

Birth-to-Five Head Start Policy Council Meeting

May 14, 2024

REGULAR MEETING MINUTES

Policy Council Members via Face to Face and Zoom:

Cierra Felix	Ann Johnson (Chairperson)	Claudia Infante	Jennipher Garcia
Vic Medina	Christal Colton	Norma Munoz	

Staff and Guests Present (Face to Face):

Martha Benevides	Colette Buff	Heather Zavala	Alicia Mancha
Linda Carrillo	Jennifer Ruiz	Jessica Casiano	

- I. **Call to Order- Meeting Started at: 10:38am Called to order by Ann Johnson.**
 - A. **Roll Call- Heather Zavala**
 - B. **Establish Quorum- Quorum was established.**

- 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:** April 16, 2024 Regular Policy Council Meeting Minutes approved. Motioned by **Christal Colton** . Second motion by **Cierra Felix**.

IV. Calendar – May 8, 2024- Education Data Outcomes Meeting, May 9, 2024 - Partners in Education (P.I.E) Meeting, May 10, 2024- Kinder Conference, May 14, 2024- Policy Council Meeting, May 15, 2024 - Familias Day Picnic @ centers, Early release for HS/EHS and CDA for staff. May 16, 2024- S.E.A.T Meeting, May 17, 2024- School Readiness and Family Engagement Advisory, May 23, 2024 - Partners in Education (P.I.E) Meeting, May 30, 2024 - Board Meeting, May 31, 2024 Volunteer Recognition Event/Agency Coronation. For June, the calendar states June 6th is the last day of school for EHS and HS. However, the EHS/HS Director Ms. Mancha has stated the last day of school for the agency is May 31st with approval from board. Therefore, the June calendar is as follows: June 7, 2024-Head Start Advisory Committee, June 11, 2024- Policy Council, June 14, 2024- CDA for Staff, June 17, 2024- CDA for Staff, June 20, 2024- Employee Mental Wellness Event, June 2, 2024-CDA for Staff, June 27, 2024- Board Meeting, June 28, 2024- CDA for Staff.

V. Action Items:

- A.
 - 1. **Treasurer’s Report:** The Treasurer’s report for March 2024 Bank Statements were presented by Heather Zavala whom notified the meeting participants that no bank statement was received for March as of the date the Agenda was created and sent out last month so it would be reviewed today for March as April is currently pending. the monthly balance on the Rally Account is \$8,884.91 with no interest or service charges for the month of March. **Christal Colton** motioned to accept the Financial reports presented, second by **Cierra Felix**.

2.

B. Committee Reports:

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

2. **Personnel Committee**: Approval of personnel Committee Minutes for April 5, 2024. Norma Munozl motioned to accept the Personnel Committee Minutes, Seconded by **Christal Colton**. 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 and Credit Card Reports for April 1, 2024 to April 30, 2024 were presented by Chief Financial Officer Martha Benavides. Encumbrance Budget for April 1, 2024 to April 30, 2024 including Travel, Early Head Start budget, Head Start Budget and TTA budget CDA were reviewed. Martha Benavides asked if anyone had any questions in regards to the Fiscal reported information presented. No questions were asked. **Christal Colton** motioned to accept the Financial reports presented, second by **Ann Johnson**. Motion carries.

VII. New Business

- A. Approval of Nueces County Community Action Agency Birth to Five Head Start program 2024-2025 ongoing Monitoring Plan and Summary presented by Alicia Mancha, Head Start Director. Alicia Mancha explained the purpose of the Ongoing Monitoring Plan was to ensure the agency follows through with monitoring as needed and to ensure all components are in compliance according to standards. **Jennifer Garcia** motioned to approve the Ongoing Monitoring Plan. Second motion was made by **Christal Colton**. Motion carried.
- B. Nueces County Birth to Five Head Start Policy Council By Laws were presented by Head Start Director Alicia Mancha. Alicia Mancha presented the changes that would be made to the By laws which consists of participants being able to attend virtually and in person for voting and participation opportunities. The By Laws also include the new date for orientation will be in September instead of October. First motion to approve was made by **Jennifer Garcia**. Second motion made by **Christal Colton**. Motion carried.
- C. Nueces County Community Action Agency Birth to Five Head Start program Parent and Start Handbook 2024-2025 was presented by Head Start Director Alicia Mancha. Alicia Mancha presented changed that are being made to the handbook such as updated dates, updated phone numbers, Policy changes and include changes being made in highlighted yellow while what will be removed is marked as a strike through to easily identify changes. The 2024-2025 Parent and Staff Handbook was motioned for approval. First motion was made by **Cierra Felix**. Seconded by **Christal Colton**. motion carried.
- D. The FY25 CACFP/Nutrition Budget for 2024-2025 was presented by Head Start Director Alicia Mancha. Alicia Mancha reviewed the budget for 2024-20254 which include Salaries and wages, Fridge benefits, supplies and other expenses throughout the school year. First motion for approval was made by **Jennifer Garcia**. Seconded by **Cierra Felix**. motion carried.

- E. Approval of Nueces County Community Action Agency Birth to Five Head Start program Preventing, Recognizing and Reporting Child Maltreatment Policy and Procedures was presented by Alicia Mancha, Head Start Director. Alicia Mancha presented the changes that have been made to the policy including the title of the policy being adjusted to reflect “preventing and recognizing child maltreatment” as well as including that anonymous reports will not be accepted by DFPS and what services will be provided by local organizations and programs. First motion to approve was made by **Christal Colton**. Seconded by **Jennifer Garcia**. motion carried.
- F. The NCCAA Birth to Five Correction Plan was presented by Alicia Mancha, Head Start Director. The Quality Improvement plan consists of ways to ensure staff do not leave children unsupervised while in NCCAA care. These plans included training for staff, continued attempts to fill staff vacancies to improve the shortage of staff in the classrooms, Scan and counting of children, touch and count children numerous times throughout the day and Community Partnership approaches to assist with supporting staff. Questions and comments were voiced on the floor by Mr. Vic Medina. Mr. Medina voiced his concern of safety incidents occurring where children are left unsupervised. Mr. Medina voiced how counting is so important and how physical touching the child’s head and counting can help avoid children being left unsupervised. Alicia Mancha agreed and stated staff are provided with ongoing training on scan and count and voiced how all component coordinators are assisting in classrooms to provide support to staff as well as checking to ensure staff are following policies and procedures. Mr. Medina stated the program assists so many families and children and he fears the agency will suffer due to these concerning incidents occurring. PC members chimed in and agreed on the importance of active supervision and support for staff to ensure all child are safe in the care of the teaching staff. Mr. Medina thanked everyone for listening to his concerns and thanked Alicia Mancha and Ms. Linda Carrillo in their ongoing attempts to make the agency better and to continue serving children and families. Alicia Mancha assured all representatives that the agency is continuing to make attempts in training staff, providing support to staff and working on recruiting to fill vacant positions to assist staff with staff shortages. Ann Johnson spoke about how she loves the agency and hopes things get better and support is given to staff as she appreciated the agency and all the efforts made. No other comments or questions were presented. First motion to approve was made by **Christal Colton**. Seconded by **Jennifer Garcia**. motion carried.
- G. NCCAA 405 Termination of Employment Policy Changes were presented by Human Resources Director Jennifer Ruiz. Jennifer Ruiz presented the changes that would include the terminations no longer having to go to the Policy Council for approval or disapproval as this will no longer be needed. Ann Johnson had a question on the floor. Ann asked if parents and Policy Council members will still take part with hiring staff and interviews. Jennifer Ruiz stated yes, parents and members will still be involved in the hiring process but the termination stage is changing due to the waiting period of getting things approved. First motion to approve was made by **Christal Colton**. Seconded by **Claudia Infante**. motion carried.
- H. NCCAA 404 Employee Correction Action Policy changes were presented by Human Resources Director Jennifer Ruiz. Jennifer Ruiz informed PC members that the 404 Employee Correction Action will consist of changes such as removing pre termination suspension due to staff being put on a waiting term to find out if termination will take place as the termination gets approved which can cause mental health hardships on staff not knowing whats going on with their jobs. Changes will also include the Employee Corrective Action Plan will now be an Employee Action Notification form to record suspension and for tracking and documents being available in the staff’s personal file. Staff will be placed on a growth plan to clarify in employees performance needs improvement. Information was understood. Motion to approve was made by **Vic Medina**. Seconded by **Ann Johnson**. Motion carried
- I. NCCAA 137 Employee ID, Security Cards and Facility Keys Policy was presented by Human Resources Director Jennifer Ruiz. Jennifer Ruiz stated the policy asks that all employees are responsible for assigned keys, employee ID cards and security cards at all times. Employees who lose their employee ID are asked

to pay \$5.00 replacement fee and the Security Card replacement fee will be \$10.00. Facility Keys will be issued to staff but if keys are lost it must be reported immediately and there will be a \$10.00 replacement fee. If employee shall fail to exercise diligence in the care of the assigned keys/IDs, this may result in additional disciplinary actions. Questions were asked on the floor. Christal Colton asked what measures are taken if the keys are lost numerous times. Jennifer Ruiz answered that if keys are continuously lost it may lead to an investigation to take place to ensure staff and children are safe in the facilities and keys are not in the hands of someone outside of the agency. Vic Medina voiced how individuals should continue to be charged and the importance of safety. Ms. Ruiz agreed and stated the safety of children and staff are a priority and investigations will take place and if needed locks can be reset to keep the facility safe for others. No other questions were asked. First motion to approve was made by Christal Colton. Seconded by Claudia Infante. motion carried.

- J. ADDENDUM - Selection Criteria for 2024-2025 and Prioritization and Selection Criteria Procedures were presented by ERSEA Specialist Jessica Casiano. Jessica Casiano presented the Prioritization and Selection Criteria for the 2023/2024 school year and stated some changes will be made which include not previously listed criteria now being considered for the upcoming school year as well as point values changing to better assist the need of families. Procedures include NCCAA must maintain an adequate waiting list that ranks children according to the selection criteria as well as criteria based on specific requirements such as age, family income, availability of kindergarten to the child and needs of children with disabilities. First motion to approve was made by **Claudia Infante**. Seconded by **Jennifer Garcia**. Motion carried.

VIII. Informational Items

1. HR Staffing ReportJennifer Ruiz, Human Resources Director.....Information

Date	# Employees	New Hires	Terminations	Resignations	Discharges
5/14/2024	EHS/HS - 238	EHS-6	EHS-3	EHS-2	EHS-1
		HS-1	HS-6	HS-3	HS-3

Meeting required to go into Closed Session.

Vic Medina motioned to go into closed session at 12:07 p.m., second by **Ann Johnson**. Motion carried. Christal Colton moved to approve staff recommendations/terminations for NCCAA, second by Claudia Infante. Motion carried. The closed session began at 12:07 pm. and ended at 12:10 p.m.

Board Update- Presented by Board Representative Vic Medina. Mr. Medina reported tht the board is working really hard to make sure things are reviewed and approved in the next couple of weeks for the upcoming school year. Mr. Medina also reported he is very excited for the upcoming 60th anniversary celebration and thanks everyone who has assisted with planning and working together to make sure the celebration is successful in celebrating our agency. Mr. Medina thanked the planning committee and participants for all their assistance and hard work.

- 2. **Director’s Report-** Directors report was presented by Head Start Director Alicia Mancha. Alicia Mancha reported the Budget Revision Request was submitted to the Office Of Head Start on May 1, 2024. Alicia Mancha also reported there are current maintenance repairs scheduled for the doors and CDN and La Armada, and repairs for centers will begin in the summer. A new tracking system has been made on Google Drive to allow real time tracking of jobs. For Issues and Planning, The Birth to Five Head Start


Program has completed the draft for the Corrective Action Plan for the child incident of a child not being supervised for multiple minutes . An interview with the Director, Human Resources Director, Site Base Manager, Policy Council and Board will take place on May 23rd. Alicia Mancha reports another incident has occurred and has been reported to the Office Of Head Start. At this time, every coordinator has been assigned to a center to monitor and provide support to staff in the classrooms. Alicia Mancha then discussed the Office Of Head Start Monitoring report which states monitoring of NCCAA Birth to Five Head Start Program has taken place. Reports contain information about performance and compliance with the requirements of the performance standards. Alicia Mancha then reported that a Program Performance Summary Report was received and states the incident under investigation has been determined to be a deficiency and the necessary steps needed to correct the status.

- 3.
- 4. **Revision and Update to Program Narrative.** none

IX. Public Comments: Vic Medina thanked everyone for their participation and for a great and informative meeting. NCCAA CEO and Director voiced their appreciation to all participants and voiced their excitement for the upcoming event as well as moving toward another school year.

X. Good and Welfare: Heather Zavala thanked all participants for their continued support for Policy Council and for their time and dedication to the program. Linda Carrillo and Alicia Mancha thanked everyone for their participation and showed appreciation for another successful meeting.

XI. Adjournment: Meeting was adjourned at 12:19 pm by Ann Johnson. First motion was made by Vic Medina to end the meeting. Second motion was made by Ann Johnson.

Chairperson Printed Name	Chairperson Signature	Date
Ann Johnson		05/26/2024

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