



Policy Committee Meeting

Tuesday, February 28, 2023

Minutes

1. **Welcome:**

At 6:34 pm, the president of the Policy Committee, Jose Carlos Gómez, began the meeting by welcoming those present. A *quorum* was established with 5 members.

2. **Public Comment Period:**

There were no comments.

3. **a) Agenda:**

Mr. Jose Carlos Gómez read the agenda. There being no changes, the agenda was unanimously approved by Mr. Gonzalo Vega giving the motion and being seconded by Ms. Brianda Rodriguez.

b1.) Review of the Minutes

The minutes of December 1, 2022 were reviewed. There being no corrections, the minutes were unanimously approved with the motion being made by Ms. Carolina Sierra Blanco and being seconded by Ms. María Corrales. The minutes of the special meeting of February 2, 2023 were also reviewed. There being no corrections, the minutes were unanimously approved with the motion of Ms. María Corrales and being seconded by Ms. Brianda Rodriguez.

4. **Policy Council Members Report – Off-Season Meetings/Activities**

Ms. Carolina Sierra Blanco reported that a board meeting was held on February 23 where the eligibility policy for 2023-2024 and the grantee's budget revision for the transfer of funds were reviewed and approved.

5. **Program Director Report (see written report)**

December 2022 - January 2023 report

Child Enrollment

To date, 710 children have been enrolled. The winter program will end on February 28 and registration for the 2023 season will begin on March 1. Registrations will be done in person.

Staff

Recruitment for vacant positions will begin in early March. The first day of work for family services staff will be March 15.

Contracts

The program is in the process of renewing the contract for the family therapist to continue providing services beginning in March.

Activities and Services Calendar

The National Migrant and Seasonal Head Start Association was selected to award USDA benefit cards to families working in agriculture. We are distributing \$600 cards to each of the families enrolled in the program.

Monitoring

During the month of February, the grantee agency conducted health and safety monitoring visits at four newly contracted family child care home sites.

Safety and Supervision Practices

The grantee agency provided the program with additional funds to complete repairs at the centers. The projects are expected to be completed by the end of April. The Freedom Center renovation project continues.

6. Financial Report

José Rocha, program operations supervisor, reviewed the financial report for November and December 2022 and January 2023. José reviewed the basic budget report, which is the main budget of the program, the expenses to date, and the balance of the budget. The percentage spent of the basic budget was 85.79%. He also reported that 108.14% of the non-federal share budget has been generated. In addition, José reviewed the following reports: the Training and Technical Assistance budget report, the COVID-ARP report, the COVID CRRSA report, the credit card report, the report on food served in the centers, and the program data reporting.

7. Annual Self-Assessment Review

Angelica C. Renteria , Director, explained that each year the program carries out a self-assessment process to assess compliance with the requirements in all areas. This is an ongoing process throughout the year in which the grantee agency participates by holding quarterly meetings with program management personnel and monitoring visits. In the process, the program has the opportunity to request support from the grantee agency. It is also a process that helps the program identify goals and objectives.

The Director reviewed the strengths, highlights, identified needs, and goals that emerged as a result of the 2022-2023 self-assessment. The director explained that at the task force meeting on March 15 they will be talking in more depth about the challenges of the program; one of which is that the program has three consecutive years of failing to meet the contract stating that the program must serve 752 children. The main reason is that families have moved to other areas. There will be a discussion about a reduction in slots to balance the budget. Ms. María Corrales gave the motion to approve the results of the self-assessment, it was seconded by Mr. Gonzalo Vega and unanimously approved.

8. Board of Trustees Liaison Report

No report given.

9. Communications from the Office of Head Start

The following communication from the Office of Head Start was reviewed:

- FY 2023 Head Start Funding Increase [ACF-IM-HS-23-02]. The director explained that although the funds are not enough, they will serve to reduce the district's contribution and increase reimbursement to providers. A proposal will be presented to the policy committee in April.

10. Questions/Other

1. Volunteers were asked to participate in interviews to fill open program staff positions. The following volunteered: Angelita Ferreyra , Jose Carlos Gómez, Carolina Sierra Blanco and María Corrales.

2. A governance task force meeting will be held on Wednesday, March 15 at 6:30 pm in the program conference room.

11. Next Meeting

The next meeting date will be Tuesday, March 28, 2023 at 6:30 pm in the program conference room and by videoconference.

12. Adjournment

The meeting was adjourned at 8:01 pm with the motion being made by Ms. Brianda Rodriguez, being seconded by Mr. Gonzalo Vega and approved unanimously.