

Birth-to-Five Head Start Policy Council Meeting

August 14, 2023

REGULAR MEETING MINUTES

Policy Council Members via Face to Face and Zoom:

Sarah Martinez (zoom)	Vic Medina (Zoom)	Jennifer Garcia (zoom)	Cierra Felix (zoom)
Rachel Garcia (zoom)	Claudia Infante (zoom)		

Staff and Guests Present (Face to Face):

Linda Carrillo (zoom)	Martha Benavides (zoom)	Alicia Mancha	Susanne Ordunez (Zoom)
Jennifer Ruiz (Zoom)	Colette Buff (Zoom)	Heather Zavala	

I. **Call to Order- Meeting Started at:** 11:36 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 June 15, 2023 Regular Meeting Minutes were presented for approval. **Rachel Garcia** moved to approve the minutes as presented, second by **Jennifer Garcia**. Motion carried.

IV. **Calendar** – August 25th, HSAC, August 31st Board Meeting. September 4, 2023 Agency Holiday (Labor Day), September 5-8th 2023 Grandparent Celebrations @ Centers. September 12, 2023 Policy Council, September 23,2023 Early Release at 12:00pm. September 21st Partner in Education Meeting (P.I.E Meeting) and Social Emotional Awareness Team meeting (S.E.A.T) Meeting. September 8th, EHS Transition Meeting @ Noon and Board Meeting. September 29th H.WT due for all children 2-5 years old. Early Release/CDA

V. **Action Items:**

- A.
 - 1. **Treasurer's Report:** The treasurer's report for June 30, 2023 was presented by Heather Zavala. There was no service charge for this account in June and the ending account balance was \$8,882.46. **Vic Medina** moved to accept the treasurer's report for June, second by Rachel Garcia. **Motion carried.**

B. Committee Reports:

- 1. **By-laws Committee:** No Meeting; No Action.

2. Personnel Committee: Action Item

- Approval of Personnel Committee Meeting Minutes for 5/18/23
- Approval of Personnel Committee Meeting Minutes for 6/02/23
- Approval of Personnel Committee Meeting Minutes for 6/14/23
- Approval of Personnel Committee Meeting Minutes for 6/22/23
- Approval of Personnel Committee Meeting Minutes for 6/27/23
- Approval of Personnel Committee Meeting Minutes for 7/12/23
- Approval of Personnel Committee Meeting Minutes for 7/20/23

Ciera Felix moved to accept Personnel Committee meeting minutes for 5/18/23, 6/02/23, 6/14/23, 6/22/23,6/27/23, 7/12/23 and 7/20/23. Second by **Jennifer Garcia**.

- 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 June 01, 2023 to July 31, 2023. Program Encumbrance Reports and Credit Card Reports for June and July were included in the agenda. Martha Benavides, Chief Financial 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. Martha Benavides also reviewed the Payroll and Related Policies in regards to Payroll now being handled by Human Resources and Benefits has been removed from the policy information. **Rachel Garcia** moved to accept the program expenditures and credit card activity reports for June 2023 to July 2023, as well as the Payroll and Related Policy changes. Second by **Cierra Felix**. **Motion carried.**

VII. New Business

A. Action Items

1.**Nueces County Community Action Agency Longevity Pay Policy Changes, July 2023** presented by Jennifer Ruiz (HR Director). Ms. Ruiz explained the Longevity policy has been revised to include that in order to receive the Longevity benefit, staff cannot have submitted their resignation. If resignation is submitted they will not qualify for Longevity pay accrued. **Cierra Felix** moved to approve NCCAA Accounting Policies and Procedures Manual Updated May 25, 2023, second by **Rachel Garcia**. **Motion carried.**

2.**Nueces County Community Action Agency Nepotism Policy Update.** Chances included that NCCAA will not employ close relatives to any staff member due to conflict of interest and to avoid favoritism. Approval of Nueces County Community Action Agency Nepotism Policy changes. **Vic Medina** moved to accept the Nueces County Community Action Agency Birth-to-Five-Head-Start Nutrition Services PA 74 2023-2024 Budget, second by **Rachel Garcia**.

3. Nueces County Community Action Agency Motor Vehicle Requirements Update. This policy change includes hands free devices and will be in effect for agency vehicles, rental vehicles and personal vehicles. Approval of Nueces County Community Action Agency Motor Vehicle Requirements Policy. **Vic Medina** moved to accept the Quality Improvement Plan, second by **Jennifer Garcia**.

VIII. Informational Items

1. HR Staffing Report (June/July).....Colette Buff..... HR Generalist.....Information

Date	# Employees	New Hires	Terminations	Resignations	Discharges
8/14/2023	231	EHS-11	EHS-13	EHS-10	EHS-3
		HS-9	HS-9	HS-7	HS-2

2. **Board Update**-Linda Carrillo, Interim Chief Executive Officer, stated there was no Board meeting for the month of July and the board will be meeting This evening and at the end of the month to discuss updates. Vic Medina stepped in and thanked Ms. Linda Carrillo for doing a great job with the CEO position and showed the up most respect for the agency and all the work that keeps the program running.
3. **Director's Report**-Alicia Mancha, Director of Birth to Five Head Start, stated that June 01, 2023 -July 31st has been very successful in making attempted to hire more qualified staff while utilizing resources such as radio ads, job fairs and ensuring the individuals hired are qualified to work with children and have the appropriate qualifications to come on board. Playground have been installed and are now complete for every center.
4. **Administration for Children and Families Office of Head Start Notice.....Alicia Mancha Birth to Five Head Start Director.....Information**
Ms. Mancha educated the Policy Council members of the letter that was received in regards to the program going up for recompetition due to 2 or more deficiencies within a 1 year period. Ms. Mancha explained the meaning of competition and discussed the process of reapplying for the program grants. Ms. Linda Carrillo reassured the Council that the Agency is doing everything the Agency can to keep the program running. Ms. Linda Carrillo thanked everyone for their support and voiced her confidence in getting the program back on track.
5. **Program Plans for Approval.** none
6. **Revision and Update to Program Narrative.** none

IX. Public Comments:

X. Good and Welfare: none

XI. Adjournment: There being no further business, **Vic Medina** moved to adjourn the meeting, second by **Cierra Felix, Sarah Martinez** adjourned the meeting at **12:15 p.m.**

Chairperson Printed Name

Chairperson Signature

Date

Sarah Martinez

Sarah E. Martinez

8/15/2023

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