

**COMMUNITY ACTION INC., OF
CENTRAL TEXAS HEAD START
PROGRAM
2020-2021**



REGULAR POLICY COUNCIL MEETING MINUTES

DATE: January 21, 2021

TIME: 11:00 am -12:00 pm

LOCATION: Zoom Conference Call (COVID-19)

CHILD CARE: N/A

POLICY COUNCIL CHAIR PERSON: 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 Present: 5 Quorum: 5 members required to meet quorum

Total Alternates Present: 4

I. Open Meeting

1. Call to order, time: 11:04 Chairperson: Joshua Romero
2. Roll Call (Attendance) Secretary: Brittany Martinez

Center	Member	P/A	Alternate	P/A
Hemphill	Lydia Ramirez	P	Vacancy	
Bonham	Brittany Martinez-Secretary	P	Maria Cristela Gonzalez	P
Henry Bush	Joshua Romero-Chair Person	P	Sandra Lopez	P
Luling	Cindy Partida-CAI Board Rep	A	Samantha Wynn	A
A. Washington	Gabriela Hernandez-Translator	P	David Gonzalez	P
LBT	Amber Olivo	A	Tonansy Suarez	A
Lockhart	Manuela Cantu	A	Suzanne Rivas	P
Hays/Lehman	Esmeralda Herrera	A		
Community Rep.	Flora Amaya-Community Rep	P		
Head Start Staff				
Director	Dr. Imelda Medrano	P		
ERSEA	Dani Ramirez	P		
Family Services	David Gonzalez	P		
Office Manager	Patricia Sanchez	P		

3. Public Comment Period (2-minute maximum) *No members of public attended.*
4. Member report from sites (2-minute maximum)

Gabriela Hernandez, member from A. Washington reported that all of the teachers from A. Washington were working as a team and doing a great job. They wanted to take the opportunity to thank the Education Team for all of the support they have given them recently. They are also grateful for all of the work that has been done to renovate/improve their facility such as the new windows, the foundation repair, and the sandbox. They are also grateful for the new laptops and desks.

Joshua Romero, member from Henry Bush, reported that they are having a great turnout at parent meetings consistently. Parents are participating, which is good for the school.

II. Policy Council Training

1. Community Action Inc. of Central Texas Service Overview

Dr. Medrano shared Community Action's organization chart with the council and provided an overview of all of the services that CAI offers to the community. There were several questions about the Adult Ed Program. Dr. Medrano answered the questions and offered to send a program directory so that parents knew who to contact for the various services. She also encouraged members to visit www.communityaction.com for additional information.

III. EXECUTIVE SESSION (CLOSED TO PUBLIC) Start Time: 11:31 AM

Policy Council Members / Program Director

Executive Session Pursuant to Government Code Section 551.074 for purpose of discussing Personnel

- a. New Hire Report – *for approval*
- b. Termination HR Report *-for approval*

Members of the council reviewed the New Hire Report. Motion was made by Flora and seconded by Brittany to approve the New Hire Report. There was no further discussion so a vote was called and it was approved unanimously. The Termination Report was reviewed. Questions were answered. Motion was made by Abigail and seconded by Flora to approve the Termination Report. It was approved unanimously.

Executive session adjourns. End Time: 11.:36 AM

Regular meeting reconvenes.

VI. OLD BUSINESS

Approval of Meeting Minutes from December 17, 2020.-for approval

Mr. Romero opened the floor for a motion to approve the December 17th minutes. Flora made the motion and Brittany seconded the motion. There was no discussion. A vote was called and minutes were approved unanimously.

Approval of Special Meeting Minutes from December 21, 2020- for approval

Mr. Romero opened the floor for a motion to approve the December 21st Special Meeting Minutes. Abigail made the motion and Flora seconded the motion. Questions were answered. A vote was called and minutes were approved unanimously.

By Laws Committee Meeting Pending Technical Assistance Request from OHS

Dr. Medrano shared that she had received guidance from the Office of Head Start Region VI Specialist on how to proceed with the By Laws Committee and was ready to schedule a committee meeting. Josh, Brittany, and Gabi offered to participate on the committee. During the November meeting, Sandra and David had also offered to participate, but the current By Laws do not allow for Alternates to participate on committees. Dr. Medrano shared that this was one of the items she hoped the committee would recommend to change. A date was set for February 1st at 9 AM for the first By Laws Committee Meeting. Dr. Medrano committed to sending out the current By Laws and the guidance from the OHS Specialist prior to the meeting.

V. NEW BUSINESS-

1. Need to fill Vice Chair Position-Call for nominations & election-Dr. Medrano shared that the Vice Chair position was vacant due to a former member moving out of town. Duties were discussed and Ms. Lydia Ramirez nominated herself for the position of Vice Chair. Ms. Abigail made a motion to approve Lydia filling the role of the Vice Chair. Ms. Brittany seconded the motion. Mr. Romero opened the floor for discussion. There was no discussion. A vote was held and the appointment was approved unanimously.
2. December 2020 Monthly Report-Content Areas-Information Only Dr. Medrano reviewed portions of the Monthly Report and explained to members that this was a summary of what each content area had worked on since our last meeting. She encouraged members to review the report prior to the meeting and prepare any questions they might have.
3. Request for Policy Council Funds A. Washington **for approval** Ms. Gabriela from A. Washington presented a request for Policy Council Funds application that she had worked on collaboratively with Ms. Lucio, Center Director from A. Washington. They were requesting a shredder, a microwave, and a paper cutter. The total came to just under \$200. Dr. Medrano explained that HS is required to get three bids on any item they purchase, so the total may not be exactly as listed on the application, but it would be close. Mr. Romero opened the floor for a motion to approve the policy council funds request for A. Washington. A motion was made by Abigail and seconded by Brittany. There was no discussion. A vote was called and approved unanimously.

VI. MONTHLY REPORTS for Approval

1. EHS Attendance
2. EHS Enrollment

3. HS Attendance

4. HS Enrollment

Danielle Ramirez reviewed the attendance and enrollment reports for the council. Mr. Romero called for a motion to accept the reports. Brittany made the motion and Flora seconded the motion. There was no discussion. A vote was called and the motion was passed unanimously.

VII. FINANCIAL – October 2020 **for Approval**

1. Child and Adult Care Food Program (CACFP)

2. Federal HS/EHS - included

3. In Kind- included

4. Credit Card Reports – December 2020

5. Store Account Expenditures – December 2020

6. Policy Council Funds

7. December Invoices for Building Repairs

Mr. Romero opened the floor for discussion/questions about the financial reports. Dr. Medrano explained the invoice for building repairs as another installment on the window replacement for A. Washington. Mr. Romero called for a motion to accept the financial reports. Gabriela made a motion to accept the financial reports. Brittany seconded the motion. There was no further discussion and the motion was passed unanimously.

VIII. ANNOUNCEMENTS/ CORRESPONDENCE

1. Parent Letter Luling Extension of Virtual Learning

2. Parent Letter LBT Extension of Virtual Learning

3. Parent Letter Agency Wide Extension of Virtual Learning

4. HH Memo from CCL Finding/Deficiency 12-31-2020

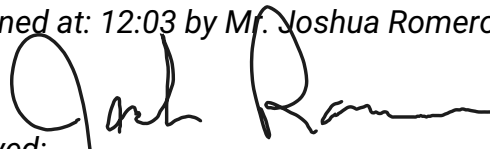
5. HH Memo from CCL No Findings/Deficiency 12-31-2020

6. Signed Addendum HCISD 2021

Dr. Medrano discussed the decision-making process to return to Virtual Instruction. The findings on the CCL inspection report for HH were discussed. Dr. Medrano reminded the council of the discussion regarding the addendum to the HCISD MOU and explained she had only included the signed copy for the record.

Meeting adjourned at: 12:03 by Mr. Joshua Romero, Chair Person

Minutes approved: _____



Chair Person: Mr. Joshua Romero/Date

1-26-2021