

HUMAN SERVICES DEPARTMENT – HEAD START POLICY COUNCIL  
 December 14, 2020  
 WebEx Virtual Meeting

<b>City of Phoenix Staff</b>	<b>Alternates Present</b>
Patricia Kirkland	Jennifer Sanate Avendano, GPL
Jesus Alex Cadenas	Deborah Lara Cornejo, GPUL
Daniela Canisales	Isatu Davis-Anthony, WESD
Marchelle F. Franklin	<b>Alternates Absent</b>
Alex Martinez	Isabella Gil, DV
Melanie Fierros	Rosa Marquez, DV
Jose M. Garcia	Aurora Leyva-Avila, Fowler
Alma Quintana	Kimberly Olivas, GPUL
JoAnn Jackson	
Janell Stringfellow	
<b>Members Absent</b>	<b>Community Representatives Absent</b>
Gloria Perez, BTW	
Maricela Pinzon, BTW	
Liliana Rodireguez, EHS	
Esther A. Munoz Duran, EHS	
Jesus Navarette, GPUL	
Claudia Garcia, WES	
<b>Members of the Public</b>	
Sandra Heredia (Translator)	

**1. Call to Order**

Chairperson Selina Peña called the meeting to order at 9:42 a.m. A quorum was convened, with seventeen (17) members present.

**Members Present:**

- Tatiana Carrillo Ruiz, Alhambra Representative
- Julissa Machado, Alhambra Representative
- Gabriela Flores Rojo, Childcare Partnership Representative
- Sandy Estrada Garcia, Deer Valley Representative
- Tracie Harmond, Deer Valley 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
- Monica Ramirez, Washington Representative
- Joelle Grande, Community Representative
- Xochitl Wilson, Community Representative
- Janice Varnado, Community Representative
- Anita Aguilar, Community Representative
- Dulce M. Ruelas, Community Representative

Faith Stoddard, Community Representative

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

Chairperson Selina Peña called for introductions of new Policy Council members. Deputy Human Services Director, Patricia Kirkland, introduced the Community Representatives, a representative from Deer Valley, and Childcare Partnership as indicated below;

Deer Valley Representative Tracie Harmond  
Childcare Partnership Representative, Gabriela Flores Rojo  
Community Representative, Joelle Grande  
Community Representative, Xochitl Wilson  
Community Representative Janice Varnado  
Community Representative, Anita Aguilar  
Community Representative, Dulce M. Ruelas  
Community Representative, Faith Stoddard

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

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

Chairperson Selina Peña asked the council members to review the meeting minutes from the November 23, 2020 meeting. Secretary III, Jesus A. Cadenas, asked the members if they had received the meeting packet mailed the prior week. Chairperson Selina Peña indicated she did not receive the information and other council members indicated the same. Deputy Human Services Director, Patricia Kirkland, asked the council if they wanted the meeting minutes read to them or to table the agenda item for the next Policy Council meeting on January 11, 2020. Community Representative Anita Aguilar suggested the agenda item should be tabled for the next Policy Council meeting. Chairperson Selina Peña seconded the suggestion.

**4. Introduction of Staff**

Chairperson, Selina Peña, called for introductions of staff; Deputy Human Services Director, Patricia Kirkland, explained 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.

**5. Acceptance of Budget Report / Fiscal Budget Ending November 30, 2020**

**a. Treasurer Report:**

Treasurer, Rosa Bañuelos, was having trouble with her computer and telephone and asked Accountant II to provide the report.

Accountant II, Alex Martinez shared the current Policy Council budget for FY 2020-2021 is 66% spent. Mrs. Martinez indicated the percentage is high because most of the funds are already obligated, for example, interpreters.

**b. Budget Report:**

Accountant II, Alex Martinez, shared her computer screen and reviewed the FY 2019-2020, which is 95% spent. Ms. Martinez then reviewed the FY 2020-2021 budgets; the HS Administration is 34% spent, the HS Training and Technical Assistance is 39% spent, the HS Policy Council at 66% spent, Mental Health is 38% spent, Casework Support is 43% spent, and Classroom Support is 46% spent, overall the Grantee budget is 40% spent. The overall percentage is lower than normal, due to children attending virtually.

Mrs. Kirkland explained unspent money could be carried over to the next program year 2021-2022 and provided examples.

**c. Education Service Provider Report:**

Accountant II, Alex Martinez reviewed the FY 2019-2020 for the Education Service Providers; all invoices reflect a closeout date of November 30, 2020; the following is the closeout percentage for each Education Service Provider.

Alhambra Elementary School District - 100%

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 - 99%

Washington Elementary School District - 96%

Wilson Elementary School District - 100%

Mrs. Martinez reviewed the FY 2019-2020 Early Head Start Home-Based grant, which is 97% spent, and the Child Care Partnership grant, which is 92% spent. Overall, the Grantee's FY 2019-2020 budget is 95% spent.

Ms. Martinez identified the overall percentage the Education Service Providers have spent on the FY 2020-2021 budget as of November 30, 2020;

Alhambra Elementary School District - 20%

Booker T Washington Child Development Center - 44%

Deer Valley Unified School District - 20%

Fowler Elementary School District - 13%

Greater Phoenix Urban League - 48%

Roosevelt Elementary School District - 10%  
Washington Elementary School District - 24%

Ms. Martinez explained the Roosevelt percentage is low because they started at a later time. Mrs. Martinez reviewed the FY 2020-2021 Early Head Start Home-Based grant, which is 41% spent, and the Child Care Partnership grant is 52% spent.

**d. In-Kind Report:**

Accountant II, Alex Martinez, explained in-kind and the importance to the program. She 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 charges, such as volunteer services, cash donations, supplies provided by vendors, time, and effort collected. Mrs. Kirkland explained a 25% match is what is required for the grant.

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 responsibility. Overall, the Grantee met 81% of its obligation. Mrs. Martinez stated that as of November 30, 2020, the Grantee had met 18% of the responsibility for FY 2020-2021. Mrs. Martinez indicated Early Head Start Home-Based had net 4%, ChildCare Partners had met 12%, Administration is at 1%, and Policy Council is at 87%; the Education Service Providers are overall at 31%.

**e. CARES Act Report:**

Accountant II, Alex Martinez, 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 preventing the virus. Mrs. Martinez indicated as of November 30, 2020; the budget has been spent as follows; the Education Service Providers had obligated 51%, Child Care Partners had obligated 25%, and the Home-Based Program had obligated 14%. The administrative grantee fund is obligated at 4%. Mrs. Martinez indicated overall; the Grantee had spent 35%.

Chairperson, Selina Peña, called for a motion to approve November 30, 2020 budget reports as presented. Community Representative, Anita Aguilar, motioned to approve, and Community Representative, Joelle Grande, seconded the motion.

The motioned passed.

Eighteen (18) votes in favor:

Members Present:

Tatiana Carrillo Ruiz, Alhambra Representative  
Julissa Machado, Alhambra Representative  
Gabriela Flores Rojo, Childcare Partnership Representative

Sandy Estrada Garcia, Deer Valley Representative  
Tracie Harmond, Deer Valley Representative  
Diana Castillo, Fowler Representative  
Rosa Bañuelos, Fowler Representative  
Wendy Hernandez, Greater Phoenix Urban League  
Salina Peña, Greater Phoenix Urban League  
Jennifer Sandate Avendano, ALT-Greater Phoenix Urban League  
Elizabeth Garrido Goings, Washington Representative  
Monica Ramirez, ALT-Washington Representative  
Joelle Grande, Community Representative  
Xochitl Wilson, Community Representative  
Janice Varnado, Community Representative  
Anita Aguilar, Community Representative  
Dulce M. Ruelas, Community Representative  
Faith Stoddard, Community Representative  
Zero (0) votes against,  
Zero (0) votes abstain.

**6. Discussion and Possible Action on**

**a. Personnel Actions**

Administrative Assistant II, Daniela Canisales, shared there is currently no request for approvals.

**b. Contracts**

Administrative Assistant II, Daniela Canisales, requested approval from the council to consolidate the two current Head Start grants. Mrs. Canisales explained that the Grantee currently has two grants, Child Care Partnerships and Head Start Birth to Five. Mrs. Canisales explained the Office of Head Start had issued a Program Instruction (PI) on October 28, 2020, letting grantees know they can consolidate the CCP and Head Start grants. Mrs. Canisales explained this would allow the City of Phoenix Head Start Birth to Five (Grantee) to merge the grants.

Deputy Human Services Director Patricia Kirkland added that the consolidation would stay with the oldest grant term cycle. In this case, both grants are on the same process; therefore, there is not much change. The Grantee staff will apply for one grant if consolidation is approved.

Chairperson, Selina Peña, called for a motion to approve the consolidation of the two current Head Start grants, as presented. Community Representative, Anita Aguilar, motioned to approve, and Deer Valley Representative, Tracie Harmond, seconded the motion.

The motioned passed.

Eighteen (18) votes in favor:

Members Present:

Tatiana Carrillo Ruiz, Alhambra Representative  
Julissa Machado, Alhambra Representative  
Gabriela Flores Rojo, Childcare Partnership Representative  
Sandy Estrada Garcia, Deer Valley Representative  
Tracie Harmond, Deer Valley Representative  
Diana Castillo, Fowler Representative  
Rosa Bañuelos, Fowler Representative  
Wendy Hernandez, Greater Phoenix Urban League  
Salina Peña, Greater Phoenix Urban League  
Deborah Lara Cornejo, ALT-Greater Phoenix Urban League  
Elizabeth Garrido Goings, Washington Representative  
Monica Ramirez, ALT-Washington Representative  
Joelle Grande, Community Representative  
Xochitl Wilson, Community Representative  
Janice Varnado, Community Representative  
Anita Aguilar, Community Representative  
Dulce M. Ruelas, Community Representative  
Faith Stoddard, Community Representative  
Zero (0) votes against,  
Zero (0) votes abstain.

c. Eligibility, Recruitment, Selection, and Attendance (ERSEA) Plan

Deputy Human Services Director Patricia Kirkland explained the significance of the Eligibility, Recruitment, Selection, and Attendance (ERSEA) in the Head Start Program; they are an essential part of the performance standards. Mrs. Kirkland explained the ERSEA plan is reviewed annually and encouraged the council to provide input. Mrs. Kirkland gave an overview of the plan, highlighting areas that may need to be updated. Mrs. Kirkland indicated this 2020-2021 year; the Grantee has used social media more in recruiting for families; in prior years, the Program relied on door-to-door recruitment before.

Mrs. Kirkland stated an updated plan will be sent by Secretary III, Jesus Alex Cadenas, for their review and to submit any suggestions before the meeting on January 11, 2021. Mrs. Kirkland informed the council they will be voting to approve the ERSEA Plan at the next meeting.

d. School Readiness

Education Specialist JoAnn Jackson explained the impact School Readiness has on children and families. Mrs. Jackson stated the Office of Head Start identifies School Readiness as; children possessing the skills, knowledge, and attitudes necessary for success in school and in life. Mrs. Jackson indicated Head Start's Approach to School Readiness is; we want to ensure children are ready for school, families are ready to support children's learning, and parents are engaging in their children's learning, advocating, and participating. Mrs. Jackson explained she and her staff concentrate on the Preschool Child Outcomes in six areas; Approaches to Learning, Social and Emotional Development, Language and Literacy, Cognitive, Physical Development, and Family Engagement. Mrs. Jackson indicated the baseline assessment tier one date is taken within

the first six weeks of enrollment. Mrs. Jackson shared tier-three refers to the end of the program year data.

Education Specialist Janell Stringfellow explained how School Readiness is implemented in the Early Head Start Infant/Toddler area. Mrs. Stringfellow shared the same areas of Outcomes as the Preschool.

e. Quality Assurance

Deputy Human Services Director Patricia Kirkland indicated this would continue to be a standing item on every meeting; for reporting on the program's Quality Assurance status. Mrs. Kirkland indicated was no report for this month.

f. Enrollment Updates

Data Manager Jose Garcia reviewed enrollment data for Preschool, Child Care Partnerships, and Home-Based services as of December 14, 2020. Preschool enrollment is at 1,689 children out of 2,963 funded slots. Two hundred fifty children are participating in Home Based services, out of the 300 funded slots. One hundred twenty-three children are enrolled in the Child Care Partnership centers out of 188. Mr. Garcia discussed vacancies and the number of children on the waitlist. Mr. Garcia answered questions regarding children withdrawing and discussed; the main reason is digital fatigue.

g. Continuous Quality Improvement

Deputy Human Services Director Patricia Kirkland indicated this item would be tabled for the next meeting on January 11, 2021.

h. Governing Body Report

Deputy Human Services Director Patricia Kirkland encouraged the council to review the report once they receive their packets. Mrs. Kirkland reminded the council that the information is sent to the Land Use and Livability Subcommittee, providing them with program updates on Fiscal Expenditures, Enrollments Reports, School Attendance, Medical/Dental Exams status, and Program information Summaries.

i. **Director's Report**

Deputy Human Services Director Patricia Kirkland stated many members have not submitted the following forms; Standards of Conduct, HSB25 Policy Council Conflict of Interest Affidavit, Policy Council Code of Ethical Conduct, and City of Phoenix Ethics Certification and Acknowledgement. Mrs. Kirkland encouraged the members to sign and return the forms in the self-addressed stamped envelope located in their binders.

Secretary III, Jesus Alex Cadenas, apologized to the council for the inconvenience of meeting packages not getting to them on time.

7. Call to the Public

Chairperson, Salina Peña did a call to the public. None.

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

Chairperson, Salina Peña asked if there were any issues or concerns the council wanted to bring for further study or discussion at the next meeting. No one had any issues or concerns.

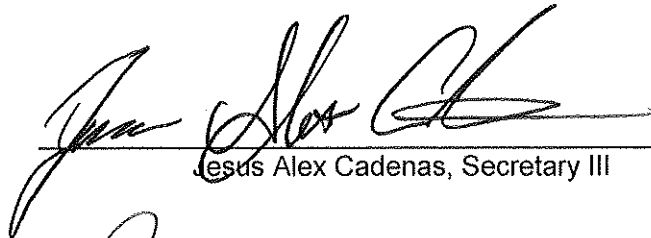
9. Announcements

Deputy Human Services Director Patricia Kirkland wished everyone a Happy Holiday Season.


Chairperson, Salina Peña reminded Policy Council members if they are not going to attend the meetings, to please let Jesus Alex Cadenas know so that he can coordinate with the alternate. Mrs. Peña indicated the Policy Council would continue meeting virtually until further notice.

10. Adjournment: Chairperson Selina Peña adjourned the meeting at 11:53 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