

**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:** February 25, 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: 9                      Quorum: 5 members required to meet quorum

**I. Open Meeting**

1. Call to order, time: 11:05 Chairperson: Joshua Romero
2. Roll Call (Attendance) Secretary: Brittany Martinez

Center	Member	P/A	Alternate	P/A
Hemphill	Lydia Ramirez-Vice Chairperson	P	Brittany Taylor	P
Bonham	Brittany Martinez-Secretary	A	Maria Cristela Gonzalez	P
Henry Bush	Joshua Romero-Chairperson	P	Sandra Lopez	A
Luling	Cindy Partida-CAI Board Rep	A	Samantha Wynn	P
A. Washington	Gabriela Hernandez-Translator	P	David Gonzalez	P
LBT	Amber Olivo	A	Tonansy Suarez	A
Lockhart	Manuela Cantu	P	Suzanne Rivas	A
Hays PEP	Esmeralda Herrera	A		
Community Rep.	Flora Amaya-Community Rep	P		
Community Rep.	Lana Wagner	P		
Head Start Staff				
Director	Dr. Imelda Medrano	P		

<b>ERSEA</b>	Dani Ramirez	P		
<b>Family Services</b>	David Gonzalez	P		
<b>Office Manager</b>	Patricia Sanchez	P		
<b>Special Guest</b>	Francesca Ramirez, Adult Education Program, CAI			P

3. Public Comment Period (2-minute maximum)

*There were no comments from the public.*

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

*Cris Gonzalez – Bonham is experiencing good attendance and strong family participation. More families are asking for and accepting assistance. One of Bonham’s Head Start Teachers was honored with the Teacher of the Year Award for their campus. Congratulations to Ms. Segura!*

*Brittany Taylor – Hemphill Head Start had some water damage during the winter snap. Water damage is in the process of being repaired. Luckily, EHS did not sustain any water damages. Families are reaching out for assistance and there was good participation at the distribution.*

*Gabriela Hernandez – Gave a shout out to A Washington’s new Family Advocate – Lyann Esparza.*

*Flora Amaya – Reports that Lockhart Head Start is running smoothly but did have an area of concern of possible water damage sustained to the building. Also working on requesting PC Funds for their center.*

II. Policy Council Training

1. [Adult Education Program](#) presented by Francesca Ramirez

*Francesca serves both Hays and Caldwell Counties as an Adult Education Recruiter and Instructor. She has been with agency twelve and a half years. Several classes are available through the CAI Adult Education Program. Pathway to College Readiness, GED, ESL, Citizenship classes, and Basic Adult Education. Some of these classes are available in Spanish. There are also several classes for technical certification such as – Medication Aide, Certified Nurse Assistant, HVAC, and Phlebotomy. All registration information can be found on the Community Action webpage linked above.*

*Francesca is available to attend Parent Meetings at individual centers to share this information if needed.*

Questions Asked –

Q-It is okay for students to attend classes if they are from different counties?

A-Yes, it doesn’t matter what county you live in, you can attend the class that best meets your needs.

Q-Is work placement a part of the program?

A– Yes, it is available for Certified Nurse Assistant program and there is support for all students in getting their resume together, practicing for interviews, and networking with companies that are hiring.

Q-Are there a variety of levels for ESL students?

Q-Yes, ESL has levels 1, 2, and 3.

### III. EXECUTIVE SESSION (CLOSED TO PUBLIC) Start Time: 11:41

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*

*Dr. Medrano reviewed the New Hire Report for the month of February 2021.*

*Josh Romero called for a motion to approve the New Hire Report.*

*Flora Amaya made a motion to approve the New Hire Report.*

*Manuela Cantu seconded the motion.*

*Questions – Flora asked why new FA from LCDC was not on the report for approval. Dr. Medrano explained that Lydia Juarez was a transfer from within the agency and not a new hire.*

*Motion was approved unanimously.*

Executive Session Adjourned – 11:44 am

Regular Meeting Reconvened – 11:45 am

### VI. OLD BUSINESS

Approval of [Meeting Minutes from January 21, 2021](#).-*for approval*

*Josh Romero called for a motion from the floor to approve the minutes from the January meeting.*

*Manuela Cantu made a motion to approve the January minutes.*

*Flora Amaya seconded the motion.*

*There were no questions or discussion from the members.*

*A vote was taken and the motion passed unanimously.*

By Laws Committee Meeting-[Proposed Amendments to By Laws](#) – *for approval*

Josh Romero presented an overview of the changes that were being proposed to the By Laws by the By Laws Committee as follows: The major changes are to include the ability to vote by proxy, to allow for Alternates to participate in

committees, and to change the role of parents serving on the Personnel Committee from screening applicants to actually serving on the interview committees. Training will be provided at the next Policy Council meeting for all members regarding interview protocols and confidentiality. There were other changes that were minor and are in red font for the Policy Council Members to review. A hard copy was provided to all members along with the agenda a week prior to the meeting.

Mr. Romero called for a motion to approve the proposed amendments to the By Laws.

Flora Amaya made a motion to approve the proposed amendments to the By Laws.

Gabriela Hernandez seconded the motion.

The following questions were entertained prior to taking a vote:

Q-Flora Amaya asked if we are meeting the 51% parent requirement.

A-Dr. Medrano responded that we are actually exceeding that requirement currently because there was currently only one non-parent member, which was Flora herself. We are seeking additional community reps, but there would only be 3, so the parents would still make up the majority of the council membership.

Q-Mr. Gonzales asked if the member and the alternate from one center could serve on the same committee.

A-Dr. Medrano responded that since we are asking for volunteers to serve on the committees, that could potentially happen.

Q-Flora asked if we needed to establish a term limit for Honorary Members.

A-There was discussion and it was agreed that since an Honorary Member acts as an advisor, and does not have a vote, it isn't necessary to limit their service. It would be beneficial to the council to have the advice of someone who is knowledgeable of the program and the governing process.

Hearing no more questions, a vote was taken.

The motion was approved unanimously.

## V. NEW BUSINESS-for approval

- a. Approval of new Policy Council Members
  - i. Brittany Taylor as Alternate Member for Hemphill Head Start
  - ii. Lana Wagner, Executive Director San Marcos Housing Authority as Community Representative

iii. Search for additional Community Representative from business community

*Josh Romero called for a motion to approve the addition of Brittany Taylor as an Alternate Member and Lana Wagner as a Community Representative. Both ladies were given the opportunity to introduce themselves. Dr. Medrano informed the council that we were seeking one additional community representative from the business community that would be interested in serving on the council.*

*Flora Amaya made a motion to approve both new members.*

*Cris Gonzalez seconded the motion.*

*Questions – There were not questions.*

*The motion was approved unanimously.*

b. Termination of membership approval for members with 3 or more unexcused absences in accordance with our current By Laws Article III, Section 5 (a). [Policy Council Members Attendance Tracker 2021](#)

*The council reviewed the Attendance Tracker and discussed the recurring absences for certain members. Member Attendance in the By Laws was referred to and there was a brief discussion. Members wanted assurance that these individuals had received a notification that additional absences would result in dismissal from the council. Dr. Medrano informed them that all members had been mailed a written notification and had received a follow up phone call from the Family Advocate. It was established that Mrs. Cindy Partida from Luling would receive leniency because of personal matters she was dealing with.*

*Mr. Romero called for a motion from the floor to send dismissal letters to Esmeralda Herrera from Hays PEP and Amber Olivo from LBT for continued unexcused absences in accordance with the By Laws.*

*Gabriela Hernandez made a motion to send the dismissal notice to these two members.*

*Flora Amaya seconded the motion.*

*There was no further discussion and a vote was taken.*

*The motion passed unanimously.*

c. Approval of [Impasse/Dispute Resolution Policy](#)

*Dr. Medrano reviewed the Impasse/Dispute Resolution Policy for the council and explained its purpose.*

*Mr. Romero called for a motion to accept the Impasse/Dispute Resolution Policy.*

*Gabriela Hernandez made the motion.*

*Flora Amaya seconded the motion.*

*There were not questions or further discussion.*

*A vote was cast and the motion passed unanimously.*

d. Approval of [Policy Council Commitment and Confidentiality Agreement](#)

*Dr. Medrano reviewed the Policy Council Commitment and Confidentiality Agreement and requested that all members read and sign the agreement. This agreement is to inform you of your responsibilities as a Policy Council Representative and to ensure you are aware of the expectations for keeping confidential information confidential to protect the rights of our children, their families and our staff. Center Directors will print a copy of this and get it to members and alternates for their signature.*

*Josh called for a motion to accept the PC Commitment and Confidentiality Agreement.*

*Flora Amaya made a motion to approve the Commitment and Confidentiality Agreement.*

*Gabriela Hernandez seconded the motion.*

*Questions – There were no questions or further discussion.*

*The motion was approved unanimously.*

e. [Committee Assignments](#)

*Dr. Medrano and Josh shared that information was going to be shared with members prior to the next Policy Council meeting regarding the roles and responsibilities in serving on the committees as described in the By Laws. Members would have an opportunity to review, ask questions and then hopefully volunteer to serve on a committee. Dr. Medrano emphasized that the time commitment would not be huge, as these committees only meet once or twice per year.*

VI. MONTHLY REPORTS for Approval

1. [EHS Attendance](#)

2. [EHS Enrollment](#)

3. [HS Attendance](#)

4. [HS Enrollment](#)

*Dani Ramirez reviewed the attendance and enrollment reports for the council. She shared that our attendance dipped in January, but it is a normal occurrence, as many families travel and have other circumstances that result in a lack of attendance after the holidays. Our enrollment is at the highest point it has ever been this year even in the face of the pandemic. She encouraged parents to continue to talk to their neighbors, friends, and relatives about the program, as they were our best recruiters and we are continuing to enroll.*

*Mr. Romero called for a motion to accept the reports.*

*Gabriela Hernandez made a motion to accept the reports.*

*Samantha Wynn seconded the motion.*

*There was no further questions or discussion and the motion passed unanimously.*

## VII. FINANCIAL – January 2021 **for Approval**

1. [Child and Adult Care Food Program \(CACFP\)](#)
2. [Federal HS/EHS](#)
3. [In Kind](#)
4. [Credit Card Reports – January 2021](#)
5. [Store Account Expenditures – January 2021](#)
6. [Policy Council Funds](#)
7. January Invoices for Building Repairs/Operations
  - [Additional Sanitizing Solution First Responders](#)
  - [Repairs Crack Ceiling/Wall A. Washington](#)
  - [Repairs Vent Hood A. Washington](#)
  - [Luling Porch Roof Repair](#)

*Dr. Medrano reviewed the financial reports and asked if there were any questions. She summarized the Building Repairs/Operations invoices that were attached.*

*Mr. Romero called for a motion to accept the financial reports.*

*Gabriela Hernandez made a motion to accept the reports.*

*Chris Gonzalez seconded the motion.*

*There were no further questions or discussion and the motion was passed unanimously.*

## VIII. ANNOUNCEMENTS/ CORRESPONDENCE

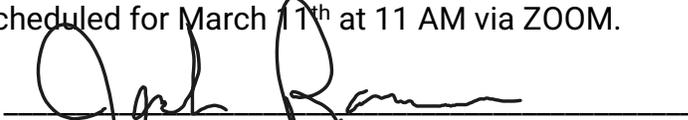
1. [January 2021 Monthly Report-Content Areas](#)-Information Only
2. [Padres Poderosos Parent Newsletter English](#)
3. [Padres Poderosos Parent Newsletter Spanish](#)
4. [CCL Inspection Report Hemphill December 4 Amended](#)
5. [CCL Inspection Report Hemphill January 29](#)
6. [CCL Inspection Report Henry Bush January](#)
7. [CCL Inspection Report LBT January](#)
8. [CCL Inspection Report A. Washington January](#)
9. [CCL Inspection Report Luling Feb 24, 2021](#)
10. [Curtains Memorandum Feb 2021](#)
11. [Parent COVID-19 Agreement](#)

*Dr. Medrano reviewed the correspondence for the council. She encouraged parents to take the time to review the Monthly Report and the Parent Letter and perhaps select a section they might want to talk about during their next parent meeting at their center. She shared that all centers have*

*now had at least one CCL Inspection and there have been no findings. She further shared the previous Inspection Report from Hemphill where there were 3 findings had been amended and now has zero findings.*

Meeting adjourned by Chairperson, Mr. Joshua Romero at: 12:35  
The next meeting is scheduled for March 11<sup>th</sup> at 11 AM via ZOOM.

MINUTES APPROVED

A handwritten signature in black ink, appearing to read 'Joshua Romero', is written over a horizontal line. The signature is fluid and cursive.

Mr. Joshua Romero/Date