Claudia Infante** moved to accept the 23-24 Non-Federal Match, second by **Krystal Newman**.

14. **T/TA Justification 2023-2024.** Approval of T/TA Justification 2023-2024, presented by Alicia Mancha, Director of Birth to Five Head Start. **Krystal Newman** moved to accept the T/TA Justification 2023-2024, second by **Claudia Infante**.

15. **In-Kind Waiver for NCCAA Birth to Five Head Start Program Year 2022-2023.** Approval of In-Kind Waiver for NCCAA Birth to Five Head Start Program Year 2022-2023, presented by Alicia Mancha, Director of Birth to Five Head Start. **Vic Medina** moved to accept the In-Kind Waiver for NCCAA Birth to Five Head Start Program Year 2022-2023, second by **Claudia Infante**.

16. **Quality Improvement Plan.** Approval of Quality Improvement Plan, presented by Alicia Mancha, Director of Birth to Five Head Start. **Krystal Newman** moved to accept the Quality Improvement Plan, second by **Claudia Infante**.

17. **Staff Contingency Plan.** Approval of Staff Contingency Plan, presented by Alicia Mancha, Director of Birth to Five Head Start. **Rachel Garcia** moved to accept the Staff Contingency Plan, second by **Cierra Felix**.

18. **Staff Wellness Activity Plan 2023.** Approval of Staff Wellness Activity Plan 2023, presented by Alicia Mancha, Director of Birth to Five Head Start. **Vic Medina** moved to accept the Staff Wellness Activity Plan 2023, second by **Cierra Felix**.

19. **Staff Wellness Activities Summer 2023 Request for Approval.** Approval of Staff Wellness Activities Summer 2023 Request for Approval, presented by Alicia Mancha, Director of Birth to Five Head Start Director. **Vic Medina** moved to accept the Staff Wellness Activities Summer 2023 Request for Approval, second by **Cierra Felix**.

20. **Changes to By-Laws Seated Dates Final.** Approval of Changes to By-Laws Seated Dates Final, presented by Stacey Brooks, Coordinator of TTA. **Claudia Infante** moved to accept the Changes to By-Laws Seated Dates Final, second by **Krystal Newman**.

B. Election of Officers

1. Motion to elect Rachel Garcia as Vice Chairperson by acclamation for 2022-2023 by **Vic Medina**, second by **Victoria Leal**. **Motion carried.**

C. Appointment of Committees

1. Personnel Committee-Victoria Leal

VIII. Informational Items

1. HR Staffing Report.....Jennifer Ruiz.....Director of Human Resources.....Information

Date	# Employees	New Hires	Terminations	Resignations	Discharges
05/19/2023	236	EHS-3	EHS-4	EHS-3	EHS-1
		HS-3	HS-7	HS-5	HS-2

Krystal Newman moved to go into closed session at 12:41 p.m., second by **Cierra Felix**. **Motion carried.** **Krystal Newman** moved to approve staff recommendations/terminations for NCCAA, second by **Victoria Leal**. **Motion carried.** The closed session began at 12:41 p.m. and ended at 12:44 p.m.

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2. **Board Update**-Linda Carrillo, Interim Chief Executive Officer, stated that we received approval from Executive and Fiscal Meetings for all action items from today's policy council meeting.
3. **Director's Report**-Alicia Mancha, Director of Birth to Five Head Start, stated that we met with Regional TTA for our quality improvement plan. The document and supporting documents must be submitted by May 29, 2023. Eight playgrounds have been installed. We are submitting a request to reduce enrollment by 122 in Head Start. The Maintenance Coordinator has been working with a local engineer to draft blueprints for ramps at six different centers. We will be repainting the interior of Navarro Head Start. Three locations have had major updates to the fire panels at Stepping Stone, Navarro, and Navigation. We have worked with the fiscal department to prepare budgets for 2023. We will be working with fiscal to ensure that longevity pay is paid out in a timely manner. We will possibly be making a major expense to develop consulting and training contract for the Birth to Five Head Start Data Management Software for \$25,000. Planning for 2023-2024 hours of service to be 7:30 a.m to 02:45 p.m. for children, service calendar, staff salaries, and center locations. We are working diligently to increase staff salaries. More information will be provided in our June meeting.
4. **Job Fairs for NCCAA**-Alicia Mancha, Birth to Five Head Start Director, shared that NCCAA will have a job fair at Soledad on May 18, 2023, May 24, 2023 and May 31, 2023.
5. **Program Plans for Approval.** none
6. **Revision and Update to Program Narrative:** none

IX. Public Comments: Stacey Brooks asked Policy Council Members if it is easier to meet on Friday's at 11:30 a.m. for Policy Council Meetings, all agreed that this time frame is a better time.

X. Good and Welfare: none

XI. Adjournment: There being no further business, **Cierra Felix** moved to adjourn the meeting, second by **Krystal Newman**. **Sarah Martinez** adjourned the meeting at **12:57 p.m.**

Chairperson Printed Name

Chairperson Signature

Date

Sarah Martinez

5/19/23

The Policy Council may elect to go into closed session at any time for:

- Consultation between the Policy Council and its attorney**
- Discussion with respect to real property**
- Personnel issues**
- Any matter specifically made confidential by law or regulation**