

**COMMUNITY ACTION INC., OF
CENTRAL TEXAS HEAD START
PROGRAM
2021-2022**



REGULAR POLICY COUNCIL MEETING MINUTES

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DATE: December 16, 2021

TIME: 11:00 am -12:00 pm

LOCATION: [Zoom](#)

CHILD CARE: N/A

POLICY COUNCIL CHAIRPERSON: Mr. Joshua Romero, Bonham Pre-K

If you have questions, please contact Dr. Imelda Medrano, Early Childhood Program Director at 512-396-3395 X 228 or 281-967-0197.

Total Members: 9

Quorum: 5 members required to meet quorum

I. Open Meeting

1. Call to order, time: __11:03 am__ Chairperson: Joshua Romero
2. Roll Call (Attendance) Secretary: Amanda Rivers/Danielle Ramirez

Center	Member	P/A	Alternate	P/A
Hemphill HS	Lydia Ramirez-Translator	P	Zadiah Berry	A
Hemphill EHS	Vacant	NA	Yahaira Gonzalez	A
Bonham	Joshua Romero-Chairperson	P	Metilda Lucio	A
Henry Bush	John Saucedo	P	Yesenia Esquivel	P
Luling	Vacancy	NA	Kim Kimball	A
A. Washington	Breanna Perez-Vice Chairperson	P	Nancy Suarez	A
LBT	Bianca Castillo -CAI Board Rep	P	Vacancy	NA
Lockhart	Ashley Salazar	P	Delores Tristan	A
Hays PEP	Vacancy	NA	Vacancy	NA
Community Rep.	Flora Amaya-Community Rep	P		
Community Rep.	Lana Wagner-Community Rep	P		
Community Rep.	David Gonzales-Community Rep	P		
Head Start Staff				
Director	Dr. Imelda Medrano	P		
ERSEA	Dani Ramirez	P		
Family Services	David Gonzalez	P		
Office Manager	Patricia Sanchez	A		

3. Public Comment Period (2-minute maximum) None
4. Member report from sites (2-minute maximum)

LBT-Bianca shared that there would be another parent meeting tomorrow since it was an Early Release Day.

Lockhart-Ashley shared that the first In Person Parent Meeting was scheduled for tomorrow and would be held outside. She also shared that there was some confusion with regard to In Kind and how parents were supposed to be documenting that. She stated the Family Advocates had not received a raise in over 5 years and perhaps it was time to look into that. She shared that repairs were scheduled for the parking lot for Lockhart but were delayed due to the unexpected expenditures for the renovation/repair at another site. She hopes the parking lot will be addressed soon. Dr. Medrano told her she would look into each of these concerns and get back with her.

David Gonzalez-Family Services Coordinator shared that training was scheduled for parents on how they could help us to report In Kind Services. This is a new application for us and we have not yet rolled out the parent training piece but it is coming soon.

II. EXECUTIVE SESSION (CLOSED TO PUBLIC) Start Time: 11:11 am

Policy Council Members / Program Director

Executive Session Pursuant to Government Code Section 551.074 for purpose of discussing Personnel

1. New Hire Report – for approval

- a. *Dr. Medrano reviewed the New Hire Report for the council members. Chairperson Josh called for a motion to approve the New Hire Report. Flora made a motion to approve the New Hire Report. Lana 2nd the motion. Hearing no questions, Josh called for a vote and the New Hire Report was passed unanimously.*

2. Termination Report-NA

Executive session adjourns. End Time: 11:16 am

Regular meeting reconvenes. Time: 11:16 am

Dr. Medrano took a moment to inform the council members that she would no longer be the director of the program, as she was moving to be closer to her family. She introduced Alex Mylius as the interim director and Alex shared a bit about her experience and her love for Head Start.

III. Policy Council Training

1. [HSPS Vaccination Mandate](#)-Dr. Imelda Medrano

鑾 Dr. Medrano shared the information regarding the revised HSPS and answered questions for the parents. There were questions about accommodations for children regarding the mask mandate and Dr. Medrano shared that a procedure was included in this agenda and would be reviewed for approval in a few moments. There were questions regarding the Religious Exemption Form and process and Dr. Medrano reviewed the form and answered questions about the process. There were questions about folks who were not CAI/HS staff and dropped off supplies at the centers. Dr. Medrano explained that anyone who provides a direct service to the children/program and is under a contract with us would need to be vaccinated. A parent asked if Policy Council Members needed to be vaccinated. Dr. Medrano responded that parents had to be vaccinated if they volunteered and worked directly with the children, but not if they only served on the Policy Council. Dr. Medrano asked for permission to skip down on the agenda to the 4 approval items pertaining to the Mask and Vaccine Mandate. The council agreed to skip down to the related approval items.

2. [FY2 Monitoring Review- Policy Council](#) -Alex Mylius

鑾 Alex reviewed the purpose and process of having a FY2 Review and specifically shared the role the Policy Council would play during the review. She shared that this was a standard practice and nothing unusual and if any of the members were selected to participate, they would receive additional information and support prior to the review if needed.

3. [Policy Council Funds Guidelines](#)-Dr. Imelda Medrano

鑾 Dr. Medrano shared information about the Policy Council Fund and reviewed the Application and the Guidelines set by the Council Members that established the fund.

鑾 [Policy Council Funds Request Application](#)

VI. OLD BUSINESS

Approval of [Meeting Minutes November 18, 2021](#) - for approval

Josh called for a motion to approve the Policy Council Meeting Minutes from the November 18th meeting. Bianca made motion to approve the minutes as is. John seconded the motion. Hearing no discussion, a vote was cast and the minutes were approved as is.

V. NEW BUSINESS

1. COVID Vaccine Mandate Policies and Procedures-*for approval*

- [CAICT Flow Chart Vaccine Mandate](#)
 - *Dr. Medrano reviewed the chart for the council members and addressed any additional questions for the council members. Hearing no further questions, Chairperson Josh called for a motion to approve the CAICT Flow Chart for the Vaccine Mandate. Flora made a motion to approve the CAICT Flow Chart for the Vaccine Mandate. Lana seconded the motion. Hearing no further discussion, a vote was called and the motion passed unanimously.*
- [CAICT Policies and Procedures Vaccine & Mask Mandate](#)
 - *Dr. Medrano explained that this was the long version of the policies pertaining to the Vaccine/Mask Mandate and contained definitions, timelines, and resources we used to create the policy. Chairperson Josh called for a motion to approve the CAICT Policies and Procedures for the Vaccine and Mask Mandate. Flora made a motion to approve the CAICT Policies and Procedures for the Vaccine and Mask Mandate. Lana 2nd the motion. Hearing no further questions or discussion, a vote was called and the motion was approved.*
- [Medical Exemption Form](#)
 - *Dr. Medrano reviewed the Medical Exemption Form with the council members. There were questions regarding who would review and approve the form and Dr. Medrano shared the program director, the Human Resource Director, and the Executive Director would review and decide regarding the request for exemption. She shared the staff member would be notified within 10 business days. There were questions about whether or not the required testing for exempt employees was a HSPS or a CAICT requirement. Dr. Medrano explained it was part of the HSPS that was recently revised, as well as the mask mandate. There were questions about the types of tests that were acceptable and Dr. Medrano reviewed the expectations regarding testing for exempt employees. Hearing no further questions, Chairperson Josh called for a motion to approve the Medical Exemption Form. Ashley made a motion for the Medical Exemption Form to be approved. Flora 2nd the motion. Hearing no further discussion, a vote was cast and the Medical Exemption Form was approved.*

- [Religious Exemption Form](#)
 - *Dr. Medrano reviewed the Religious Exemption Form for the committee. She explained it was the same form she had shared during the presentation earlier and offered to answer any questions for them. There were no additional questions. Chairperson Josh called for a motion to approve the Religious Exemption Form. Flora made a motion to approve the Religious Exemption Form. Ashley 2nd the motion. Hearing no further discussion, a vote was cast and the motion was approved.*
 - *Dr. Medrano asked permission to go back to the agenda as written and the council agreed.*
- [Masking Mandate Procedure](#)
 - *Dr. Medrano reviewed the Mask Mandate Procedure for the council. There were questions regarding whether or not a parent could choose to provide their own mask. Dr. Medrano stated that was definitely acceptable as long as the mask fit properly and covered the mouth and nose. She encouraged parents to send extra masks and to label them with the child's name. Dr. Medrano agreed this should be added to the procedure. There were concerns about children having to wear the mask on the playground and Dr. Medrano shared that because the children were not vaccinated, it was a CDC recommendation and a HSPS that they must wear the mask for their own protection. There were many questions about children with special needs and children who were just not mature enough to understand the need for the mask and be able to wear it consistently as expected. Dr. Medrano assured the parents that children would never be reprimanded, punished, or isolated for not wearing their mask. Instead, teachers would gently remind them and talk them through the importance of keeping safe. Dr. Medrano also talked about the Accommodation Procedure that was next on the agenda for approval. There were concerns about the additional burden this would place on teachers and how time consuming it would be to help kids keep them ask on, change the masks out when they were soiled, and launder the masks daily. Dr. Medrano explained the process for coming up with the procedure and shared that teachers and center directors both had a hand in developing the procedure. She further shared the procedure was new and would likely be revised once we put it into practice and teachers made further suggestions regarding*

making it more manageable, with PC approval, of course. There were questions about whether or not it was more practical to use disposable masks. Dr. Medrano explained that had been explored and the cost would be at least \$75 per day to provide enough masks for all of the children every single day. Because children often have runny noses and because they would be using them on the playground, they would need to be changed daily and sometimes more than once during the day. Hearing no further questions, Chairperson Josh called for a motion to approve the Mask Mandate Procedure. Bianca made a motion to approve the Mask Mandate Procedure. Lydia seconded the motion. Hearing no further discussion, a vote was cast and the motion was approved.

- [Mask Mandate Accommodation Procedure](#)
 - Dr. Medrano reviewed the Mask Mandate Accommodation Procedure for the council. There were questions about who would serve on the Student Family Review and make the decision about a request to accommodate. Dr. Medrano explained that the members of the SFR would vary depending on the reason for the accommodation request. It was recommended that at least 3 members serve on the SFR committee and that was added to the procedure. It was also recommended the decision be reviewed annually to capture any updates or changes to the child's IEP/IFSP, developmental delay, and/or medical condition. That was also added to the procedure. There were questions about who would be reviewing the SFR member's decisions to make sure they were appropriate for the situation. Dr. Medrano explained that the Head Start Program Director would review any accommodation requests that were denied and the coordinator involved would review all others. There were questions regarding who would be responsible for calling the SFR in the first place and Dr. Medrano answered that it would be the Center Director. There were questions regarding who parents could contact to express their concerns regarding this new mandate, as it was not what was best for children. Dr. Medrano offered to share the link where the Office of Head Start was accepting comments from the public regarding this mandate. As promised, you may [submit a formal comment by clicking this live link](#). Hearing no further discussion, Chairperson Josh called for a motion to approve the

Mask Mandate Accommodation Procedure. Ashley made a motion to approve the Mask Mandate Accommodation Procedure. Bianca seconded the motion. Hearing no further discussion, a vote was cast and the motion was approved.

2. [Policy Council Funds Request-Luling](#)-for approval

- *Dr. Medrano reviewed the request from Luling to purchase die cuts for their die cut machine. Chairperson Josh called for a motion to approve the request. Ashley made the motion to approve the request for Luling to use Policy Council Funds to purchase die cuts. Briana seconded the motion and hearing no further discussion, the motion was approved.*

VI. MONTHLY REPORTS (for information)

1. [EHS Attendance November 21](#)
2. [HS Attendance November 21](#)
3. [EHS Enrollment November 21](#)
4. [HS Enrollment November 21](#)

Dr. Medrano asked if there were any questions or comments regarding the attendance or enrollment reports for the month of November. Dani shared that attendance was up slightly and that was something to celebrate. She encouraged parents to continue to try and bring their children to school daily if they were well.

VII. FINANCIAL – November 2021 (for information)

1. [Child and Adult Care Food Program \(CACFP\)](#)
2. [Federal HS/EHS](#)
3. [COVID Funds](#)
4. [American Rescue Plan Funds](#)
5. [In Kind](#)
6. [Credit Card Reports – November 2021](#)
7. [Store Account Expenditures – November 2021](#)
8. [Policy Council Funds](#)
9. Recent Invoices for Building Repairs/Operations
 - [Luling HVAC Repair-Reliable Air](#)
 - [Lockhart Toilet Repair 1st Home Commercial & Services](#)
 - [A. Washington Concrete Repair EvanRod Construction](#)

Dr. Medrano asked if there were any questions about any of the budgets or if any members wanted to review any of the budget reports in more detail. She discussed the recent repairs at specific centers. There were no questions.

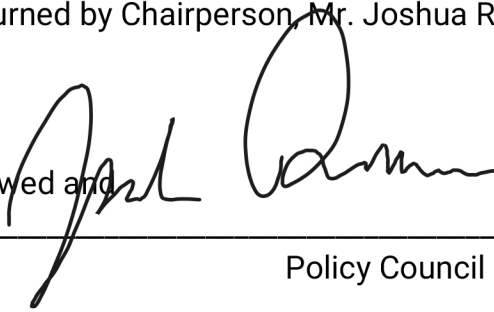
VIII. ANNOUNCEMENTS/ CORRESPONDENCE

1. [Head Start Monthly Report November 2021](#)
2. [CAI Program Calendar 2021-2022](#)
3. [CAI Head Start Annual Report 2020-2021](#)
4. [CCL Inspection Report Hemphill November 16, 2021 Zero Findings](#)
5. [CCL Inspection Report Hemphill November 18, 2021 Zero Findings](#)
6. [CCL Inspection Report A. Washington November 19, 2021 Outcome Pending Further Investigation](#)
7. [WIC Enrollment Information](#)
8. [45 Day Monitoring Review Notification Letter for FA2 Review - 06CH010664](#)
 - *Dr. Medrano reviewed the various correspondence with the council members and called particular attention to the Annual Report. There were no questions regarding any of the correspondence items. Dr. Medrano thanked the parents for their dedication to the program and encouraged them to continue to stay involved, as their input was essential to the program's success.*

Next Meeting: January 20, 2022 11:00 AM Zoom

Meeting adjourned by Chairperson, Mr. Joshua Romero at: 12:37

Minutes reviewed and
approved: _____



12/16/2021

Policy Council Chairperson, Josh Romero/Date