

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



**REGULAR POLICY COUNCIL MEETING MINUTES**

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

**DATE:** February 17, 2022

**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 Alexandra Mylius, Interim Head Start Program Director at 512-396-3395 X 228

Total Members: 9

Quorum: 5 members required to meet quorum

I. Open Meeting

1. Call to order, time: 11:06a Chairperson: Joshua Romero
2. Roll Call (Attendance) Secretary: Ashley Salazar

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

3. Public Comment Period (2-minute maximum)
  - N/A
4. Member report from sites (2-minute maximum)
  - Josh Hemphill having playground equipment issues

- Ashley Lockhart plumbing and parking lot update
- Bianca LBT info about fire safety meeting and literacy bus
- Jacquelin intern introduction

II. EXECUTIVE SESSION (CLOSED TO PUBLIC) Start Time: \_\_\_ 11:17a \_\_\_\_\_

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*

Josh call for motion:

Lana Wagner – 1<sup>st</sup> motion

Josh Romero – 2<sup>nd</sup> motion

No questions

All approved

2. Termination Report-NA

Executive session adjourns. End Time: \_\_\_ 11:20a \_\_\_\_\_

Regular meeting reconvenes. Time: \_\_\_ 11:21a \_\_\_\_\_

III. Policy Council Training

1. [Policy Council Bylaws](#) Alexandra Mylius - Shared with PC Members

Article VII: Committees

- Finance and Planning Committee
- By Laws Committee
- The Personnel Committee
- The ERSEA Committee
- The Translator Committee

VI. OLD BUSINESS

Approval of [Meeting Minutes January 20, 2022](#) - *for approval*

-Followed up on adding a fundraising committee. Discussed that does not fit under any existing. Need at least 3 volunteers and will revisit again with researching adding to bylaws

Josh call for motion:

Lana Wagner – 1<sup>st</sup> motion

Bianca Castillo – 2<sup>nd</sup> motion

No questions

All approved

V. NEW BUSINESS

1. [Community Action, Inc. Parent-Employee Agreement](#) -*for approval*

Questions: Josh - which roles comes first parent or employee? Alex answered it was created with Parent first. Ashley asked about any consequences? Alex answered it would be a conversation then a

counseling statement. This document is not a contract, only an agreement. Bianca mentioned concerns about accountability and safety and wants consistency across all centers, showing support for this document.

Josh call for motion:

Lana Wagner – 1<sup>st</sup> motion

Bianca Castillo – 2<sup>nd</sup> motion

All approved

2. [Program Operations-Investigative Procedures Update](#) - *for approval*

Josh call for motion:

Ashley Salazar – 1<sup>st</sup> motion

Bianca Castillo – 2<sup>nd</sup> motion

No questions

All approved

3. [Reporting Child Abuse and Neglect](#) -*for approval*

Josh call for motion:

Lana Wagner – 1<sup>st</sup> motion

Josh Romero – 2<sup>nd</sup> motion

No questions

All approved

VI. MONTHLY REPORTS (*for information*)

1. [EHS Attendance January 22](#)
2. [HS Attendance January 22](#)
3. [EHS Enrollment January 22](#)
4. [HS Enrollment January 22](#)

VII. FINANCIAL – January 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 – December 2021
7. Store Account Expenditures – December 2021
8. Policy Council Funds
9. Recent Invoices for Building Repairs/Operations

VIII. ANNOUNCEMENTS/ CORRESPONDENCE

1. [Head Start Monthly Report January 2022](#)
2. [Child-Care Inspection Luling CDC Head Start and Early Head Start](#)

[02/02/2022](#)-No Findings

3. [HSES Correspondence: Bonham Pre-K 3-Year-Old Class Child Injury 02/01/2022](#)
4. [Child Care Regulation \(CCR\) Investigation Henry Bush CDC 01/31/2022](#)-No Deficiencies
5. [Child-Care Inspection Luling CDC Head Start and Early Head Start 01/27/2022](#)-  
Allegations: There are concerns regarding prohibited punishments.

-Kristen Ramos new alternate for LBT

-Announcement for dance on 3/4/22

**Next Meeting: March 24, 2022 11:00 AM Zoom**

Meeting adjourned by Chairperson, Mr. Joshua Romero at: \_\_\_\_\_12:09p\_\_\_\_\_