



Houston
AVANCE[®]
Unlocking America's Potential

BOARD OF DIRECTORS MEETING

WEDNESDAY
JUNE 9, 2021

**EMBRACING
OUR FUTURE TOGETHER...**

SAFELY

AVANCE-Houston, Inc.
Board of Director's
Meeting *Zoom Meeting*
June 9, 2021
AGENDA

- I. Opening of Meeting.....David Vassar
- II. Mission Moment.....Antionette Montgomery/Alzate Family
- III. Approve/Acknowledge Minutes.....David Vassar
 - A. Action Item: Approval of Board of Directors Minutes: April 14, 2021
 - B. Acknowledge Policy Council Minutes: April & May 2021
- IV. Acknowledgement of Action/Briefing Items:
 - A. Action Item: Authorize FY 2021 EHS-CCP I Refunding Application & Budget (Approved Via Board Email May 28, 2021)
 - B. Action Item: Authorize Carry Over Applications for Unobligated Funds from Program Operation and COVID-19 Budgets (Approved Via Board Email May 28, 2021)
 - C. Briefing Item: American Rescue Plan Budget Submission
- V. Finance Report.....Keith Argueta/C. Tran
 - A. Action Item: Reports on Financial Position: March & April 2021
 - B. Action Item: 2021-2022 Agency Budget (Confirming with Cindy)
 - C. Review and Acknowledge Bank and Credit Card Statements
- VI. Committee Reports
 - A. Infrastructure.....Bob Tenzcar/Antionette Montgomery
 - B. Programs.....Mary Jane Gomez/Antionette Montgomery
 - C. Development.....David Vassar/Janet Deleon
- VII. Executive Director's ReportLuz Flores
- VIII. Strategic Plan & Mission Statement UpdatesLuz Flores & David Vassar
- IX. Meeting Adjourn.....David Vassar

A VANCE-Houston, Inc.
Board of Directors Meeting
Minutes for April 14, 2021

DIRECTORS PRESENT		DIRECTORS ABSENT	OTHERS PRESENT
Saul Valentin	Dr. Nicole Walters	Evelyn Bean	Antionette Montgomery
Pooja Amin	Carel Stith		Cindy Tran
Keith Argueta	Dr. Vanitha Pothuri		Luz Flores
Carina Benavides	Rogelio Marroquin		Janet Deleon
Chevazz Brown	David Vassar		Washington Jackson, III
Mary Jane Gomez	April Parra		Rosanna Arredondo
Robert Tenczar	Durwesh Khalfe		Cathy Morin
Ana P. Salinas	Sheryl Jimerson		Linda Patin
			Aadreeanna Lewis (GED)

A meeting of the Board of Directors (“the **Board**”) of A VANCE-Houston, Inc. (“**AVANCE**”), a Texas corporation, was held on April 14, 2021 via zoom. Sixteen of the Nineteen Directors were present, which constituted a quorum.

Call to Order. Board Chair, Saul Valentin called the meeting to order at 12:02 PM.

Mission Moment: Adult Education Program, Featuring Aadreeanna Lewis
Dr. Linda Patin GED Instructor introduced Aadreeanna Lewis who is a 2019-2020 GED Graduate. Ms. Lewis state that the Adult Education Program staff have given her the motivation and courage to obtain her GED. Ms. Lewis is currently working at The Department of Criminal Justice.

Acknowledgment of Board Portal Action Items: Saul Valentin acknowledged the following Action/Briefing Items approved via the Board Portal online voting system on April 1, 2021: (A) Action Item: Request for Non-Federal Share Waiver-Early Head Start-Childcare Partnership & Expansion 06HP000127 (B) Action Item: Health and Safety & Governance Certifications-2021 (C) Action Item: FY 2021 Cost of Living Adjustment (COLA)

Board Meeting Minutes: Pooja Amin asked for a motion to approve Board Minutes from February 10, 2021. Minutes were approved. Policy Council Minutes were acknowledged by the Board for January 2021, & March (*David Vassar/Mary Jane Gomez MSA*)

Finance Report: The Board received Financial Reports for January & February 2021. Keith Argueta, Finance Committee Chair discussed the January & February 2021 Financial Report. The reports were approved by the Board. Saul Valentin acknowledged bank and credit card statements. (*Sheryl Jimerson/Carel Stith - MSA*)

Committee Reports:

Infrastructure Committee

Bob Tenczar, Infrastructure Committee Chair reported to the Board of Directors the following: 1) Human Resources reported that with the OHS Focus Area 1 monitoring process scheduled to start on April 5th, HR has been assembling the required materials 2) A meeting with the union representing Head Start staff in certain positions (approximately 95 employees) is scheduled for April 12th. 3) AVANCE will not require its employees to be vaccinated. An employee survey revealed a 50-50 split in employee interest in a COVID vaccination. A tracking system provided by the Texas Department of State Health Services may be required for teachers. 4) Information

Technology reported that the Chromebooks deployment results in a “new normal” environment for the classrooms as both on-site and virtual students will utilize them. 4) The process to install the appropriate infrastructure (phone, cameras, data “backbone”, etc.) is underway at the second Walters building for the Healthy Relationships program. 5) Facilities reported that installation of desk barriers in being finalized and that a key for acquiring an occupancy permit for the second Walters site was identifying the vendor for implementing a fire and burglary system. 6) MIS CAP 60 upgraded have been implemented and training is in process 6) Programs Update: AVANCE opened up in person classes on March 22 to a limited number of students at half the normal capacity 10 HS pre-K children per class with two adults). 7) An application for a Cost-of-Living Adjustment (COLA of 1.22%) 8) Additional COVID funds for HS and EHS of approximately \$1,000 per child may also come available. 9) AVANCE to consider summer school with particular focus on early learning loss and mental health. A decision would need to be made as to whether summer school would apply to all children or just those transitioning to kindergarten.

Programs Committee

Mary Jane Gomez reported the following: 1) Virtual Classes are provided via Zoom LIVE. If the student misses teacher will reach out to parent. 2) Health & Safety Protocols Parent Training 3) Implementation of QR Code System-Drop and Puck Up Communication via phone. 4) Opportunity for COVID Funds 6) Adult Education Capital One Training on the Development of a Resume & Cover Letter 7) Healthy Relationship Program Pilot being offered at Pasadena High School 8) PCEP Program continues virtually. 9) GED & PCEP Graduations are being finalized.

Development Committee

David Vassar reported the following: 1) Pending Cullen Foundation Grant for 90K 2) Received Hammond Foundation Grant for 5K & ConocoPhillips for 1K 3) AVANCE submitted the grant proposal requesting \$7,251,840 to fund a five-day PCEP, adult and early childhood education program model for two years.4) Unite Way 2020 end of Year Report Submitted.

Executive Directors Report

Luz Flores, Executive Director discussed the following items: 1) Focus Area 1 Review 2) Call for Ideas – The Baxter Trust, Brown Foundation, Cullen Foundation, Houston Endowment & Powell Foundation 3) Harris County-Early Childhood Impact Fund Update 4) United Way – Second Century Vision Funding & 2021 Investment Update 5) Healthy Relationships Program 6) Strategic Plan Process 7) Policy Council Meeting Dates & Portal

Executive Session

Executive Session was held.

The meeting adjourned at: 12:10 PM.

Respectfully submitted,


Pooja Amin (May 19, 2021 15:44 CDT)

Pooja Amin
Board Secretary

M=Motion
S=Second



AVANCE HEAD START & EARLY HEAD START
POLICY COUNCIL MEETING
April 20, 2021

Members Present	Members Absent		Board of Directors	Community Rep.	AVANCE Staff
1. Susana Martinez 2. Yadira Jimenez 3. Rosemary Cabral 4. Carmen Mejia 5. Mariela Vega 6. Maria Garcia 7. Janet Cortez 8. Maira Rondan 9. Jhon Alzate 10. Ibett Robles 11. Yesenia Villegas 12. Maria Webb 13. Bryant Robinson 14. Karen Ruiz 15. Cristal Gonzalez 16. Quinisha Davis 17. Sandra Ramirez 18. Erica Pena 19. Myra Maldonado 20. Jessika Reyes 21. Shaun Johnson 22. Ayde Prado 23. Becky Herrera 24. Ruth Carmona 25. Denise Dumas 26. Carmen Mejia 27. Rebecca Ramirez	1. Anna Gomez 2. Roshanda Issac 3. Ruth Najera 4. Cynthia Reynoso 5. Iris Padilla 6. Cristina Morales 7. Mirella Rocha 8. Flor Mendoza 9. Johana Soto 10. George Johnson 11. Sanjuana Ortiz 12. Leticia Palma 13. Heidi Lopez 14. Iriz Paez 15. Doraneisha Johnson 16. Levy Zuniga 17. Juliet Montes De Oca 18. Idalia De La Rosa 19. Izaira Hernandez 20. Alma Rodriguez 21. Corrine Hein 22. Josue Hernandez 23. Alexis Johnson 24. Darlene Porche 25. Lisa Delgado	26. Janet Martinez 27. Woody Turbington 28. Rosa Hernandez 29. Gloria Machado 30. Susana Casteneda 31. Idalia De La Rosa 32. Waleska Martinez 33. Sheila Martinez 34. Patricia Castillo 35. Darlene Roche 36. Ana Baez 37. Sheila Martinez 38. Mayra Rodriguez 39. Diana Guzman	Dr. David Vassar	1. April Bonton	1. A. Montgomery 2. C. Garcia 3. L. Deleon 4. C. Morin 5. K. Mireles 6. J. Sanchez 7. J. Stallworth

Total In-Kind: \$33.67/hr. @ 1 hour and 30 minutes = \$42.09 X 27 Parent members = \$ 1,136.43
 \$13.81/hr. @ 1 hour and 30 Minutes = \$0.00 X 1 Community Volunteers = \$13.81
(In-kind totals based on meeting signature sheet and In-Kind rate)

M=Motion
S=Second



Issues	Discussion	Action	Person																					
Welcome & Introductions	Meeting was called to order at 6:33PM by Jhon Alzate, Policy Council Chair. Roll call was taken by Cynthia Garcia. Dr. Antionette Montgomery, Chief Administrator of EHS/HS & PCEP introduced herself and welcomed members and staff.																							
Approval of Minutes	Minutes reviewed: Mr. Alzate, Policy Council Chair asked members to take a minute to review the March 23, 2021 minutes and Mach 26, 2021 Special Session minutes. Mr. Alzate asked if anyone had any questions? Mr. Alzate asked, is there a motion to approve the minutes. Motion passed. Policy Council members voted to approve the minutes.	M- S-	Susana Martinez Maireta Vega																					
Action Items	<p>Seating of New Members- Mr. Alzate asked if there are any new members joining- the meeting. Cynthia Garcia, Executive Assistant EHS/HS & PCEP stated yes Denise Dumas from Acres Homes EHS. Mr. Alzate asked for a motion to seat the new Policy Council member Denise Dumas. Motion passed.</p> <p>2021 EHS-CCP I Funding Application- Dr. Montgomery stated the purpose of for the funding is to provide Early Head Start services to 96 infants and toddlers through the childcare partnerships, Krayola Kidz, and Wesley Community Center and Aldine ISD Delegate. The application is due by June 1, 2021. Policy Council members voted in favor of submitting the EHS-CCP I refunding application and budget.</p> <table border="1" data-bbox="571 1045 1549 1182"> <thead> <tr> <th>Funding Amount</th> <th>EHS-CCP I Services</th> <th>Enrollment Slots</th> </tr> </thead> <tbody> <tr> <td>\$ 1,697,585</td> <td>Early Head Start Program Operations</td> <td>96</td> </tr> <tr> <td>\$ 37,500</td> <td>Early Head Start Training and Technical Assistance</td> <td></td> </tr> <tr> <td>\$ \$1,735,085</td> <td>Total</td> <td>96</td> </tr> </tbody> </table> <table border="1" data-bbox="571 1224 1549 1464"> <thead> <tr> <th>Funding Per Program</th> <th>EHS/ CCP Grantee & Partners/Delegate</th> <th>Enrollment Slots</th> </tr> </thead> <tbody> <tr> <td>\$ 478,609 (\$15,715-T & TA)</td> <td>AVANCE-Houston, Inc. (Grantee)</td> <td>—</td> </tr> <tr> <td>\$ 392,028 (\$8,660-T & TA)</td> <td>Krayola Kidz (CC Partner)</td> <td>32</td> </tr> </tbody> </table>	Funding Amount	EHS-CCP I Services	Enrollment Slots	\$ 1,697,585	Early Head Start Program Operations	96	\$ 37,500	Early Head Start Training and Technical Assistance		\$ \$1,735,085	Total	96	Funding Per Program	EHS/ CCP Grantee & Partners/Delegate	Enrollment Slots	\$ 478,609 (\$15,715-T & TA)	AVANCE-Houston, Inc. (Grantee)	—	\$ 392,028 (\$8,660-T & TA)	Krayola Kidz (CC Partner)	32	M- S- M- S- M- S-	Susana Martinez Yadira Jimenez Ibette Robles Maria Webb Jessika Reyes Erica Pena
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M=Motion
S=Second



\$490,035 <i>(\$10,825-T &TA)</i>	Wesley Community Center (CC Partner)	40
\$ 336,913 <i>(2,300 T &TA)</i>	Aldine ISD-EHS Expansion (Delegate)	24
\$ 1,697,585 <i>(\$37,500-T &TA)</i>	Totals	96

2021 Carryover Requests

Dr. Montgomery reviewed the Carry over Request Application, she stated the purpose of the requests is to continue accessing the unspent funds to provide services to Early Head Start and Head Start participants for startup, general program operations, and COVID response. Individual requests to use the unobligated funds remaining from the previous fiscal year and fully describe how the funds will be used in each program area must be submitted. Policy Council members voted in favor of submitting the carryover request applications and budgets.

Program Budget	Unobligated Amount	In-Kind Amount
06CH011541-Start Up	\$490,409.80	\$122,602.45
06CH011541-EHS/HS	\$1,023,356.42	\$255,839.11
06CH011541-COVID	\$1,177,775.05	\$294,443.76
06HP00351-EHS-CCP 1	\$15,552.48	\$3,888.12
06HP00351-COVID	\$50,533.54	\$12,633.39
06HP000127-Start Up	\$507,302.00	\$126,825.50
06HP000127-EHS-CCP II	\$1,378,179.54	\$344,544.89
06HP000127-COVID	\$131,426.45	\$32,856.61
Total	\$4,774,535.28	\$1,193,633.83

Briefing Items

COVID Funding Updates

Dr. Antionette Montgomery, Chief Administrator of EHS/HS & PCEP reviewed the COVID-19 Response Updates. The additional COVID funding application was due on April 19, 2021. AVANCE has requested funds for the following

06HET001568	AVANCE	Aldine	Wesley	K.Kidz	TOTAL
a. Personnel (Classroom Floaters)	\$146,310				\$146,310
b. Fringe Benefits	\$56,219				\$56,219
c. Travel	\$0				\$0
d. Equipment	\$0				\$0

N/A

M=Motion
S=Second



	<table border="1"> <tr> <td>e. Supplies (Child/Family & Office)</td> <td>\$100,362</td> <td></td> <td></td> <td></td> <td>\$100,362</td> </tr> <tr> <td>f. Contractual (Aldine ISD, KK, Wesley)</td> <td>\$53,332</td> <td>\$165,300</td> <td>\$11,400</td> <td>\$16,245</td> <td>\$246,277</td> </tr> <tr> <td>g. Construction</td> <td></td> <td></td> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td>h. Other</td> <td>\$0</td> <td></td> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td>Total Direct Charges</td> <td>\$356,223</td> <td>\$165,300</td> <td>\$11,400</td> <td>\$16,245</td> <td>\$549,168</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>j. Indirect Charges (Accounting, Human Resources, & Facilities)</td> <td>50,363</td> <td></td> <td></td> <td></td> <td>\$50,363</td> </tr> <tr> <td>TOTALS</td> <td>\$406,586</td> <td>\$165,300</td> <td>\$11,400</td> <td>\$16,245</td> <td>\$599,531</td> </tr> </table> <p><u>Focus Area 1 Update-</u> Dr. Montgomery stated the Focus Area 1 monitoring review is done and went well. She thanked Ms. Susana Martinez the Policy Treasurer for representing the Policy Council. Ms. Hughes was very complimentary and praised the program for its professionalism. The report is expected within 45 days and will be shared with the Policy Council.</p> <p><u>Policy Council Training Date/Time-</u> Dr. Montgomery stated Cynthia Garcia will reach out to you for training dates and times.</p>	e. Supplies (Child/Family & Office)	\$100,362				\$100,362	f. Contractual (Aldine ISD, KK, Wesley)	\$53,332	\$165,300	\$11,400	\$16,245	\$246,277	g. Construction					\$0	h. Other	\$0				\$0	Total Direct Charges	\$356,223	\$165,300	\$11,400	\$16,245	\$549,168							j. Indirect Charges (Accounting, Human Resources, & Facilities)	50,363				\$50,363	TOTALS	\$406,586	\$165,300	\$11,400	\$16,245	\$599,531		
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Old Business/Updates	<p><u>Jensen Playground Canopy & Play Space</u> Dr. Montgomery stated there is a new quote for the canopy and center operations is working with accounting and facilities.</p>	N/A																																																	
New Business	Office of Head Start Communications																																																		
Board of Directors Report	<p><u>Board Members Update</u> David Vassar, Board Vice Chair greeted policy council and staff. Dr. Vassar stated he has been on the board for five years. Dr. Vassar thanked the policy council members for their participation and hard work. Dr. Vassar stated he is grateful for groups like this.</p>	N/A																																																	
Finance Committee Report	Susana Martinez, Treasurer reviewed the Finance Report for Policy Council members for the month ending March 31, 2021. Ms. Martinez asked if there were any questions? Mr. Alzate asked, is there a motion to approve the finance report. Policy Council members voted to approve the finance report.	M-S-	Susana Martinez Erica Pena																																																
Executive Session	None	N/A																																																	

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Personnel Report	Cathy Morin, Director of Human Resources reviewed the March 2021 personnel report with Policy Council members. Mrs. Morin stated HR has partner with Center Operations to do in person and virtual interviews. Also partnered with local community college and workforce. Ms. Morin asked if there were any questions? Mr. Alzate asked, is there a motion to approve the personnel report. Policy Council members voted to approve the personnel report.	M-S-	Rebecca Ramirez Rosemary Cabral
EHS/HS Director Report	N/A	N/A	
Training	<u>Child Abuse and Neglect</u> April Bonton, Houston Health Department reviewed the child abuse and neglect information. Ms. Bonton asked if there were any questions, no questions were asked. <ul style="list-style-type: none"> • Budgets Carryover Requests 	N/A	
Bylaws & Procedures Committee	N/A	N/A	
Aldine Policy Committee Reports	N/A	N/A	
Ad-Hoc Committee Report	None	N/A	
Open Forum (Two Minute Cap)	<u>Cristal Gonzalez, Mangum EHS CCP II-</u> stated during the drop off and pick up there is always a problem with the WIFI signal dropping. There are long wait times and pick up is supposed to be at 3:30p.m. Ms. Gonzalez asked about the process for taking children’s temperature. <u>Dr. Montgomery</u> thanked Ms. Gonzalez for mentioning the WiFi issue and stated IT will be contacted. <u>Kristie Mireles, Director of EHS, HS, & PCEP</u> introduced herself to Policy Council members. Ms. Mireles stated yes there has been some difficulties with the WiFi dropping; therefore, they are now scanning the QR code from a print out. Yes, the pickup times starts at 3:30. There is a procedure for temperature checks during drop. The temperature is taken when the child exits the vehicle. There will be an additional line open to speed up the process, please continue to be patient we are all learning the Bright wheel app. Ms. Gonzalez stated wouldn’t it be better to take the child’s temperature when the car gets to the front of the line and off the car to avoid the parent having to come back if the child cannot stay. Ms. Mireles stated she will take it back to her team to review the process and	N/A	

M=Motion
S=Second



	give me some time to get back to you. Erica Pena, Krayola Kidz stated when parents arrive to Krayola the temperature is taking while the child is still in the car then the parent signs into Bright Wheel, yes the process is quicker.		
Next Meeting/Adjournment	The meeting was adjourned officially at 8:02p.m. Next Policy Council meeting/training will be held on Tuesday, May 18, 2021 at 6:30pm		

Policy Council Chairperson

Date of Approval

Policy Council Secretary

Date of Approval

AVANCE-Houston, Inc.
Board of Directors Special Session-Portal Vote
May 28, 2021

DIRECTORS PRESENT	DIRECTORS ABSENT
Saul Valentin	Evelyn Bean
Pooja Amin	Carina Benavides
Durwesh Khalfe	Dr. Vanitha Pothuri
Sheryl Jimerson	Chevazz Brown
Ana Salinas	Nicole Walters
Carel Stith	April Parra
Rogelio Marroquin	Dr. David Vassar
Keith Argueta	
Robert Tenczar	
Mary Jane Gomez	

A portal vote special session of the Board of Directors (“the **Board**”) of AVANCE-Houston, Inc. (“**AVANCE**”), a Texas corporation, was held May 26--28, 2021 via email as permitted by the bylaws. Ten of the seventeen Directors participated, which constituted a quorum.

Action Item #1: Authorize FY 2021 EHS-CCP I Refunding Application & Budget

Funding Amount	EHS-CCP I Services	Enrollment Slots
\$ 1,697,585	Early Head Start Program Operations	96
\$ 37,500	Early Head Start Training and Technical Assistance	
\$ 1,735,085	Total	96

Funding Per Program	EHS/ CCP Grantee & Partners/Delegate	Enrollment Slots
\$ 478,609 <i>(\$15,715-T & TA)</i>	AVANCE-Houston, Inc. (Grantee)	_____
\$ 392,028 <i>(\$8,660-T & TA)</i>	Krayola Kidz (CC Partner)	32
\$490,035 <i>\$10,825-T & TA)</i>	Wesley Community Center (CC Partner)	40
\$ 336,913 <i>(2,300 T & TA)</i>	Aldine ISD-EHS Expansion (Delegate)	24
\$ 1,697,585 <i>(\$37,500-T & TA)</i>	Totals	96

Purpose: The purpose of the funding is to provide Early Head Start services to 96 infants and toddlers through AVANCE’s Delegate (Aldine ISD), childcare partners (Krayola Kidz and Wesley Community Center) and AVANCE’s support services.

Justification: The application is required for AVANCE to continue providing Early Head Start services to children and families. Each grantee must annually reapply for funding and fully describe how the funds will be used to provide comprehensive EHS services.

Cost, Savings and Benefits: The EHS grant will provide \$1,697,585 including \$37,500 for Training and Technical Assistance. Services will also continue for 96 children and their parents.

Action Item #2: Authorize Carry Over Applications for Unobligated Funds from Program Operation and COVID-19 Budgets

Program Budget	Unobligated Amount	In-Kind Amount
06CH011541-Start Up	\$490,409.80	\$122,602.45
06CH011541-EHS/HS	\$1,023,356.42	\$255,839.11
06CH011541-COVID	\$1,177,775.05	\$294,443.76
06HP00351-EHS-CCP 1	\$15,552.48	\$3,888.12
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06HP000127-Start Up	\$507,302.00	\$126,825.50
06HP000127-EHS-CCP II	\$1,378,179.54	\$344,544.89
06HP000127-COVID	\$131,426.45	\$32,856.61
Total	\$4,774,535.28	\$1,193,633.83

Purpose: The purpose of the funding is to continue providing services to EHS and HS participants who were funded through the three program grants and respond to COVID-19 needs for the program and children and families.

Justification: These applications are required for AVANCE to utilize the unobligated funds from the FY 2020 & 2021 budgets. Each grantee must formally request to utilize the unobligated funds remaining from the previous fiscal year and fully describe how the funds will be used in each program area, break down the budgets by categories, and explain the grantee’s manner of fiscal and program management. The impact of COVID-19 pandemic resulted in slower spending rates. COVID restrictions and closed operations prevented the program from purchasing start up items, utilizing services, and implementing all planned COVID supplies and support services for the provision of AVANCE’s return to in person services for all children. With the ability to use the funds, AVANCE will purchase items noted in previous budgets and reduce the strain of the current operation budgets.

For Start up Activities, AVANCE will purchase; initial classroom supplies, screening/curriculum materials, outside playground equipment, background checks, etc.

For Grant Program Operations, AVANCE will purchase: classroom supplies, contractual services, background checks, outside playground equipment, etc.

For COVID-19, AVANCE will purchase additional PPE, health and safety supplies for the centers/classrooms, additional staffing, staff coverage, thermometers, contact tracking system, mental wellness training, air purifiers, etc.

In accordance with Head Start flexibilities, the program will request an in-kind waivers for each grant based on the negative impacts of COVID-19, inability to volunteer in person, lack resources, and reduced rate of discounted services.

Cost, Savings, and Benefits: Although there will be administrative costs for program staff to develop and submit the applications, the program benefit from additional funding to enhance its program operations in the amount of \$4,774,535.28.

The Board of Directors voted in favor of submitting the CCP1Refunding Application & Budget and the Carry Over request applications to the Office of Head Start.

The Board portal vote will be acknowledged at the upcoming Board meeting on June 9, 2021

American Rescue Plan Budget Submission

Briefing Item: In accordance with directives from the Office of Head Start, AVANCE-Houston, Inc. submitted a budget for additional COVID funding on May 18, 2021. A combined application was submitted for the following grants 06CH011541, 06HP000351, and 06HP000127. The total amount of funding: \$2,383,428 was predetermined by the Office of Head Start.

AVANCE is requesting the spend the funds as outlined below:

06HET001568	AVANCE	Aldine	Wesley	K.Kidz	TOTAL
a. Personnel	\$638,930				\$638,930
b. Fringe Benefits	\$190,879				\$190,879
c. Travel	\$0				\$0
d. Equipment	\$82,000				\$82,000
e. Supplies	\$221,615				\$221,615
f. Contractual	\$81,300	\$661,200	\$45,600	\$64,980	\$853,080
g. Construction					\$0
h. Other	\$210,000				\$210,000
Total Direct Charges	\$1,424,724	\$661,200	\$45,600	\$64,980	\$2,196,504
j. Indirect Charges	186,924				\$186,924
TOTALS	\$1,611,648	\$661,200	\$45,600	\$64,980	\$2,383,428

Purpose: The purpose of the funding is to provide additional support to programs and children and families in response to COVID. Programs are encouraged to extend their learning programs, support transition of children to kindergarten, and provide additional support for children with disabilities or who are experiencing homelessness. The funds will also be used to help with staffing, staff retention, recruitment of staff and families, electronic devices/software, professional development, and program supplies.

Justification: The application is required for AVANCE to receive the additional funds to provide to support children and families. The funds are available as a one-time investment for short and long term impact.

Cost, Savings, and Benefits: For the EHS/HS grant, the benefit will be \$2,383,428. In addition, AVANCE’s receipt of funds will allow the agency to better support staff and families. An in-kind waiver will be automatically granted for this award.

Person Responsible for Action Item: Mary Jane Gomez, (EHS/HS Programs Board Committee Chairperson) and Antionette Montgomery, (Chief Administrator of EHS and HS Programs and Organizational Support



Meeting via Zoom held on Wednesday, May 19, 2021

Attendance

Committee members: Chairman Bob Tenczar, Durwesh Khalfe, Rogelio Marroquin
AVANCE staff: A. Montgomery, C. Morin, X. O'Neil, L. Deleon, P. Williams, C. Tran

Human Resources

Cathy updated the committee on vaccine related initiatives. In an effort to better understand the vaccination status of its employees, AVANCE is offering an incentive (a day off) to those who share their vaccination status. In addition, AVANCE is working with Houston Methodist to provide on-site vaccinations for employees, for their family members, and for families that AVANCE serves. This service will be available for those age 12 and up. It is expected that a once discussed vaccination tracking system for teachers will not be provided by the Texas Department of State Health Services.

On the recruiting front, fifteen new employees are being processed for on-boarding and a more robust social media campaign is being planned. AVANCE's employee needs are now being communicated via a variety of social media platforms and jobs have been posted at area community colleges and universities.

IT

Patrick reported that the on-site deployment of Chromebooks deployment is underway.

The server upgrade recommended last month to integrate multiple platforms and provide improved security and redundancy in the Microsoft 365 environment has been implemented. The domain server was upgraded and the server for the security system was moved to a cloud-based provider. The cost for the upgrade is an element of AVANCE overhead expenses which are allocated to the various grant programs.

The process to install the appropriate infrastructure (phone, cameras, data "backbone", etc.) is underway at the second Walters building for the Healthy Relationships program. Data and WiFi have been set up with installation of cameras and phones scheduled to occur in early June.

AVANCE continues to wait for Head Start approval of its request for an upgraded phone system.

FACILITIES

Linda reported that the occupancy permit for the second Walters site will soon be received to allow usage of the site beginning June 1. The fire and burglary alarm systems have been implemented. A new fire panel is now installed after the previous one was the victim of a Centerpoint fuse burn-out.

No further action is needed on the Health and Safety screening forms for Head Start sites as part of the Focus Area 1 review. It had been contemplated that additional input to Head Start might be required relating to COVID related matters.

MIS

Xavier reported that final changes to making the application/enrollment process on CAP-60 more efficient are now being addressed in order to kick off training in June. Examples of enhancements are:

- A link on page 1 to the Head Start office that allows parents to confirm that they in fact live in the zone serviced by AVANCE
- Implement a lock-down on submitting the form prior to its completion (parents would be able to save partially completed forms prior to completion and submission)
- Attach electronic sign-off forms to the application

An added-on service feature that allows text and voice messages to families is contemplated for implementation by the beginning of the new school year.

PROGRAM UPDATES

Antionette reported on the following:

- A June or July notification is expected for additional COVID funds for HS and EHS of \$2.3 million for AVANCE and its partners and delegates. This is a one-time grant resulting from the recent American Rescue Plan legislation providing funds for applicable spending for 1½ to 2 years. The bulk of the funding will be utilized for teacher salaries, particularly the addition of classroom floaters. It will also supplement the HS summer school program running from June 15 to July 30 (with a one-week holiday break). This program will be offered only at AVANCE sites and will focus on 4-year-olds going into kindergarten in the new school year. Special curricula for this effort have been ordered. Other uses of the funds will include:
 - Canopies to cover play space at four sites.
 - Synthetic grass at Mt. Houston for infants/toddlers
 - Repair of playground foundation at Kruse
 - Classroom supplies for summer school
 - Blue-tooth speakers to amplify teacher communications
 - Software to allow parents to sign-off on documents
- AVANCE has developed a fall program plan that will increase the number of on-site children and still accommodate those parents who prefer a virtual approach. The plan continues to follow all local guidelines and recognizes current health data (i.e., lower transmission rates). Feedback from the policy council will be solicited prior to finalizing. Of 374 HS parents surveyed, only 35 preferred virtual classes. For EHS, 6 children per class with two adults will be targeted for the summer with 8 in the fall. For HS, 15 children per class will be targeted for the summer with 17 in the fall for 3-year-olds and 20 for four-year-olds.
- Approval of a Cost-of-Living Adjustment (COLA) of 1.22% which will apply to the base grants (without TT&A) for HS, EHS, CCPI and CCPII is expected in July but will be retroactive to January 1, 2021

EARLY HEAD START & HEAD START-APRIL 2021

Antionette Montgomery, Chief Administrator of EHS/HS Programs, PCEP, & Organizational Support

ACTIVITIES/HIGHLIGHTS

- During the week of April 5, 2021, the EHS/HS programs participated in its federal monitoring review (Focus Area 1). The review is designed for the Office of Head Start to get a sense of an organizations systems for effectively operating an EHS/HS program. The reviewer (Marilyn Hughes) conducts a series of conference call interviews with each content area: Program Design & Management, Fiscal, Education, Human Resources, Health, Family and Community Engagement, and ERSEA. Representatives of the Board of Directors (Saul Valentin, Mary Jane Gomez, and Robert Tenczar) and Policy Council (Susanna Martinez) participated in the Program Design and Management interview. Each was asked to respond to questions about the oversight and involvement of the Board and Policy Council. The program will have an onsite federal review in 2023 or 2024.
- Despite COVID restrictions, all centers still engaged in lively fun activities during the “Week of the Young Child” April 10-16, 2021. The highlights of the week focused around healthy nutrition, fitness habits, social skills, art, and families. The events represented fun learning opportunities for children and staff. Parents were able to participate in activities with their children in the home.
- On April 20, 2021, the Policy Council met virtually to review monthly program reports, elect new committee members, and review and discuss the FY 2021 Refunding Application, and the 2021 Carryover Application requests. The briefing items included the following: COVID updates, Focus Area 1 update, and notification of an upcoming Policy Council training. The Policy Council reviewed and voted on the following action items: seating of new members, FY 2021 Refunding Application & Budget, and the 2021 Carryover Application requests. The Policy Council voted to seat the new members and approved the items for submission to the Board of Directors.
- The annual conference for National Head Start Association was held virtually April 20th-22nd. Policy Council parents and program staff had the opportunity to participate in the sessions. This year’s sessions focused on responding to the COVID, supporting children, families, and staff, and preparing for programming in the summer and fall. In addition, the Office of Head Start provided updates about available resources and funding for COVID.

ONGOING MONITORING

As the program participated in the federal review event during the first week of the month, the compliance team used the remainder of the month to work on updating the monthly report and redesigning its format and scheduled virtual monitoring visits.

The monitoring team also conducted a virtual monitoring visit with Aldine ISD on April 27, 2021. The focus of the meeting was on enrollment, planning for next year, and CLASS. The next meeting will be held on May 19th.

Meetings & Other Program Activities

- The following activities were performed: Planning for 2021-2022 ERSEA training and recruitment for the upcoming year, planning for self-assessment, planning meetings for summer school, ongoing monitoring, and staff development.

EARLY HEAD START & HEAD START-MAY 2021

Antionette Montgomery, Chief Administrator of EHS/HS Programs, PCEP, & Organizational Support

ACTIVITIES/HIGHLIGHTS

- On May 18, 2021, the Policy Council met to address the following topics: monthly finance and personnel reports. There were no action items during this meeting; however, the Policy Council received a briefing on COVID updates, including plans for summer school for HS and EHS.
- On May 18, 2021, the program submitted its American Rescue Plan budget to the Office of Head Start. The total amount allocated by OHS for AVANCE Houston is \$2,383,428. The funds will be used to hire additional staffing to support the classrooms, purchase classroom and COVID safety supplies, provide training, purchase summer school curriculum, purchase materials for outside play and learning areas, and support Aldine ISD, Krayola Kidz, and Wesley Community Center.
- On May 24, 2021, AVANCE-Houston provided an updated spending plans for each of the EHS/HS grants. Funds were allocated for personnel, classroom and cleaning supplies, contract services (Aldine ISD, Krayola Kidz, and Wesley Community center), and professional development, primarily focused on supporting children and employees' mental health.

ONGOING MONITORING

In May 2021, the EHS and HS monitoring team completed virtual compliance visits the week of the 17th. The team focused on center level compliance. The self-assessment process was also addressed along with the community-based needs assessment for Harris County. The program also reviewed the Program Information Report and data needed for this year's report.

On May 12, 2021, the Chief Administrator of EHS and HS and Fiscal Officer met virtually with Aldine ISD's ECE Director and EHS/HS Program Coordinator to discuss Focus Area 1 process, CCP 1 Refunding application and budget, and the district's plans for the American Rescue Plan funding for response to COVID impacts.

On May 19th, the monitoring team met virtually with the EHS/HS Program Coordinator and Site Assistant Principals to discuss quality practices, program updates, and summer school. The program continues to work with Aldine ISD on the self-assessment process. AVANCE's final self-assessment report will also address Aldine ISD.

Meetings & Other Program Activities

- The following activities were performed: ERSEA training and recruitment for 2021-2022, planning for self-assessment, planning for summer school and upcoming school year, updating COVID procedures and policies, planning meetings, and staff development.

Strategic Partnerships, Support Programs and Outcomes Management

June 2021 Program Report

June 4, 2021

Healthy Relationship Program – Adult Education GED Program

Program Description:

AVANCE's Healthy Relationship Programs has completed the planning stages of its opening year of a new five-year grant cycle for both projects. Both programs are gearing up to begin rendering services virtually. Our program now has two projects: FRAMEWorks (Adult) and Building Futures (Youth). Staff rosters are being completed, and multiple trainings has begun. Each grant year, we are challenged with the task of serving and completing a target goal of 400 adults and 200 youth through our program workshops. Our program is offered in both English and Spanish on the adult level, and English for our Building Futures Youth Program (Ages 14 -18). Our program's services can be offered both virtually and or in-person. The workshops are held at AVANCE Houston's Head Start Centers, in surrounding school districts within the greater Houston area, and at local community partner site locations. Our workshops focus on personal and professional development. Through our program, a participant can enhance relationship building, job placement, and educational advancement skills, that lead them to career pathways. The Adult Education Program has innovatively transformed into a hybrid program during the COVID-19 Pandemic, now offering services virtually. The program also has enhanced the availability of the program's classes, now offering mornings, mid-day, and evening classes.

Major Activities and Accomplishments:

- 1) **On May 4, 2021** – The Healthy Relationship's FRAMEWorks Program begin one of three workshops series. This cohort will end in mid June. Currently, we have a total of 85 participants.
- 2) **On May 12, 2021** – Healthy Relationship's Building Futures Youth Program, completed a pilot effort of the program virtually/ in person at Pasadena High School. We had a total of 26 participants successfully complete the program.
- 3) **On June 3, 2021** – The Adult Education Program had 9 GED Graduates for this school year. Outstanding accomplishment due to working remotely during the COVID-19 Pandemic year. Students participants in a virtual graduation on June 3, 2021. Graduation theme was "A Sweet Ending to a New beginning".
- 4) **On July 21, 2021:** Healthy Relationship's Christina Jewett will present at the 10th Annual NARME (National Association for Relationships & Marriage Education) Conference in San Antonio, TX. Ms. Jewett will present Motion Matters Workshop.

Adult Education:

- **On April 21, 2021** - Adult Education students participated in Financial Literacy Workshop, hosted by Capital One Bank Virtually.

- **On May 19, 2021** – Adult Education students participated in a Job Readiness Workshop hosted by AVANCE Houston’s Healthy Relationship’s Career Team. Students participated in resume building, mock interviews, etc..
- We hope to have our returning students begin classes virtually or in person in the Fall 2021.

Healthy Relationship Program numbers for Year 1 of grant cycle:

- New grant cycle is in it’s piloting stage. Staff for both grants are 95% completed. Program has received clearance to launch after May 1, 2021.
- FRAMEWORKS – Total of 85 participants currently in one of our three virtual workshops
- Building Futures Youth Program – On May 12, 2021 – 26 participants successfully completed the first cohort at Pasadena High School.

5) **Job Readiness numbers:** 111 participants participated in Job Readiness Workshop through the Healthy Relationships Programs.

6) **Vocational Academy Services - Potential Vocational Academy Partnerships and Opportunities:**

- **AVANCE Houston** – Adult Education Program, GED
- **Dress for Success of Houston** – Suiting Appointment for Job Interviews and Job Fairs
- **Career Gear of Houston** – Suiting Appointment for Job Interviews and Job Fairs
- **Houston Forklift Safety** – Vocational program for participants interested in Forklift Safety and Aerial Platform 8-hrs course and provides vocational program to participants interested in OSHA 10 General or Construction 10-hr course
- **Houston Community College OSHA 10** – Vocational program for participants interested in OSHA 10 General or Construction 10-hr course
- **Baker Ripley** (formerly known as NCI) Entrepreneurship Small Business Classes – Vocational courses for participants interested in creating or establishing a small business, participants will go through a 7-course program
- **Lemond Kitchen Catering** – Vocational program offering 4 courses that will provide cooking skills to interested participants (Entrees, Salads, Appetizers, and Desserts)
- **Rice University Essentials of Human Resources** – Vocational program offering a 2-day, 6-hr course to interested participants aspiring to learn the field of Human Resources
- **Houston Public Library Branch** – Basic computer courses to teach interested participants in Microsoft Office Word, Excel, PowerPoint, and Outlook
- **Rice University** – Will provide essential of Human Resources Workforce series
- **JJ Media Group - Drone Training** – Students will learn functioning and operations of drones. Learn to create business plan.
- **Glamour House Studios - Cosmetology Training Services** – Students will learn techniques, business, and creative styles from professionals.
- **JJ Media Group - DJ Training Services** – Students will learn DJ industry skills, turn table operations, styles, and entrepreneurship opportunities.

7) **Other Activities:**

- a. Program Leadership strategically planning the next series of cohorts for both FRAMEWorks and Building Futures.
- b. On May 28, 2021 Building Futures Team conducting a CQI meeting to continue making improvements for the program.
- c. Identify which 2021 graduates will continue to pursue their education through college or skill/trade institution. These students will be recognized with an AVANCE Scholarship Award. All awards will be provided once enrollment is verified.

8) **Challenges:**

- a. Healthy Relationship Programs has had issues with several schools not having students in person, or allowing us to bring the program into their location due to COVID -19 Pandemic.

9) **Activities Planned for Next Reporting Period:**

- a. Healthy Relationships Program's Status Numbers
- b. NARME (National Association for Relationships & Marriage Education) Conference Reflection
- c. Adult Education Approach for 2021-2022 school year

DEVELOPMENT, COMMUNICATIONS & MARKETING

April & May 2021

GRANTS	PROGRAM	SUBMITTED	STATUS
Capital One	\$10K Adult Ed	5/2021	Pending
CenterPoint Energy	\$20K PCEP & Adult Ed	5/2021	Pending
*Brown & Foundations	\$707,879 PCEP -Early Childhood & HS	4/2021	Pending
Hamman Foundation	\$15K PCEP	3/2021	Approved (\$5K)
Cullen Foundation	\$90K PCEP & Adult Ed	3/2021	Declined
Harris County Impact Fund	\$7,251,840 PCEP	2/2021	Pending

*Six foundations partnered for a “Call for Ideas” to address preschool learning loss due to the pandemic. AVANCE submitted a proposal. Brown Foundation has declined their interest in funding AVANCE’s project. Responses from other foundations are still pending. Collaboration: The Baxter Trust, Brown Foundation, Cullen Foundation, Houston Endowment, Powell Foundation, Rockwell Fund.

GOLF TOURNAMENT 10/25/2021- A promo video featuring Board Vice Chair, David Vassar inviting supporters to join has been released, along with sponsorship packages. Follow ups with potential sponsors are in progress.

CONFIRMED SPONSORS	AMOUNT	STATUS
Cheshire-Wallace / Longevity Development	\$3K	Paid
Jose Villarreal	\$1,500	Paid \$500
HCC (via Sheila Briones)	\$1K (5 holes)	Paid
Luz Flores	\$1K	Pledge
Quasar	\$650 (2 holes, 1 player)	Pledge

DEVELOPMENT COMMITTEE MEETING The committee met on 5/11. Main discussion items were grants, the upcoming golf tournament, and also initial brainstorming for the next luncheon or evening fundraiser (runway event) to be scheduled for Fall 2022.

NOTEWORTHY PUBLICITY

- Executive Director, Luz Flores was recognized with a plaque by the National Head Start Association as finalist for the Bold Leadership Award. The award recognizes leaders who successfully lead with strength and strategy during challenging times in 2020 since the beginning of the pandemic.
- La Prensa de Houston newspaper (*Spanish for Houston Press*) held a reception to celebrate its 20th anniversary, and AVANCE was invited to attend as one of the 20 agencies they identified as leaders making a difference in the community. Janet Deleon attended in representation of AVANCE.

AVANCE-HOUSTON ALUMNI ASSOCIATION

- Debt Management session, presented by **BBVA** in April (Eng. & Span)
- First Time Home Buyer session, presented **Capital One** in May (Eng. & Span)

GRAPHICS & WEBSITE

- Designed graduation invites, infographics/flowcharts for United Way grant application, graphics for golf tournament promo materials and other agency requests.
- Completed website set up for recurring monthly donations to AVANCE. The page is live and donors can now enroll and choose an amount they would like to donate automatically on a monthly basis.

VIDEOS COMPLETED 20 instructional videos for PCEP virtual lessons, 4 for other events and campaigns

TRANSLATIONS COMPLETED 13 projects, including minutes, memos and flyers