

HUMAN SERVICES DEPARTMENT – HEAD START POLICY COUNCIL
 November 23, 2020
 WebEx Virtual Meeting

City of Phoenix Staff	Alternates Present
Patricia Kirkland	Kimberly Olivas, GPUL
Jesus Alex Cadenas	
Daniela Canisales	
Juliana Panqueva	Alternates Absent
Alex Martinez	Isabella Gil, DV
Melanie Fierros	Rosa Marquez, DV
Marion Hill	Aurora Leyva-Avila, Fowler
Jose M. Garcia	Jennifer Sandate Avendano, GPUL
Alma Quintana	Deborah Lara Cornejo, GPUL
	Monica Ramirez, WESD
	Isatu Davis-Anthony, WESD
Members Absent	Community Representatives Absent
Maricela Pinzon, BTW	
Gabriela Flores Rojo, CCP	
Tracie Harmond, DV	
Esther A. Munoz Duran, EHS	
Jesus Navarette, GPUL	
Members of the Public	
Sandra Heredia (Translator)	
Mario Barajas (Translator)	
Olivia McCann, ASU Student	

1. Call to Order

Deputy Human Services Director Patricia Kirkland called the meeting to order at 9:42 a.m. A quorum was convened, with twelve (12) members present.

Members Present:

- Tatiana Carrillo Ruiz, Alhambra Representative
- Julissa Machado, Alhambra Representative
- Gloria Perez, Booker T. Washington Representative
- Sandy Estrada Garcia, Deer Valley Representative
- Liliana Rodriguez, Early Head Start Representative
- Diana Castillo, Fowler Representative
- Rosa Bañuelos, Fowler Representative
- Wendy Hernandez, Greater Phoenix Urban League Representative
- Salina Peña, Greater Phoenix Urban League Representative
- Kimberly Olivas, Alternate GPUL Representative
- Elizabeth Garrido Goings, Washington Representative
- Claudia Garcia, Washington Representative

2. Head Start Seating (Introduction of New Members)

Deputy Human Services Director, Patricia Kirkland, called for introductions of new Policy Council members representing their Education Service Providers;

Tatiana Carrillo Ruiz, Alhambra Representative
Julissa Machado, Alhambra Representative
Gloria Perez, Booker T. Washington Representative
Sandy Estrada Garcia, Deer Valley Representative
Liliana Rodriguez, Early Head Start Representative
Diana Castillo, Fowler Representative
Rosa Bañuelos, Fowler Representative
Wendy Hernandez, Greater Phoenix Urban League Representative
Salina Peña, Greater Phoenix Urban League Representative
Kimberly Olivas, Alternate GPUL Representative
Elizabeth Garrido Goings, Washington Representative
Claudia Garcia, Washington Representative

Deputy Human Services Director Patricia Kirkland welcomed everyone and indicated all members above are officially seated as displayed titles.

3. Approval of October 22, 2020, Meeting Minutes

Deputy Human Services Director, Patricia Kirkland, asked the council members to review the meeting minutes from the October 22, 2020 meeting. Mrs. Kirkland used the minutes as an example of what would be included in monthly packets. She reminded everyone only members present at the meeting the minutes were taken from would vote, those not in attendance would abstain. Mrs. Kirkland stated at the December meeting, they would vote on the November meeting minutes.

4. Introduction of Staff

Deputy Human Services Director, Patricia Kirkland, explained the purpose of this section, stating that any newly hired Birth to Five staff would be introduced to the council during this portion of the meeting. There was no new staff to introduce during this meeting. Mrs. Kirkland asked management staff to introduce themselves; Secretary III, Jesus Alex Cadenas, Accountant III, Juliana Panqueva, Data Manager, Jose M. Garcia, Administrative Assistant II, Daniela Canisales, Quality Assurance Supervisor, Alma Quintana, Interpreters, Mario Barajas and Sandra Heredia.

5. Acceptance of Budget Report / Fiscal Budget Ending October 31, 2020

Accountant III, Juliana Panqueva, introduced herself and explained her role with the City of Phoenix Head Start Birth to Five Program. Mrs. Panqueva explained she would report

the programmatic budget balances every month and information on approved budget changes. Mrs. Panqueva described the budget reports to the Council in their packets below.

a. Treasurer Report:

Accountant III, Juliana Panqueva, reviewed the FY 2019-2020 Policy Council budget report, which is 95% spent. Ms. Panqueva then reviewed the FY 2020-2021 Policy Council budget, which is 64% spent; due to the fiscal year's interpreting services.

b. Budget Report:

Accountant III, Juliana Panqueva, reviewed the FY 2019-2020 budget report for the Birth to Five Program, which is 95% spent. She then reviewed the FY 2020-2021 budget report, which is 27% paid. 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 October 31, 2020; the following is the closeout percentage for each Education Service Provider.

Alhambra Elementary School District - 94%
Booker T. Washington Child Development Center - 100%
Deer Valley Unified School District - 91%
Fowler Elementary School District - 84%
Murphy Elementary School District - 90%
Greater Phoenix Urban League - 100%
Roosevelt Elementary School District - 93%
Washington Elementary School District - 96%
Wilson Elementary School District - 100%

Mrs. Panqueva explained that the City of Phoenix requested an extension to liquidate the FY2019-2020 budget until December 30, 2020. Mrs. Panqueva explained they would continue to see the last fiscal year approved budget and current budget until January 2021. 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, 96% spent, and the Child Care Partnership grant, which is 91% spent. Overall, the Grantee's FY 2019-2020 budget is 95% spent.

Mrs. Panqueva stated the spending of the FY 2020-2021 budgets as of October 31, 2020, is as follows;

Alhambra Elementary School District - 13%
Booker T Washington Child Development Center - 35%
Deer Valley Unified School District - 14%
Fowler Elementary School District - 9%
Greater Phoenix Urban League - 39%
Roosevelt Elementary School District - 1%
Washington Elementary School District - 14%

Mrs. Panqueva reviewed the FY 2020-2021 Early Head Start Home-Based grant, which is 34% spent, and the Child Care Partnership grant is 50% spent.

d. In-Kind Report:

Accountant II, Alex Martinez, explained in-kind and the importance to the program. Mrs. Martinez explained in-kind is property or services that benefit the City of Phoenix Head Start Birth to Five Program free of charge. She gave examples of what services or items would be considered free of charge to the Program, such as volunteer services, cash donations, supplies provided by vendors, time, and effort collected. Mrs. Martinez explained each Education Service Provider has to match 25% of their budget in In-kind; the Grantee (City of Phoenix HSB25) tracks the time and reporting of In-kind. Mrs. Martinez explained agenda item #5d represents the amounts that have been received per Education Service Providers.

Accountant II, Alex Martinez, reviewed the FY 2019-2020 budget report, indicating the Education Service Providers met 96% 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 October 31, 2020, the grantee is at 13% of the obligation for FY 2020-2021.

e. CARES Act Report:

Accountant III, Juliana Panqueva, reviewed the CARES Act funding report, explaining that this funding was provided due to the COVID-19 pandemic and must be spent on specific items and services related to the prevention of, preparation for, or response to the virus. As of October 31, 2020, the budget has been spent as follows; the Education Service Providers had obligated 30%. Child Care Partners had obligated 25%, and the Home-Based Program had obligated 14%. The administrative grantee fund is obligated at 4%.

Deer Valley Representative Sandy Estrada Garcia asked how the CARES Act funding could be spent. Mrs. Panqueva explained it could be used to help with the costs, such as PPE items, electronics for children to use, and salaries to have more teachers for more classes; anything that will help them prevent the spread of the COVID-19 pandemic.

Deputy Human Services Director, Patricia Kirkland, called for a motion to approve October 31, 2020 budget reports as presented. Deer Valley Representative, Sandy Garcia, motioned to approve, and Alhambra Representative, Julissa Machado, seconded the motion.

The motioned passed.

Twelve (12) votes in favor:

Members Present:

Tatiana Carrillo Ruiz, Alhambra Representative

Julissa Machado, Alhambra Representative

Gloria Perez, Booker T. Washington Representative

Sandy Estrada Garcia, Deer Valley Representative
Liliana Rodriguez, Early Head Start Representative
Diana Castillo, Fowler Representative
Rosa Bañuelos, Fowler Representative
Wendy Hernandez, Greater Phoenix Urban League Representative
Salina Peña, Greater Phoenix Urban League Representative
Kimberly Olivas, Alternate GPUL Representative
Elizabeth Garrido Goings, Washington Representative
Claudia Garcia, Washington Representative

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

6. Discussion and Possible Action on

a. Personnel Actions

Administrative Assistant II, Daniela Canisales, explained that this portion of the agenda is designated for hiring new staff for the program. The Council approves new staff hiring, and members will be asked to participate in an interview panel.

b. Contracts

Administrative Assistant II, Daniela Canisales, explained this section is where the information about contracts will be brought before the council for approval. Mrs. Canisales indicated the current update in this section is the Behavior Coachers RFQ was opened on Friday, November 21, 2020. Mrs. Canisales explained this request was open to COVID-19 funding and additional funds to contact Behavior Coachers to support teachers and counsel children who need assistance in the classroom.

c. Election of Policy Council Officers

Deputy Human Services Director Patricia Kirkland explained the election of the following Policy Council Officers; Chairperson, Vice-Chairperson, and Treasurer. Mrs. Kirkland indicated the Chairperson is a critical position and explained the roles and responsibilities. Mrs. Kirkland indicated all positions would receive support, Chair and the Vice-Chairperson by the Director and Secretary III, Jesus Alex Cadenas. The Treasurer will receive all the guidance and budget reports from Juliana Panqueva, Accountant III, and Alex Martinez. Mrs. Kirkland explained the process of nomination, and Jesus Alex Cadenas explained the voting process.

1. Chairperson

Deputy Human Services Director, Patricia Kirkland, asked the Council for nominations for the Chairperson.

Greater Phoenix Urban League, Salina Peña self-nominated.

Deputy Human Services Director, Patricia Kirkland, motioned to vote on the only candidate for Chairperson; Salina Peña, Greater Phoenix Urban League Representative.

The motion passed.

Eleven (11) votes in favor,

Members present;

Tatiana Carrillo Ruiz, Alhambra Representative
Julissa Machado, Alhambra Representative
Gloria Perez, Booker T. Washington Representative
Sandy Estrada Garcia, Deer Valley Representative
Liliana Rodriguez, Early Head Start Representative
Diana Castillo, Fowler Representative
Rosa Bañuelos, Fowler Representative
Wendy Hernandez, Greater Phoenix Urban League Representative
Salina Peña, Greater Phoenix Urban League Representative
Elizabeth Garrido Goings, Washington Representative
Claudia Garcia, Washington Representative
Zero (0) votes against,
One (1) abstained vote, Alternate Greater Phoenix Urban League Representative, Kimberly Olivas.

2. Vice-Chairperson

Deputy Human Services Director, Patricia Kirkland, asked the Council for nominations for Vice-Chairperson.

Alhambra Representative, Tatiana Carrillo Ruiz self-nominated.

Deputy Human Services Director, Patricia Kirkland, motioned to vote on the only candidate for Vice-Chairperson; Tatiana Carrillo Ruiz, Alhambra Representative.

The motion passed.

Eleven (11) votes in favor,

Members present;

Tatiana Carrillo Ruiz, Alhambra Representative
Julissa Machado, Alhambra Representative
Gloria Perez, Booker T. Washington Representative
Sandy Estrada Garcia, Deer Valley Representative
Liliana Rodriguez, Early Head Start Representative
Diana Castillo, Fowler Representative
Wendy Hernandez, Greater Phoenix Urban League Representative
Salina Peña, Greater Phoenix Urban League Representative
Kimberly Olivas, Alternate GPUL Representative
Elizabeth Garrido Goings, Washington Representative
Claudia Garcia, Washington Representative
Zero (0) votes against,
One (1) abstained vote, Fowler Representative, Rosa Bañuelos.

3. Treasurer

Deputy Human Services Director, Patricia Kirkland, asked the Council for nominations for a Treasurer.

Deer Valley Representative Sandy Garcia self-nominated, and Alternate Greater Phoenix Urban League Representative, Kimberly Olivas, nominated, Fowler Representative, Rosa Olivas, who accepted the nomination.

Deputy Humans Services Director, Patricia Kirkland, motioned to vote on Treasure's first candidate, Sandy Garcia, Deer Valley Representative.

Four (4) votes in favor.

Members present:

Sandy Estrada Garcia, Deer Valley Representative
Tatiana Carrillo Ruiz, Alhambra Representative
Liliana Rodriguez, Early Head Start Representative
Diana Castillo, Fowler Representative

Eight (8) votes against

Members present:

Julissa Machado, Alhambra Representative
Gloria Perez, Booker T. Washington Representative
Rosa Bañuelos, Fowler Representative
Wendy Hernandez, Greater Phoenix Urban League
Salina Peña, Greater Phoenix Urban League
Kimberly Olivas, Alternate GPUL Representative
Elizabeth Garrido Goings, Washington Representative
Claudia Garcia, Washington Representative
Zero (0) abstained.

Deputy Humans Services Director, Patricia Kirkland, motioned to vote on the second candidate for Treasurer; Rosa Bañuelos, Fowler Representative

Eight (8) votes in favor.

Members present:

Julissa Machado, Alhambra Representative
Gloria Perez, Booker T. Washington Representative
Rosa Bañuelos, Fowler Representative
Wendy Hernandez, Greater Phoenix Urban League
Salina Peña, Greater Phoenix Urban League
Kimberly Olivas, Alternate GPUL Representative
Elizabeth Garrido Goings, Washington Representative
Claudia Garcia, Washington Representative
Zero (0) abstained.

Four (4) votes against.

Members present:

Sandy Estrada Garcia, Deer Valley Representative
Tatiana Carrillo Ruiz, Alhambra Representative
Liliana Rodriguez, Early Head Start Representative
Diana Castillo, Fowler Representative

Deputy Human Services Director Patricia Kirkland named Rosa Bañuelos, Fowler Representative, as the 2020-2021 Treasurer by majority vote.

d. Approval of Policy Council Community Members

Deputy Human Services Director Patricia Kirkland stated there are six applicants; Anita Aguilar, Dulce M. Ruelas, Faith Stoddard, Janice Varnado, Xochitl Wilson, Joelle Grande. Mrs. Kirkland asked the present candidates to share why they want to be part of the Council and read the applicants' bios, not current.

Deputy Human Services Director Patricia Kirkland motioned to vote on approval of the Community Representatives as presented.

The motion passed.

Twelve (12) votes in favor:

Members Present:

Tatiana Carrillo Ruiz, Alhambra Representative
Julissa Machado, Alhambra Representative
Gloria Perez, Booker T. Washington Representative
Sandy Estrada Garcia, Deer Valley Representative
Liliana Rodriguez, Early Head Start Representative
Diana Castillo, Fowler Representative
Rosa Bañuelos, Fowler Representative
Wendy Hernandez, Greater Phoenix Urban League Representative
Salina Peña, Greater Phoenix Urban League Representative
Kimberly Olivas, Alternate GPUL Representative
Elizabeth Garrido Goings, Washington Representative
Claudia Garcia, Washington Representative
Zero (0) votes against,
Zero (0) votes abstain.

e. Monitoring Report

Quality Assurance Manager Alma Quintana explained her role for the program. Ms. Quintana stated she would bring monitoring reports to the Policy Council each time monitoring occurs in the Program, as well as the results of the program outcomes.

f. Enrollment Report

Data Manager Jose Garcia explained his role for the Program. Mr. Garcia shared informational data and presented enrollment status. Mr. Garcia stated the number of slots in the preschool program is 2,963; Early Head Start Home-Base is 300; Child Care Partners is 188. Mr. Garcia shared a spreadsheet with the current enrollment; Homebase currently has 255 children enrolled, Child Care Partnerships have 122 children enrolled, and 1,698 preschool children enrolled.

Deputy Human Services Director Patricia Kirkland explained enrollment status would be shared with the Council every month.

g. Governance Documents

Deputy Human Services Director Patricia Kirkland explained the Governance Documents in their binders, stating the Bylaws provide the structure of the council, the Impasse Procedures are used when the council and subcommittee do not agree, the Code of Ethical Conduct is expected behaviors of members, and the Conflict of Interest Affidavit where members can indicate if they any conflicts of interest as it pertains to their participation the council. Mrs. Kirkland stated the Conflict of Interest and the Code of Ethical Conduct need to be signed. Members will be sent a self-addressed envelope in which to mail their signed documents. Mrs. Kirkland encouraged the Council to review the information and become familiar with the documents.

h. Governing Body Report

Deputy Human Services Director Patricia Kirkland explained each month, the council will be provided with the report provided to the Land Use and Livability Subcommittee.

i. Director's Report

Deputy Human Services Director Patricia Kirkland explained this section is for updates. Mrs. Kirkland indicated she would like to remind everyone in the Council that the City of Phoenix Head Start Birth to Five Fatherhood Summit will occur on December 3rd and 4th, 2020; it will be a virtual summit this year. Mrs. Kirkland encouraged everyone if interested to participate; Jesus Alex Cadenas, Secretary III, will send the link to register for the summit. Mrs. Kirkland stated the summit would focus on the positive impact fathers and male role models have on young children's development.

7. Call to the Public

Deputy Human Services Director Patricia Kirkland explained this section is for the public to make comments. There were no public comments at this time.

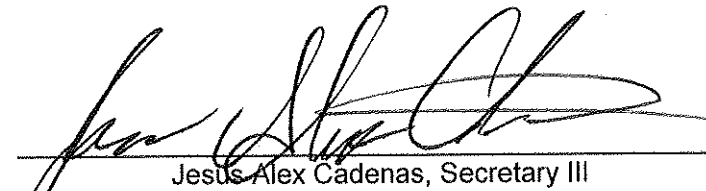
8. Issues and Concerns of Committee Members for Further Study and Future Agenda Items

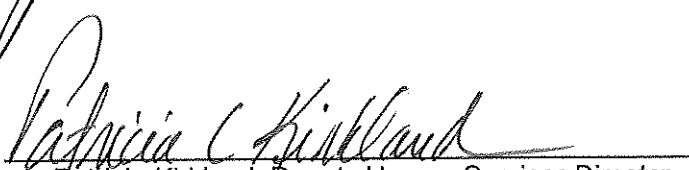
Deputy Human Services Director Patricia Kirkland explained this section is for the Council members to bring up items they would like to discuss in the next meeting agenda.

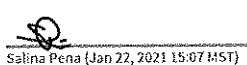
9. Announcements

Deputy Human Services Director Patricia Kirkland explained this section is for announcements any council member would like to make.

10. Adjournment: Deputy Human Services Director Patricia Kirkland explained the upcoming meetings would not take this long and wished everyone a Happy Thanksgiving. Mrs. Kirkland adjourned the meeting at 11:56 a.m.

Prepared by: 
Jesus Alex Cadenas, Secretary III

Submitted by: 
Patricia Kirkland, Deputy Human Services Director

Approved by: 
Salina Peña (Jan 22, 2021 15:07 MST)
Salina Peña, Chairperson