

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



REGULAR POLICY COUNCIL MEETING AGENDA

Hard copies of this agenda and/or any of the attachments are available by contacting
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: _____ Chairperson: Joshua Romero
2. Roll Call (Attendance) Secretary: Amanda Rivers

Center	Member	P/A	Alternate	P/A
Hemphill HS	Lydia Ramirez-Translator		Zadah Berry	
Hemphill EHS	Amanda Rivers-Secretary		Yahaira Gonzalez	
Bonham	Joshua Romero-Chairperson		Metilda Lucio	
Henry Bush	John Saucedo		Yesenia Esquivel	
Luling	Tina Morales		Kim Kimball	
A. Washington	Breanna Perez-Vice Chairperson		Nancy Suarez	
LBT	Bianca Castillo -CAI Board Rep		Maria Guadalupe Soto	
Lockhart	Ashley Salazar		Delores Tristan	
Hays PEP	Calanda Lindsey		Lorena Gomez	
Community Rep.	Flora Amaya-Community Rep			
Community Rep.	<i>Lana Wagner-Community Rep</i>			
Community Rep.	David Gonzales-Community Rep			
Head Start Staff				
Director	Dr. Imelda Medrano			
ERSEA	Dani Ramirez			
Family Services	David Gonzalez			
Office Manager	Patricia Sanchez			

3. Public Comment Period (2-minute maximum)
4. Member report from sites (2-minute maximum)

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

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**
2. Termination Report-NA

Executive session adjourns. End Time: _____

Regular meeting reconvenes. Time: _____

III. Policy Council Training

1. Reading & Understanding Head Start Program Budgets-Keith Herington, CAI Chief Financial Officer
2. ERSEA Policies and Procedures-Danielle Ramirez, ERSEA Coordinator

VI. OLD BUSINESS

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

V. NEW BUSINESS

1. [Conversion of Slots for 22-23](#)-for approval
2. [ERSEA Eligibility, Determination, Verification Training & Monitoring Procedure](#) -for approval
3. COVID Vaccine Mandate Policies and Procedures-for information

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](#)

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

Meeting adjourned by Chairperson, Mr. Joshua Romero at: _____