

Quality of Life Council Committee Meeting Minutes

Tuesday, December 14, 2010

12:00 PM

Municipal Plaza Room B

Members Present: Councilmember Jennifer V. Ramos, Chair, *District 3*
Councilmember Mary Alice P. Cisneros, *District 1*
Councilmember Ivy R. Taylor, *District 2*
Councilmember David Medina, Jr., *District 5*

Members Absent: *None*

Staff Present: Peter Zaroni, *Assistant City Manager*; Cindy Schoenmakers, *Community Initiatives Interim Director*; Melody Woosley, *Community Initiatives Assistant Director*; Edward Gonzales, *Community Initiatives Assistant Director*; Audrey Abed, *Head Start Administrator*; Shreya Shah, *Assistant City Attorney*; Enid Howard, *Assistant City Attorney*; Brandon Smith, *Office of the City Clerk*

Also Present: Councilmember Chip Haass, NHS

1. Citizens to be Heard

There were no citizens to be heard.

INDIVIDUAL BRIEFING

- 2. Approval of the Submission of the Head Start Quality Improvement as Required by the Department of Health and Human Services to address the Deficiency Identified in the City of San Antonio Head Start Federal Review; Approval of the Revised Head Start Monitoring Policy; and Briefing on the Corrective Action Plan for a Majority of the Non-Compliances Identified in the Head Start Federal Review**
Presented by Cindy Schoenmakers, Interim Director, Community Initiatives; Peter Zaroni, Assistant City Manager

Cindy Schoenmakers reported that the Triennial Federal Review was conducted by Health and Human Services (HHS) from May 2 to 15, 2010 and stated that the review identified 5 areas of strength; 1 deficiency; and 8 non-compliances. She noted that the City had 30 days to submit a Quality Improvement Plan that specifying the actions to be taken and a timetable to correct deficiency. She provided staff recommendation for the Quality of Life Committee to approve a request from HHS for the full 12-month correction period as allowed by the Head Start Act. With regard to non-compliances, she reported that all corrections must be implemented within 120 days (March 17, 2011) and that the Federal Review Team anticipated conducting a follow-up site visit in late March or early April 2011. She stated that staff had developed proposals to address the monitoring deficiency and recommended revisions to the Monitoring Policy.

Councilmember Cisneros expressed concern with the review findings and the number of deficiencies that could threaten the City's Funding. She asked if 120 days was an adequate amount of time for correction. Ms. Schoenmakers responded that deficiencies could be

adequately addressed with the 120-day deadline. Ms. Schoenmakers also confirmed that staff has been meeting with Family Services to address space and class size issues prior to March, 2011. Councilmember Cisneros asked if staffing levels were adequate in the areas of program monitoring and oversight. Ms. Schoenmaker replied that staff levels were not adequate and that five (5) staff positions have been requested specifically to assist with monitoring. She noted that staff was in the process of interviewing for those positions and anticipated having them in place at the beginning of the year. Peter Zanoni informed that Committee that Audrey Abed, Head Start Administrator, had reorganized staff so that the existing Monitoring Team will focus solely on monitoring in addition to the five new staff positions added.

Councilmember Medina asked of the \$48 million received by the City. Ms. Schoenmakers responded that a portion of the allocation provided to Head Start Partners and a portion was utilized for City positions. She indicated that the City had 36 positions and that approximately seven positions need to be filled. Councilmember Medina expressed concern with the placement of students in classes that were too small and asked of the partners that placed those students. Ms. Schoenmakers stated that there were two partners in District 5: SAISD at JT Brach and Family Service at South Zarzamora. Councilmember Medina spoke of the square footage issue that should be addressed.

Councilmember Taylor asked of the non-compliance issue regarding classroom square footage and how renovations would be paid. She also expressed concern with the timeline for renovations. Ms. Schoenmakers responded that staff was assessing the issue and noted the consideration of relocating students to other sites or re-spacing classroom furniture to address the issue as opposed to renovating. Chairperson Ramos spoke of the non-compliance issues regarding classroom square footage and expressed concern with monitoring. She requested updates on all non-compliances.

Councilmember Cisneros moved to approve said item as recommended by staff. Councilmember Taylor seconded the motion. Motion carried unanimously.

3. Update on Quality of Life Committee's Recommendations to Secure a Consultant to Assist with the Senior Center Services Study
Presented by Peter Zanoni, Assistant City Manager

Peter Zanoni reported that a Request for Proposal (RFP) was issued on December 8, 2010 seeking qualified firms interested in developing a Senior Services Strategic Plan which will serve as a comprehensive blueprint for meeting the needs of a growing senior population and improving current operations with the City's demographics, geography, and budget. He stated that the pre-proposal conference would be held December 17, 2010 and that RFP's from qualified firms were due on January 12, 2011 at 11:00 a.m. He noted that an Evaluation and Selection Committee was being compiled and would include the Senior Task Force Chairperson and Co-Chairperson.

Chairperson Ramos requested an update on the outcome of the pre-proposal conference.

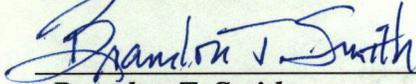
4. Adjournment

There being no further discussion, the meeting was adjourned at 1:15 p.m.



Jennifer V. Ramos, Chairperson

Respectfully Submitted,



**Brandon T. Smith
Office of the City Clerk**

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