

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



REGULAR POLICY COUNCIL MEETING MINUTES

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psanchez@communityaction.com.

DATE: November 18, 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: 12

Quorum: 7 members required to meet quorum

I. Open Meeting

1. Call to order, time: 11:04 AM Vice-Chairperson: Breanna Perez
2. Roll Call (Attendance) Secretary: Amanda Rivers/Patricia Sanchez HS

Center	Member	P/A	Alternate	P/A
Hemphill HS	Lydia Ramirez-Translator	A	Zadijah Berry	A
Hemphill EHS	Amanda Rivers-Secretary	P	Yahaira Gonzalez	A
Bonham	Joshua Romero-Chairperson	P	Metilda Lucio	P
Henry Bush	John Saucedo	A	Yesenia Esquivel	P
Luling	Tina Morales	A	Kim Kimball	P
A. Washington	Breanna Perez-Vice Chairperson	P	Nancy Suarez	P
LBT	Bianca Castillo -CAI Board Rep	P	Maria Guadalupe Soto	P
Lockhart	Ashley Salazar	P	Delores Tristan	A
Hays PEP	Calanda Lindsey	A	Lorena Gomez	A
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	P		
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3. Public Comment Period (2-minute maximum)-None

4. Member report from sites (2-minute maximum)

🔗 *Bianca-LBT-Reported that LBT held their first In Person Meeting. She shared that teachers had tables for the parents to participate in activities. There were 17 parents in attendance and it was really great to see parents involved with their children and their teachers.*

🔗 *Josh-Bonham-Reported that Bonham Open House was well attended.*

🔗 *Breanna-A. Washington-Reported that her center was holding a virtual parent meeting today at noon. She shared that staff from Early Childhood Intervention were conducting therapy in person at the center, which is very good for children.*

🔗 *Asley-Lockhart-Reported that Fire Safety information was shared with parents at Lockhart's most recent parent meeting. She also shared that she had passed out business cards with contact information to the parents so they could contact her if they needed her.*

II. EXECUTIVE SESSION (CLOSED TO PUBLIC) Start Time: 11:14

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 shared the New Hire Report with the Executive Committee. Josh called for a motion to approve. Ashley made a motion to approve the New Hire Report. Breanna seconded the motion. Hearing no discussion or questions, Josh called for a vote and the New Hire Report was approved unanimously.

2. Termination Report-NA

Executive session adjourns. End Time: 11:19

Regular meeting reconvenes. Time: 11:20

III. Policy Council Training

1. Reading & Understanding Head Start Program Budgets-Keith Herington, CAI Chief Financial Officer

鐿 Dr. Medrano introduced Chief Financial Officer, Keith Herington, to the council. Mr. Herington proceeded to walk the members through how to read a budget and gave an overview of all of the budgets that would be shared with the council on a monthly basis as per Head Start Performance Standards. He offered to answer any questions. Dr. Medrano informed the members that she would be looking for volunteers to serve on the Finance Committee for the Policy Council. She explained their responsibility would be to review the budgets in advance of the meeting and have questions or recommendations ready to present to the rest of the council.

2. ERSEA Policies and Procedures-Danielle Ramirez, ERSEA Coordinator

鐿 Danielle Ramirez, ERSEA and Transitions Coordinator, provided a training over the ERSEA Policies and Procedures, including all aspects of the Recruitment and Enrollment Process as indicated by Head Start Performance Standards 1302.12 (l) and (m 1-4).

VI. OLD BUSINESS

[Approval of Meeting Minutes October 25, 2021](#)

鐿 Josh asked for a motion to approve the minutes from the October 25, 2021 Policy Council Meeting. Flora made a motion to approve the October meeting minutes. Bianca seconded the motion. Hearing no questions or discussion, Josh called for a vote and the minutes were approved as is.

V. NEW BUSINESS

1. [Conversion of Slots for 22-23-for approval](#) Dr. Medrano reviewed the Application for Request of Conversion of Slots for the 22-23 school year. She shared the number of slots being requested for conversion from each center and where those slots would be utilized for the upcoming school year. Dr. Medrano answered questions about the new center, how this would impact the current Head Start classrooms, and what would be done with the vacated facilities for the closing Head Start classrooms. Dr. Medrano responded to all questions and encouraged the council members to feel comfortable asking if they needed any additional clarification. Breanna shared that she was very happy to see a center opening at the Hays Caldwell Women's Center, as they were a wonderful organization that had helped her and her family in their time of need. Josh called for a motion to approve the conversion request. Breanna made a motion to approve the Conversion Application. Bianca seconded the motion. Hearing no further questions or discussion, Josh called for a vote and the Conversion Application

was approved by the Policy Council.

2. [ERSEA Eligibility, Determination, Verification Training & Monitoring Procedure](#) -for approval Dr. Medrano explained the Head Start Performance standard regarding required ERSEA training for Policy Council members. She reviewed the Performance Standard with the council and explained that a procedure was required to clearly state our training practices as well as the consequences for falsification of any documents or information in order to gain eligibility to the program. Josh called for a motion to approve the new ERSEA Procedure. Flora made a motion to approve the new ERSEA procedure. Lana seconded the motion. Hearing no further questions, Josh called for a vote and the motion to approve the new ERSEA Procedure was passed.
3. COVID Vaccine Mandate Policies and Procedures-for information Dr. Medrano talked with the council members about the Head Start mandate for all HS staff to be vaccinated. Ashley spoke on behalf of some of the teachers at her center who had been with the agency for years and were excellent teachers. She was concerned that they would be forced to leave the agency because they did not choose to get the vaccine. She felt strongly that every person should have the right to decide what they want to put into their body. Dr. Medrano agreed that the teachers at Lockhart were some of the best and were invaluable to the program. Dr. Medrano did not disagree with the rights of individuals to make choices for themselves, but she explained that if we chose not to comply with a mandate from the Office of Head Start, we were risking jeopardizing our funding, which would result in the loss of jobs for the entire agency, as well as loss of services to the children and families. Dr. Medrano shared that CAI Leadership was in the process of creating policies and procedures to include medical and religious exemptions. Those policies and procedures would then be presented to the council and the board for input and approval. Bianca, CAI Board Rep, shared that she would be sure to speak on behalf of the teachers at the board meeting tonight. Dr. Medrano shared that it was possible the mandate would be amended or at the very least postponed due to the case recently being sent to the Supreme Court for a decision.

VI. MONTHLY REPORTS (for information)

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

4. [HS Enrollment October 21](#)

VII. FINANCIAL – July 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 – October 2021](#)
7. [Store Account Expenditures – October 2021](#)
8. [Policy Council Funds](#)
9. Recent Invoices for Building Repairs/Operations
 - [1st Home Services Plumbing Repair Hemphill 11-9-2021](#)

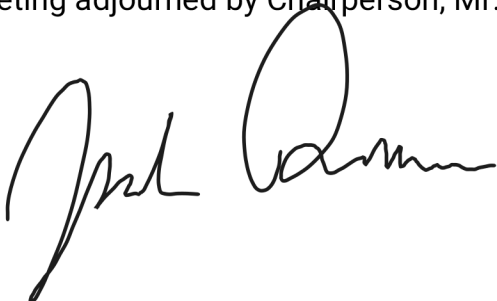
VIII. ANNOUNCEMENTS/ CORRESPONDENCE

1. [Head Start Monthly Report October 2021](#)
2. [CAI Program Calendar 2021-2022](#)
3. [CCL Inspection Report Lockhart 10-13-21](#)
4. [Lockhart Fire Rescue Report 10-22-21](#)
5. [CCL Investigation Report LBT 10-18-21](#)
6. [CCL Investigation Report A. Washington 11-4-21](#)
7. [OHS Program Information Report Available](#)
8. [State Level Program Information Report 2021](#)
9. [Notification to OHS Class Closure HH due to AC Issues 10-25-21](#)
10. [New Janitorial Contract – RBS Building Maintenance Jan 2022](#)
11. [Conversion Request Signature Page](#)
12. [Notice of Award 10-25-21](#)

Dr. Medrano reviewed all reports and correspondence with the council members and explained to them the purpose for sharing each one. Members were encouraged to ask questions. Dr. Medrano offered to stay after the meeting with anyone who wanted more information regarding any of the reports or correspondence.

Next Meeting: December 16, 2021 11:00 AM Zoom

Meeting adjourned by Chairperson, Mr. Joshua Romero at: 12:24



11/19/2021