

**COMMUNITY ACTION INC., OF  
CENTRAL TEXAS HEAD START  
PROGRAM  
2020-2021**



**REGULAR POLICY COUNCIL MEETING MINUTES**

Hard copies of this agenda and/or any of the attachments are available by contacting  
psanchez@communityaction.com.

DATE: May 20, 2021

TIME: 11:00 am -12:00 pm

LOCATION: Zoom Conference Call (COVID-19)

CHILD CARE: N/A

POLICY COUNCIL CHAIRPERSON: Mr. Joshua Romero, Henry Bush CDC

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: 10

Quorum: 6 members required to meet quorum

**I. Open Meeting**

1. Call to order, time: \_\_\_\_\_ Chairperson: Joshua Romero
2. Roll Call (Attendance) Secretary: Brittany Martinez

Center	Member	P/A	Alternate	P/A
Hemphill	Lydia Ramirez-Vice Chairperson	P	<i>Brittany Taylor</i>	A
Bonham	Brittany Martinez-Secretary	P	Maria Cristela Gonzalez	A
Henry Bush	Joshua Romero-Chairperson	P	Sandra Lopez	P
Luling	Cindy Partida-CAI Board Rep	A	Samantha Wynn	P
A. Washington	Gabriela Hernandez-Translator	A	David Gonzalez	A
LBT	Bianca Castillo	P	Tonansy Suarez	P
Lockhart	Manuela Cantu	P	Suzanne Rivas	A
Hays PEP	Yahaira Gonzalez	P		
Community Rep.	Flora Amaya-Community Rep	P		
Community Rep.	<i>Lana Wagner</i>	P		
Head Start Staff				
Director	Dr. Imelda Medrano	P		
ERSEA	Dani Ramirez	P		
Family Services	David Gonzalez	P		
Office Manager	Patricia Sanchez	P		
Special Guest	LaBreca Fennell, Operations and Safety Coordinator			P

3. Public Comment Period (2-minute maximum) *None*
4. Member report from sites (2-minute maximum)
  - *Bianca, LBT Parent, shared that LBT has some vacancies they are actively trying to fill. They have a parent meeting tomorrow and have two guest speakers scheduled to present, ESL Education and Blue Cross Blue Shield Insurance.*

## II. Policy Council Training

1. Bidding Process-LaBreca Fennell, Operations & Safety Coordinator
  - *Mrs. Fennell shared with the PC that we are currently exploring our options with regard to a new service provider for our janitorial services. We currently have a contract with Eco Care which will expire in December of 2021. She explained the bidding process and the 3 bids from companies that she has collected thus far. She is currently reviewing recommendations for each company. Eco Care wants to keep the contract so they are actively working to improve the quality of service they are providing by doing monthly walk-throughs and conducting surveys at each center to inform them of areas where improvement is needed. Mr. Romero asked if we had considered local companies, as the current 3 bids under consideration are from outside of our area and thus will be more expensive. LaBreca agreed this was a good suggestion and stated she would seek some local bids for each of the different geographical areas where we have centers.*
2. [Head Start Self-Assessment Report](#)-Dr. Imelda Medrano
  - *Dr. Medrano shared the purpose of and process for conducting the Head Start Self-Assessment. She invited the PC to review the portions of the document that were of particular interest to them. She summarized the overall recommendations that were made as a result of conducting the Self-Assessment. The PC members did not have any questions or recommendations.*

## III. EXECUTIVE SESSION (CLOSED TO PUBLIC) Start Time: 11:18 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 month of April. PC members did not have any questions and a motion was called for approval. Flora made the motion to approve the New Hire Report and Manuela 2nded the motion. Josh called for a vote and the New Hire Report was passed unanimously.*

## 2. Termination Report-**NA**

Executive session adjourns. End Time: 11:23 AM

Regular meeting reconvenes. Time: 11:24 AM

## VI. OLD BUSINESS

Approval of [Meeting Minutes from April 15, 2021](#).-for approval

*Mr. Romero called for a motion to approve the April 2021 minutes. Brittany made a motion to approve the April 2021 minutes and Manuela 2nded the motion. There were no questions so a ballot was called and the minutes were unanimously approved.*

## V. NEW BUSINESS-for approval

- a. [Corrective Action Plan Active Supervision of Children](#)
  - i. Dr. Medrano reviewed the incident that led to the development of the CAIP and took the members through each step in the plan. Questions were considered and answered. Mr. Romero called for a motion to approve the CAIP. Brittany made a motion to approve the CAIP and Flora seconded the motion. There were no questions so Josh called for a vote and the motion was passed unanimously.
- b. [Code of Conduct Guidance and Discipline Policy](#)
  - i. *Dr. Medrano reviewed the revised Code of Conduct Guidance and Discipline Policy for the PC. She shared the specific changes that were made as a result of the CAIP and invited questions to make sure the PC members understood what they were looking at before she asked them to approve it. She encouraged them to read through it again at their leisure before they signed it. There were no questions. Josh called for a motion to approve. Manuela made a motion to approve the Code of Conduct Guidance and Discipline Policy. Brittany seconded the motion. There were no questions therefore a ballot was called and the motion passed unanimously.*
- c. [Progressive Discipline for Child Guidance and Safety Concerns](#)
  - i. *Dr. Medrano reviewed the revised Progressive Discipline for Child Guidance and Safety Concerns. Flora wanted to know if a copy of this was available to PC members. Dr. Medrano informed her that it was linked to the agenda but if she needed a hard copy one would be provided. She also reminded all PC members that agendas and*

meeting minutes are posted on the CAI website and are available to all parents, staff members, and the entire community. Hearing no questions, Josh called for a motion. Manuela made a motion to approve the Progressive Discipline for Child Guidance and Safety Concerns and Bianca seconded that motion. There were no additional questions nor discussion so Josh called for a ballot and the motion passed unanimously.

d. [Ongoing Monitoring Procedure](#)

i. Dr. Medrano explained to the PC members that this was a new procedure so she would go through the entire document and hoped anyone who had questions or did not understand would let her know so that she could explain further. She explained the HS Performance Standard that calls for On Going Monitoring and went through each of the tools that are used by our HS Program to monitor effectiveness and adherence to the Performance Standards. She explained while the written procedure is new, the use of the tools has been taking place. We are just listing all of the tools in one place to make sure everyone knows how the program is monitored and where they can get data to inform program planning. She discussed the responsibility of the Policy Council and the Governing Board to consider this data as they worked with the HS Staff to improve the program. Hearing no questions, Josh called for a motion to approve. Brittany made a motion to approve the Ongoing Monitoring Procedure and Manuela seconded the motion. Hearing no questions or discussion Josh called for a ballot and the motion was passed unanimously.

e. [Adjustment to COLA Funds Distribution](#) (Show Cook Salary Adjustment Proposal)

i. Dr. Medrano informed the PC that this would replace the COLA Funds Distribution they had previously approved calling for all HS Staff to get a 1.63% raise. She referred to the attached correspondence with the guidance from the OHS regarding how COLA funds could be distributed. She discussed the importance of paying people a fair wage so that they could remain in the job instead of constantly looking for a better paying job. She shared the rate of pay for McDonalds' cooks and local school districts' cooks as compared to our cook's pay and noted the huge discrepancy. The PC members agreed that using the available surplus of funds after the required 1.22 % was distributed amongst all staff to increase the rate of pay for all cooks based on their years of experience was the right thing to do. Josh called for a motion to approve this new version of the COLA Funds

*Distribution. Flora made a motion to approve the Adjusted COLA Funds Distribution and Yahaira seconded the motion. Hearing no further discussion Josh called for a ballot and the motion was passed unanimously.*

f. [COVID Funding Plan 2021-2023](#)

i. *Dr. Medrano reviewed the worksheet for the COVID Funding Plan through March of 2023 and answered questions. There were several questions about pay scales and how salary amounts were arrived at. Dr. Medrano shared we looked at current positions and used the mid-point of the pay scale for the positions that were similar to the new positions that would be created using COVID funding. There were some questions about Fringe Benefits and how the amounts were arrived at. Dr. Medrano explained that our Chief Financial Officer, Keith Herrington provided those numbers based on the amounts we are currently paying for employees to have insurance, workman's compensation and things of that nature. Hearing no further discussion, Josh called for a motion to approve the COVID Funding Plan. Brittany made a motion to approve the COVID Funding Plan and Yahaira seconded the motion. There was no further discussion and Josh called for a ballot and the motion was approved unanimously.*

g. [A. W. Request for PC Funds \(2<sup>nd</sup> request\)](#)

i. *Dr. Medrano reviewed the request for Policy Council Funds for A. Washington to purchase clocks. This is their second request but it does not exceed their allotted \$250 so it does meet the application requirements. Josh called for a motion to approve the PC Funds Request. Brittany made a motion to approve A. Washington's request for PC funds in the amount of \$42.98 and Flora seconded the motion. Hearing no further discussion Josh called for a ballot and the motion passed unanimously.*

h. *Mental Health Services Contract Proposals 2021-2022*

i. [Bid #1 Family Services](#)

ii. [Bid #2 Vida Clinic](#)

iii. [Bid #3 Behavior Frontiers](#)

*Dr. Medrano shared with the PC members that HS Performance Standards requires that we have a licensed professional counselor available to consult with and support staff and parents and provide direct services or referrals for services for children who need them. She shared that three bids had been secured for a Mental Health Consultant and the one she felt most met the needs of our Program*

*was the one from Family Services. This vendor provides services to several other local Head Start programs and has knowledge of Head Start Performance Standards and experience specifically working with children ages zero to three. She further shared that two of our coordinators have worked in other HS programs that contracted with Family Services and they were satisfied with their work. Josh called for a motion to approve the contract with Family Services as our Mental Health Consultant provider. Flora made the motion to use Family Services as our Mental Health Consultant and Brittany seconded the motion. Hearing no questions or further discussion Josh called for a ballot and the motion passed unanimously.*

#### VI. MONTHLY REPORTS (for information)

1. [EHS Attendance](#)
2. [HS Attendance](#)
3. [HS & EHS Enrollment](#)

- *The reports were reviewed with the PC members. Dani Ramirez shared that Attendance Success Plans were now being put into place for families who were struggling to get their children to attend class. Now that the pandemic appears to be mostly behind us the expectation for in person attendance is 100% unless there is a genuine reason for the absences such as illness or family emergencies. We are continuing to enroll and encourage our PC members to spread the word in the community about our services.*

#### VII. FINANCIAL – March 2021 (for information)

1. [Child and Adult Care Food Program \(CACFP\)](#)
2. [Federal HS/EHS](#)
3. [In Kind](#)
4. [Credit Card Reports – April 2021](#)
5. [Store Account Expenditures – April 2021](#)
6. [Policy Council Funds](#)
7. Recent Invoices for Building Repairs/Operations
  - [Laminator Repair Luling](#)
  - [AC Repair Hemphill EHS](#)
  - [Door Repair Lockhart](#)
  - [AC Repair Henry Bush](#)
  - [Floor Tile Repair Henry Bush](#)

- [Door Repair A. Washington](#)
  - *Dr. Medrano encouraged members to review the budget documents in advance of the meeting, specifically the members of the Budget Committee so that they could have their questions and/or recommendations ready to discuss. There were no questions about any of the budgets included in this agenda.*

#### VIII. ANNOUNCEMENTS/ CORRESPONDENCE

1. [Head Start Monthly Report April 2021](#)
2. [CAI Program Calendar 2021-2022](#)
3. [CLASS Scores 2<sup>nd</sup> Observation 2020-2021](#)
4. [Revised EHS Teacher Job Description](#)
5. [Revised EHS Teacher Long Term Sub Job Description](#)
6. [Learning Genie Contract](#)
7. [HH CCL Inspector Report April 6 Incident Outcome](#)
8. [ACF-IM-HS-21-01 COVID Funding Guidance](#)
9. [CCL Inspection Report LBT](#)
10. [Carryover Awarded](#)
11. [Emergency Rule COVID Guidelines Lifted](#)
12. [Application to purchase modular office for HH submitted](#)
13. [Notice of Award of 2<sup>nd</sup> half of annual funding](#)
14. [Covid Guidance Update CAI May 2021 \(masks\)](#)
15. [COLA Prior to Revision for Cooks](#)
16. [OHS COLA Funding Guidance](#)
17. [Sites and Square Footage for Janitorial Services Contract](#)
18. [Scope of Work for Janitorial Services](#)
19. [Maintenance of Austin Janitorial Bid](#)
20. [RBS Building Maintenance Janitorial Bid](#)
21. [Jani King Janitorial Bid](#)
22. [Eco Care Current Contract](#)

*Dr. Medrano reviewed each of the correspondence items and invited questions from the PC members. She informed them the calendar for the upcoming school year was item number 2 and would be made available to all parents after today's meeting. There was discussion about the Early Dismissal days and how they would be used. There were no additional questions and Josh adjourned the meeting at 12:31 pm.*

Next Meeting: June 17, 2021 11:00 AM Zoom

Meeting adjourned by Chairperson, Mr. Joshua Romero at: 12:31 pm.

Minutes Approved: \_\_\_\_\_

*Joshua Romero, Policy Council Chairperson/Date*