

HUMAN SERVICES DEPARTMENT – HEAD START POLICY COUNCIL

March 9, 2020

Phoenix City Hall, Assembly Room A, & B, 200 W. Washington St, Phoenix, AZ 85003

<b>City of Phoenix Staff</b>	<b>Alternates Present</b>
Patricia Kirkland	Juanita Pearson, Roosevelt
Jesus Alex Cadenas	
Daniela Canisales	
Dawn Gingerich	<b>Alternates Absent</b>
Alex Martinez	Dolly Cazares, Deer Valley
Lisa Eversole	Kiana Barroso, Deer Valley
Nichole Neal	Karina Vera, Fowler
Carolyn Willmer	Margarita Parra, GPUL
Melissa Hoffman	Salina M. Carrillo, Murphy
Melanie Fierros	Maricela Pinzon, Murphy
	Kelly Sarat, Roosevelt
	Tazlyn Goff, Washington
	Carolina Martinez, Washington
	Eric Archer, Wilson
	Lourdes Sandoval, Wilson
<b>Members Absent</b>	<b>Community Representatives Absent</b>
Leticia Munoz	Janice Varnado
Yesenia Castaneda	
Rosa Banuelos	
Lisabell Pedroza	
Kimberly Olivas	
Maria Araiza	
Gloria Perez	
Yazmin Sotelo	
<b>Members of the Public</b>	
Sandra Heredia (Translator)	

**1. Call to Order**

Vice-Chairperson, Betty Austin, called the meeting to order at 9:42 a.m. A quorum was convened, with fourteen (14) members present.

<b>Members Present</b>
Ariana Sanchez, Alhambra Representative
Julissa Machado, Alhambra Representative
Karina Leyva, Booker T. Washington Representative
Isabella Gil, Deer Valley Representative
Betty Austin, Deer Valley Representative
Kiara Hills, Fowler Representative
Salina Pena, Greater Phoenix Urban League
Monika De La Cruz, Murphy Representative
Anita Aguilar, Roosevelt Representative

Juanita Pearson, Roosevelt Representative Alternate
Alanna Hollaway, Washington Representative
Nigeria Carter, Washington Representative
Joelle Grande, Community Representative
Xochitl Wilson, Community Representative

I.

**2. Head Start Seating (Introduction of New Members)**

Vice-Chairperson, Betty Austin called for introductions of new members; Greater Phoenix Urban League Representative, Selina Pena, Washington Representative, Alanna Hollaway, Fowler Representative Kaira Hills, Fowler Representative, Rosa Banuelos (not present). Interim Deputy Director, Patricia Kirkland welcomed the new members.

**3. Approval of February 10, 2020, Meeting Minutes**

Vice-Chairperson, Betty Austin, asked the council members to review the meeting minutes from the February 10, 2020 meeting. The Vice-Chairperson advised members to only vote if they were present at the last meeting. Vice-Chairperson, Betty Austin, called for a motion to approve the February 10, 2020 meeting minutes. Washington Representative, Alanna Hollaway motioned to approve, and Roosevelt Representative, Anita Aguilar, seconded the motion.

The motioned passed.

Twelve (12) votes in favor:

Members Present

- Ariana Sanchez, Alhambra Representative
- Julissa Machado, Alhambra Representative
- Karina Leyva, Booker T. Washington Representative
- Isabella Gil, Deer Valley Representative
- Betty Austin, Deer Valley Representative
- Salina Pena, Greater Phoenix Urban League
- Anita Aguilar, Roosevelt Representative
- Juanita Pearson, Roosevelt Representative Alternate
- Alanna Hollaway, Washington Representative
- Nigeria Carter, Washington Representative
- Joelle Grande, Community Representative
- Xochitl Wilson, Community Representative

Zero (0) votes against,

Two (2) abstained votes, Murphy Representative, Monika De la Cruz, and Fowler Representative, Kiara Hills.

#### **4. Introduction of Staff**

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

#### **5. Acceptance of Budget Report / Fiscal Budget October 2019, & November 2019**

##### **a. Treasurer Report:**

Treasurer Anita Aguilar provided the report for FY 2019-2020 Policy Council budget. Ms. Aguilar indicated the budget is on track to be spent down, no new allocated increase. She stated the budget is at ninety-eight percent spent or encumbered.

##### **b. Budget Report:**

Treasurer Anita Aguilar provided the budget report for FY 2019-2020 for the Birth to Five program; the planned expenditures are current through February 29, 2020. The budget is overall at 54 percent spent; all delegate invoices reflect this information. Ms. Aguilar shared that the delegate agencies have spent 54 percent of their budgets, Early Head Start is at 68 percent spent, and CCP is at 81 percent spent.

##### **c. Delegate Agency Report:**

Treasurer Anita Aguilar provided the report for FY 2019-2020. She indicated the following two delegate agencies, Fowler, and Wilson received additional funds in the area for Training and Technical Assistance (T&TA), from the general-purpose funds all expenditures are through February 29, 2020. Treasurer Anita Aguilar asked members to review their prospective delegate agency expenditures; every column explained the expenses and encouraged members to share with their Parent Committees at their perspective Delegate Agency.

##### **d. In-Kind Report:**

Treasurer Anita Aguilar provided the report for FY 2019-2020, indicating each delegate's current percentage of in-kind is where it should be, and she shared that the in-kind received from delegate agencies is at 73 percent overall. Ms. Aguilar thanked the members for keeping up with their directors and families for the great work on their time donated to the program.

Vice-Chairperson, Betty Austin, called for a motion to approve February 2020, budget reports as presented. Community Representative, Xochitl Wilson 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  
Julissa Machado, Alhambra Representative  
Karina Leyva, Booker T. Washington Representative  
Isabella Gil, Deer Valley Representative  
Betty Austin, Deer Valley Representative

Kiara Hills, Fowler Representative

Ref: (5)

Salina Pena, Greater Phoenix Urban League  
Monika De La Cruz, Murphy Representative  
Anita Aguilar, Roosevelt Representative  
Juanita Pearson, Roosevelt Representative Alternate  
Alanna Hollaway, Washington Representative  
Nigeria Carter, Washington Representative  
Joelle Grande, Community Representative  
Xochitl Wilson, Community Representative  
Zero (0) votes against,  
Zero (0) votes abstain.

## 6. **Discussion and Possible Action on**

### a. Contracts

#### (1) Refunding Application

Administrative Assistant II Daniela Canisales explained the Grantee is working on submitting the Refunding Application for both the Head Start grant and the Child Care Partnership grant to the Office of Head Start, it is due April 1, 2020. The application will cover FY 2020-2021. Ms. Canisales also asked the Council to approve the submission, acceptance, and disbursement of the refunding applications for 2021-2024 to selected Education Service Providers and Child Care Partnerships. The Interim Deputy Human Services Director, Patricia Kirkland, shared with the Council the aggregated amount over the next four years would not exceed \$167,573,837 for both grants, this includes any possible Cost Of Living Allocations and Quality Improvement funding. The same request will be given to the Land Use and Livability Subcommittee and Phoenix City Council. Ms. Kirkland explained the one grant is for the Head Start preschool and Early Head Start home-based programs. The other grant is for Child Care Partnerships. Ms. Kirkland is asking the Council for approval in submitting the Refunding Application to the Office of Head Start for the rest of the Grant funded four-years.

Vice-Chairperson Betty Austin called for a motion to approve submission of Refunding Application for the next four years, as presented. Roosevelt Representative, Anita Aguilar motioned to approve, and Alhambra Representative, Ariana Sanchez, seconded the motion.

The motioned passed.

Fourteen (14) votes in favor:

Members Present

Ariana Sanchez, Alhambra Representative  
Julissa Machado, Alhambra Representative  
Karina Leyva, Booker T. Washington Representative  
Isabella Gil, Deer Valley Representative

Betty Austin, Deer Valley Representative  
Kiara Hills, Fowler Representative  
Salina Pena, Greater Phoenix Urban League  
Monika De La Cruz, Murphy Representative

**Ref: (6.a-1)**

Anita Aguilar, Roosevelt Representative  
Juanita Pearson, Roosevelt Representative Alternate  
Alanna Hollaway, Washington Representative  
Nigeria Carter, Washington Representative  
Joelle Grande, Community Representative  
Xochitl Wilson, Community Representative  
Zero (0) votes against,  
Zero (0) votes abstain

(2) Request for Proposals Class Observation

Administrative Assistant II Daniela Canisales explained to the council a request for approval for Proposals of CLASS Observations; this would be a five-year grant with three-year renewables. Ms. Canisales shared with the Council the proposal is currently open and is requesting permission to continue the process. Interim Deputy Director Patricia Kirkland provided the council with additional information about the CLASS Observations and how the scores are used to determine which teachers need coaching and to demonstrate growth when teachers have been receiving coaching. Ms. Canisales is asking the council for approval to continue the CLASS Observations with a contractor for the next five-years.

Vice-Chairperson Betty Austin called for a motion to approve the Class Observation Assessment Scoring System, as presented. Roosevelt Representative, Anita Aguilar motioned to approve, and Alhambra Representative, Julissa Machado, seconded the motion. The motioned passed.

Fourteen (14) votes in favor:

Members Present

Ariana Sanchez, Alhambra Representative  
Julissa Machado, Alhambra Representative  
Karina Leyva, Booker T. Washington Representative  
Isabella Gil, Deer Valley Representative  
Betty Austin, Deer Valley Representative  
Kiara Hills, Fowler Representative  
Salina Pena, Greater Phoenix Urban League  
Monika De La Cruz, Murphy Representative  
Anita Aguilar, Roosevelt Representative  
Juanita Pearson, Roosevelt Representative Alternate  
Alanna Hollaway, Washington Representative  
Nigeria Carter, Washington Representative  
Joelle Grande, Community Representative  
Xochitl Wilson, Community Representative

Zero (0) votes against,  
Zero (0) votes abstain.

(3) Extension for Teaching Strategies Goals Contract and Add Funds of \$34,000.

**Ref: (6.a-3)**

Administrative Assistant II, Daniela Canisales, explained to the council about extending a current contract with Teaching Strategies Goal (TSG). This is a contract which is held with the Arizona Department of Education and is due to expire December 2020. The Birth to Five program is requesting to extend the contract with TSG through June 2021 to get through the next school year. The additional funding request is to add for \$34,000. Ms. Canisales shared this service is an instrument that assists teachers with determining children's growth throughout the school, and for Early Head Start, it demonstrates growth for up to three years. Ms. Canisales explained the funds added to the contract would come from the Administrative Funds.

Interim Deputy Human Services Director Patricia Kirkland explained to the Council this tool aligns with the Head Start Program Performance Standards and Creative Curriculum, which is widely used by delegate agencies.

Vice-Chairperson Betty Austin called for a motion to approve the Teaching Strategies Contract and add \$34,000 funds to the contract, as presented. Washington Representative, Alanna Hollaway motioned to approve, and Deer Valley Representative, Isabella Gil, seconded the motion. The motioned passed.

Fourteen (14) votes in favor:

**Members Present**

Ariana Sanchez, Alhambra Representative  
Julissa Machado, Alhambra Representative  
Karina Leyva, Booker T. Washington Representative  
Isabella Gil, Deer Valley Representative  
Betty Austin, Deer Valley Representative  
Kiara Hills, Fowler Representative  
Salina Pena, Greater Phoenix Urban League  
Monika De La Cruz, Murphy Representative  
Anita Aguilar, Roosevelt Representative  
Juanita Pearson, Roosevelt Representative Alternate  
Alanna Hollaway, Washington Representative  
Nigeria Carter, Washington Representative  
Joelle Grande, Community Representative  
Xochitl Wilson, Community Representative  
Zero (0) votes against,  
Zero (0) votes abstain.

**b. Policy Council Governance Document**

Interim Deputy Human Services Director Patricia Kirkland explained the Policy Council Governance document previously sent to all members for review and edits. Ms. Kirkland indicated there were not a lot of changes and reviewed the edits in the document. Ms. Kirkland asked the council if there are any questions or additional suggestions to add to the record; there were none. Ms. Kirkland asked for approval from the committee to implement the new Policy Council Governance Document.

**Ref: (6-b)**

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 motion passed.

Fourteen (14) votes in favor:

**Members Present**

Ariana Sanchez, Alhambra Representative  
Julissa Machado, Alhambra Representative  
Karina Leyva, Booker T. Washington Representative  
Isabella Gil, Deer Valley Representative  
Betty Austin, Deer Valley Representative  
Kiara Hills, Fowler Representative  
Salina Pena, Greater Phoenix Urban League  
Monika De La Cruz, Murphy Representative  
Anita Aguilar, Roosevelt Representative  
Juanita Pearson, Roosevelt Representative Alternate  
Alanna Hollaway, Washington Representative  
Nigeria Carter, Washington Representative  
Joelle Grande, Community Representative  
Xochitl Wilson, Community Representative  
Zero (0) votes against,  
Zero (0) votes abstain.

**c. The hiring of New Staff**

**1. Health Caseworker Aide's**

Program Coordinator, Lisa Eversole stated interviews for Caseworker Health Aides was held on February 7, 2020, and she identified members of the interview panel. Ms. Eversole presented the board with potential candidates for the current open positions; Estrelle Benitz, Dora Hanson, Amy Wesley, and with two

Alternates; Gabriel Betancourt and Estella Marquez. Ms. Eversole is requesting approval from the council to move forward with hiring procedures.

Vice-Chairperson Betty Austin called for a motion to approve the Hiring of Health Caseworker Aide's as presented. Alhambra Representative, Ariana Sanchez motioned to approve, and Alhambra Representative, Julissa Machado, seconded the motion.

The motioned passed.

Fourteen (14) votes in favor:

**Ref: (6-c.1)**

Members Present

Ariana Sanchez, Alhambra Representative  
Julissa Machado, Alhambra Representative  
Karina Leyva, Booker T. Washington Representative  
Isabella Gil, Deer Valley Representative  
Betty Austin, Deer Valley Representative  
Kiara Hills, Fowler Representative  
Salina Pena, Greater Phoenix Urban League  
Monika De La Cruz, Murphy Representative  
Anita Aguilar, Roosevelt Representative  
Juanita Pearson, Roosevelt Representative Alternate  
Alanna Hollaway, Washington Representative  
Nigeria Carter, Washington Representative  
Joelle Grande, Community Representative  
Xochitl Wilson, Community Representative  
Zero (0) votes against,  
Zero (0) votes abstain.

2. Program Assistant's

Program Coordinator, Lisa Eversole stated interviews for the Program Assistant position were held on February 24, 2020, and she identified members of the interview panel. Ms. Eversole presented the board with potential candidates for this position; Genniveive Clamor, Debra Fischer, and Elisa Najera. Ms. Eversole is requesting approval from the council to move forward with hiring procedures.

Vice-Chairperson Betty Austin called for a motion to approve the Hiring of Program Assistant positions as presented. Alhambra Representative, Ariana Sanchez motioned to approve, and Alhambra Representative, Julissa Machado, seconded the motion.

The motioned passed.

Fourteen (14) votes in favor:

Members Present

Ariana Sanchez, Alhambra Representative  
Julissa Machado, Alhambra Representative



Karina Leyva, Booker T. Washington Representative  
Isabella Gil, Deer Valley Representative  
Betty Austin, Deer Valley Representative  
Kiara Hills, Fowler Representative  
Salina Pena, Greater Phoenix Urban League  
Monika De La Cruz, Murphy Representative  
Anita Aguilar, Roosevelt Representative  
Juanita Pearson, Roosevelt Representative Alternate  
Alanna Hollaway, Washington Representative  
Nigeria Carter, Washington Representative

**Ref: (6-c.2)**

Joelle Grande, Community Representative  
Xochitl Wilson, Community Representative  
Zero (0) votes against,  
Zero (0) votes abstain.

**d. Health Advisory Committee Update**

Head Start Birth to Five, Health Specialist Nicole Neal and Carolyn Wilmer provided an update on the Health Services Advisory Committee and current grantee updates regarding the coronavirus.

Ms. Neal shared that the Health Advisory Committee has met two times with local health community members and many Head Start staff to discuss the topics of hearing and vision screenings and employee health. Health promotion for Head Start staff and more community follow up of hearing and vision screening by the pediatric medical community were the ongoing conversations. Ms. Neal provided Council members with the date for the next committee meeting; she asked members to take this information back to their Parent Committee members and families as an invitation to join the Health Advisory Committee meeting.

Ms. Wilmer health specialists also provided a brief overview of what guidance the grantee has received and are working on with regards to the coronavirus outbreak. Policy Council members received updates and information on prevention efforts and received informational packets on how to talk with their children about the coronavirus.

**e. Happy Birthday Early Head Start (EHS) 25Years Dr. Bergeron Video**

Interim Deputy Human Services Director Patricia Kirkland shared some history about the Early Head Start initiative. Ms. Kirkland introduced a video from the Director of the Office of Head Start, Dr. Bergeron, who is congratulating Early Head Start on their 25-year milestone.

**f. Employment Opportunity in Public Works- Solid Waste Equipment Operator Apprenticeship**

Interim Deputy Human Services Director Patricia Kirkland introduced Felipe Moreno, Field Service Deputy Director with the Public Works Department. Mr. Moreno shared with the council a unique employment opportunity with the City of Phoenix in the Solid Waste Department. Mr. Moreno presented their department's Apprenticeship Program for an Equipment Operator; he shared the program is in their fourth year and shared details of their enrollment, qualifications, what the program entails, and the dates of information sessions. Mr. Moreno encouraged the council to share the information with their delegate agency families and community.

**g. Governing Body Report**

Interim Deputy Human Services Director Patricia Kirkland directed members to the report in their packets. She discussed the percentages for attendance and completed physical and dental exams. She then highlighted some of the events which had taken place during the month of January 2020.

**h. Director' Report**

Interim Deputy Human Services Director Patricia Kirkland reminded parents of the Early Childhood Day at the Arizona State Capitol on March 11, 2020. She stated each family who had indicated they wanted to attend would receive an email from Jesus Cadenas with the logistics and where to meet the Director of the Arizona Head Start Association.

**7. Call to the Public**

None


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


None


**9. Announcements**

None

**10. Adjournment: 11:20 a.m.**

Prepared by:   
Jesus Alex Cadenas (Aug 5, 2020 11:12 PDT)  
Jesus Alex Cadenas, Secretary III

Submitted by:   
Patricia Kirkland (Aug 5, 2020 15:27 PDT)  
Patricia Kirkland, Deputy Human Services Director

Approved by:   
Kimberly Olivas (Aug 5, 2020 15:30 PDT)  
Kimberly Olivas, Chairperson