

HUMAN SERVICES DEPARTMENT – HEAD START POLICY COUNCIL
 October 22, 2020
 WebEx Virtual Meeting

City of Phoenix Staff	Alternates Present
Patricia Kirkland	Juanita Pearson, Roosevelt
Jesus Alex Cadenas	
Daniela Canisales	
Juliana Panqueva	Alternates Absent
Alex Martinez	Dolly Cazares, Deer Valley
Melanie Fierros	Kiana Barroso, Deer Valley
Alma Quintana	Karina Vera, Fowler
Jose M. Garcia	Margarita Parra, GPUL
	Salina M. Carrillo, Murphy
	Maricela Pinzon, Murphy
	Kelly Sarat, Roosevelt
	Tazlyn Goff, Washington
	Carolina Martinez, Washington
	Eric Archer, Wilson
	Lourdes Sandoval, Wilson
Members Absent	Community Representatives Absent
Julissa Machado	
Karina Leyva	
Kiara Hills	
Lisabell Pedroza	
Monika De La Cruz	
Nigeria Carter	
Yazmin Sotelo	
Members of the Public	
Sandra Heredia (Translator)	

1. Call to Order

Vice-Chairperson, Betty Austin, called the meeting to order at 9:39 a.m. A quorum was convened, with fourteen (14) members present.

Members Present:
Ariana Sanchez, Alhambra Representative
Leticia Munoz, Booker T. Washington Representative
Isabella Gil, Deer Valley Representative
Betty Austin, Deer Valley Representative
Rosa Banuelos, Fowler Representative
Kimberly Olivas, Greater Phoenix Urban League
Salina Pena, Greater Phoenix Urban League

Maria Araiza, Roosevelt
Anita Aguilar, Roosevelt
Alanna Hollaway, Washington Representative
Gloria Perez, Wilson Representative
Joelle Grande, Community Representative
Xochitl Wilson, Community Representative
Janice Varnado, Community Representative

2. Head Start Seating (Introduction of New Members)

Vice-Chairperson, Betty Austin, called for introductions of new members; Deputy Director Patricia Kirkland welcomed everyone and indicated no new members.

3. Approval of September 25, 2020 Meeting Minutes

Vice-Chairperson, Betty Austin, asked the council members to review the meeting minutes from the September 25, 2020 meeting. Vice-Chairperson, Betty Austin advised members to only vote if they were present at the last meeting. Vice-Chairperson, Betty Austin, called for a motion to approve the September 25, 2020 meeting minutes. Community Representative, Xochitl Wilson, motioned to approve, and Fowler Representative, Rosa Banuelos, seconded the motion.

The motioned passed.

Thirteen (13) votes in favor:

Members Present

Ariana Sanchez, Alhambra Representative
 Leticia Munoz, Booker T. Washington
 Isabella Gil, Deer Valley Representative
 Betty Austin, Deer Valley Representative
 Rosa Banuelos, Fowler Representative
 Kimberly Olivas, GPUL Representative
 Salina Pena, GPUL Representative
 Maria Araiza, Roosevelt Representative
 Anita Aguilar, Roosevelt Representative
 Gloria Perez, Wilson Representative
 Joelle Grande, Community Representative
 Xochitl Wilson, Community Representative
 Janice Varnado, Community Representative
 Zero (0) votes against,
 One (1) abstained vote; Alanna Hollaway, Washington Representative

4. Introduction of Staff

Vice-Chairperson, Betty Austin, called for introductions of new staff, none to introduce.

5. Acceptance of Budget Report / Fiscal Budget September 30, 2020.

a. Treasurer Report:

Treasurer Anita Aguilar reviewed the FY 2019-2020 Policy Council budget report, which is 95% spent. Ms. Aguilar then reviewed the FY 2020-2021 Policy Council budget, which is 42% spent; this is due to the interpreting services which have been obligated for the fiscal year.

b. Budget Report:

Accountant III, Juliana Panqueva, reviewed the FY 2019-2020 budget report for the Birth to Five Program through September 30, 2020, which is 95% spent. She then reviewed the FY 2020-2021 budget report, which is 21% spent. Mrs. Panqueva reminded the members there are two budget reports as the FY 2019-2020 budget is not yet closed out.

c. Education Service Provider Report:

Accountant III, Juliana Panqueva, reviewed the FY 2019-2020 for the Education Service Providers; all invoices reflect a closeout date of September 30, 2020; the following is the closeout percentage for each Education Service Provider.

Alhambra Elementary School District - 93%

Booker T. Washington Child Development Center - 100%

Deer Valley Unified School District - 90%

Fowler Elementary School District - 84%.

Murphy Elementary School District - 90%

Greater Phoenix Urban League - 100%

Roosevelt Elementary School District - 90%

Washington Elementary School District - 91%

Wilson Elementary School District - 100%

Mrs. Panqueva indicated those Education Service Providers who did not close out at 100% carried money over into FY 2020-2021.

Mrs. Panqueva reviewed the FY 2019-2020 Early Head Start Home-Based grant, which is 95%, spent, and the Child Care Partnership grant is spent at 91%. Overall, the Grantee's FY 2019-2020 budget is 95% spent.

Mrs. Panqueva stated the spending of the FY 2020-2021 budgets as of September 30, 2020, is as follows;

Alhambra Elementary School District - 5%

Booker T Washington Child Development Center - 23%

Deer Valley Unified School District - 10%

Fowler Elementary School District - 9%

Greater Phoenix Urban League - 19%

Roosevelt Elementary School District - 1%

Washington Elementary School District - 7%

Mrs. Panqueva reviewed the FY 2020-2021 Early Head Start Home-Based grant, which is 27% spent, and the Child Care Partnership grant is 47% spent.

d. In-Kind Report:

Accountant III, Juliana Panqueva, reviewed the FY 2019-2020 budget report, indicating the delegate agencies met 95% of their required obligation. Early Head Start Home-Based met 62%, and Child Care Partnerships met 59% of its obligation. Overall, the grantee met 81% of its obligation. Mrs. Panqueva stated that as of September 30, 2020, the grantee is at 16% of the obligation for FY 2020-2021.

e. CARES Act Report:

Accountant III, Juliana Panqueva, reviewed the CARES Act funding report; as of September 30, 2020, Mrs. Panqueva stated the Education Service Providers had obligated 26%. Child Care Partners had obligated 25%, and the Home-Based program had obligated 14%. The administrative grantee fund is at 3%.

Vice-Chairperson, Betty Austin, called for a motion to approve September 2020 budget reports as presented. Roosevelt Representative, Maria Araiza, motioned to approve, and Fowler Representative, Rosa Banuelos, seconded the motion.

The motioned passed.

Fourteen (14) votes in favor:

Members Present:

Ariana Sanchez, Alhambra Representative
Leticia Munoz, Booker T. Washington Representative
Isabella Gil, Deer Valley Representative
Betty Austin, Deer Valley Representative
Rosa Banuelos, Fowler Representative
Kimberly Olivas, Greater Phoenix Urban League
Salina Pena, Greater Phoenix Urban League
Maria Araiza, Roosevelt
Anita Aguilar, Roosevelt
Alanna Hollaway, Washington Representative
Gloria Perez, Wilson Representative
Joelle Grande, Community Representative
Xochitl Wilson, Community Representative
Janice Varnado, Community Representative
Zero (0) votes against,
Zero (0) votes abstain.

6. Discussion and Possible Action on

a. Personnel Actions

1. Hiring Secretary II

Administrative Assistant II, Daniela Canisales, shared that interviews using one interview panel took place on September 23. A total of seven candidates were interviewed. The panel members approved two names, but

unfortunately, neither candidate accepted the position. Mrs. Canisales will start a new hiring process.

b. Contracts

Administrative Assistant II, Daniela Canisales, shared that the Behavior Coaches RFQ will be opening at the end of this month.

c. Governance Documents

Deputy Human Services Director Patricia Kirkland shared the Governance Document, which was sent to all council members to review. Mrs. Kirkland indicated the wording of Delegate Agencies was changed to reflect Education Service Providers, highlighted in yellow. By-Laws changes included a weighted system for representation on Policy Council for Education Service Providers with over 1,000 slots; these agencies will receive an additional representative and alternate. Mrs. Kirkland is requesting approval from the council for the Governing Document changes.

Vice-Chairperson, Betty Austin, called for a motion to approve the Policy Council Governance Document as presented. Roosevelt Representative, Anita Aguilar, motioned to approve, and Washington Representative, Alanna Hollaway, seconded the motion.

The motioned passed.
Fourteen (14) votes in favor:

Members Present:

Ariana Sanchez, Alhambra Representative
Leticia Munoz, Booker T. Washington Representative
Isabella Gil, Deer Valley Representative
Betty Austin, Deer Valley Representative
Rosa Banuelos, Fowler Representative
Kimberly Olivas, Greater Phoenix Urban League
Salina Pena, Greater Phoenix Urban League
Maria Araiza, Roosevelt
Anita Aguilar, Roosevelt
Alanna Hollaway, Washington Representative
Gloria Perez, Wilson Representative
Joelle Grande, Community Representative
Xochitl Wilson, Community Representative
Janice Varnado, Community Representative
Zero (0) votes against,
Zero (0) votes abstain.

d. **Enrollment Update**

Data Manager Jose M. Garcia shared the Head Start Birth to Five Program enrollment update report. Mr. Garcia indicated enrollment numbers as of October 19, 2020.

Preschool enrollment is at 1,697 children out of 2,963 funded slots

Home-Based enrollment is 255 out of the 300 funded slots

Child Care Partnership enrollment is 116 out of 188 funded slots.

Mr. Garcia discussed vacancies and the number of children on the current waitlisted.

Mr. Garcia introduced the Continuous Quality Improvement (CQI) process and invited the policy council members to join the process. Mr. Garcia discussed how the CQI process works to improve services and processes using a systems and planning approach. Mr. Garcia discussed teams used for the CQI consisting of a Health and Wellness Team, a Disabilities Team, a Mental Health Team, an Education/School Readiness team, and an ERESA team. Mr. Garcia informed the policy council to contact Secretary III, Jesus Alex Cadenas, to participate.

e. **Governing Body Report**

Deputy Human Services Director Patricia Kirkland had members read the report in their packets. Mrs. Kirkland shared a heartwarming story about a family in the Head Start Birth to Five Home-Base program whose caseworker assisted her in obtaining her driver's license. Chairperson Kimberly Olivas thanked the caseworker for going the extra mile.

f. **Director's Report**

Deputy Human Services Director Patricia Kirkland shared that the Head Start Birth to Five Program is starting on a Racial and Ethnic Equity journey with the Leadership team and invited council members to join. She discussed how the outcome would impact processes, procedures, and engagement with staff and the community. Anyone interested can contact Secretary III, Jesus Alex Cadenas.

7. **Call to the Public**

None

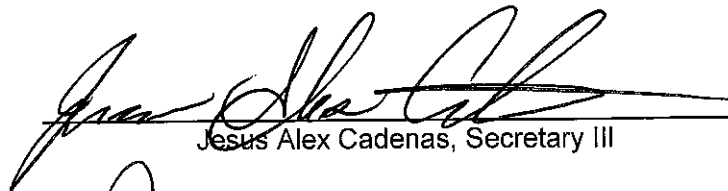
8. **Issues and Concerns of Committee Members for Further Study and Future Agenda Items**

9. **Announcements**

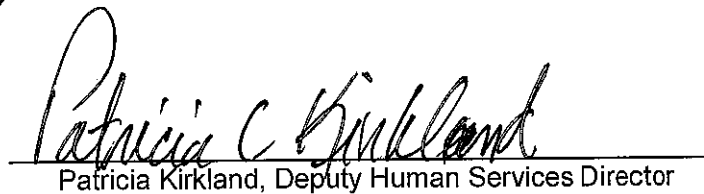
- Chairperson, Kimberly Olivas, encouraged all Policy Council Members to attend their Parent Committee meetings at their designated Education Service Provider locations.
- Mrs. Kirkland encouraged everyone interested in being part of the Policy Council and who no longer have children in the program to become Community Representatives; an application can be obtained from Secretary III, Jesus Alex Cadenas.
- Secretary III, Jesus Alex Cadenas indicated right after the meeting the Policy Council Recognition will start and encouraged the members to stay logged on.

10. **Adjournment:** Chairperson Kimberly Olivas adjourned the meeting at 10:30 a.m.

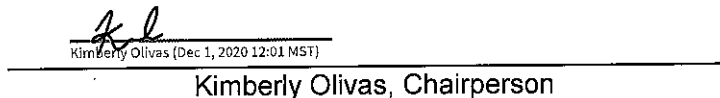
Prepared by:


Jesus Alex Cadenas, Secretary III

Submitted by:


Patricia Kirkland, Deputy Human Services Director

Approved by:


Kimberly Olivas (Dec 1, 2020 12:01 MST)
Kimberly Olivas, Chairperson

