

**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:** June 17, 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:\_11:00 AM Chairperson: Joshua Romero
  2. Roll Call (Attendance) Secretary: Patricia Sanchez-*Quorum met with 6 members*

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

<b>Office Manager</b>	Patricia Sanchez	P	
<b>Special Guest</b>	Belinda Pizana, Health Coordinator		P

3. Public Comment Period (2-minute maximum) *None Present*

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

<sup>櫻</sup> *Bianca Castillo from LBT commented that the new director, Ms. Niki Lettinga, has made some positive changes and is doing a great job. She further shared that Ms. Sandy had visited the center with the bookmobile and allowed the children to choose a book.*

## II. Policy Council Training

1. Belinda Pizana, [Health Requirements for Head Start Children](#)

<sup>櫻</sup> *Ms. Pizana shared Head Start Health Requirements with the Policy Council emphasizing the importance of keeping our babies up to date with their immunizations and screenings. She shared several documents from the CDC, the State of Texas, and the Office of Head Start to demonstrate the requirements, including the Flu Shot. She also shared information on how to acquire the COVID 19 Vaccination.*

## III. EXECUTIVE SESSION (CLOSED TO PUBLIC) Start Time: 11:17 AM

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. *A motion was made to approve the New Hire report by Brittany Martinez. The motion was seconded by Manuela Taylor. It was approved unanimously.*

2. Termination Report-*NA*

Executive session adjourns. End Time: 11:19 AM

Regular meeting reconvenes. Time: 11:20 AM

## VI. OLD BUSINESS

Approval of [Meeting Minutes from May 20, 2021](#).-*for approval*

*A motion to approve the minutes was made by Gabriela and seconded by Manuela. The motion was approved unanimously.*

## V. NEW BUSINESS-*for approval*

a. [COVID Funding Plan 2021-2023 revised](#)

i. Dr. Medrano presented the revised COVID Funding Plan to include the additional \$160K and the expenditure plan. A motion for approval was made by Brittany Martinez and seconded by Gabriela Hernandez. The motion was approved unanimously.

b. [Lockhart Policy Council Funds Request](#)

i. Dr. Medrano reviewed the request for Policy Council Funds for Lockhart HS and EHS. A motion was made by Gabriela and seconded by Manuela. The motion was approved unanimously.

VI. MONTHLY REPORTS (for information)

1. [EHS Attendance](#)

2. [HS Attendance](#)

3. [HS & EHS Enrollment](#)

- Dani Ramirez reviewed the attendance and enrollment reports. She shared with the PC members that we are continuing to enroll and encouraged them to talk to their friends, family members, and neighbors about the program and encourage them to enroll.
- Dr. Medrano offered to share the link to the [Head Start Marketing video](#) and encouraged them to share the video on their social media. Dr. Medrano also informed them that our program currently has lots of vacancies that we are working hard to fill. She invited them to visit the [CAI website](#) and apply for any jobs they qualify for and/or share with their loved ones.

VII. FINANCIAL – March 2021 (for information)

1. [Child and Adult Care Food Program \(CACFP\)](#)

2. [Federal HS/EHS](#)

3. [In Kind](#)

4. [Credit Card Reports – May 2021](#)

5. [Store Account Expenditures – May 2021](#)

6. [Policy Council Funds](#)

7. Recent Invoices for Building Repairs/Operations

- [Luling Plumbing Repair](#)
- [Luling Plumbing Repair II](#)
- [Roof Leak Repair Luling](#)
- [Bids for Luling Roof Leak Repair](#)
- [ADA Door Repair Henry Bush](#)
- [Lockhart Playground Repair](#)

Dr. Medrano invited questions or comments about any of the financial documents, including the recent repairs that have been made at some of the centers. There were no questions at this time.

## VIII. ANNOUNCEMENTS/ CORRESPONDENCE

1. [Head Start Monthly Report May 2021](#)
2. [CAI Program Calendar 2021-2022](#)
3. [Notification of EMS called to Hemphill HS](#)
4. [Notification of classroom closure Luling EHS due to roof leak](#)
5. [Mental Health Consultant Contract Signed](#)
6. [CCL Inspection Report Henry Bush No Deficiencies Found](#)
7. [American Rescue Plan Funding Increase](#)
8. [Information Memorandum OHS Staff Group Insurance](#)

*Dr. Medrano reviewed each of the announcement/correspondence items and invited questions or comments. Questions were asked and addressed regarding the proposed 3-year-old class at Bonham Pre-K. Dr. Medrano shared that the MOU had not yet been signed by the district, but plans were well underway to open a 3-year-old Head Start class on that campus. Policy Council and board approval will be sought once the MOU is signed. The class would be just like our other 3-year-old classes except for following the district calendar since we would be housed on their campus. There was a question about parents being allowed back into the centers. Dr. Medrano shared this would depend on what the partnering school districts would allow for those centers housed on their campuses. All free-standing Head Start Centers will allow parents back into the classrooms starting in August when the Open Houses are held. A question was asked regarding children on district campuses having to wear masks. Dr. Medrano responded that she did not think that would be a requirement in August, but if it was, we would work with the district to allow our students to wear masks only if the parents chose for them to do so, as it is very difficult for a 3-year-old to wear a mask all day long. In the end, we would need to honor the district's choice if we are guests on their campuses.*

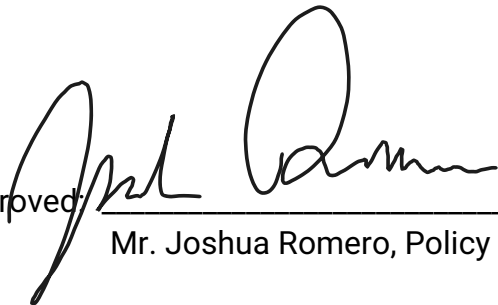
*Dr. Medrano reminded PC members that the July meeting was critical because approval of the budget and grant renewal would take place. She encouraged everyone to try and attend. Dr. Medrano encouraged all current PC members to talk to their Center Directors about wanting to serve on Policy Council again next year. Elections will take place at parent meetings for each center during the month of September.*

*Chairperson Romero inquired about Policy Council members that were not present. Dr. Medrano informed him that 3 members had notified her they would be absent, but letters did need to be sent to some members that had been consistently absent for the past several meetings.*

**Next Meeting: July 15, 2021 11:00 AM Zoom**

Meeting adjourned by Chairperson, Mr. Joshua Romero at: 11:45 AM

Minutes approved

A handwritten signature in black ink, appearing to read 'Joshua Romero', written over a horizontal line.

5-17-2021

Mr. Joshua Romero, Policy Council Chairperson/Date