

**CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
DEPARTMENT OF COMMUNITY INITIATIVES**

TO: Mayor and City Council

FROM: Dennis J. Campa, Director, Department of Community Initiatives

THROUGH: Terry M. Brechtel, City Manager

COPIES TO: Frances A. Gonzalez, Assistant City Manager; City Attorney's Office;
City Clerk's Office; Finance Department; File

SUBJECT: 2004 Head Start – Early Child Care Program

DATE: June 10, 2004

SUMMARY AND RECOMMENDATION

This ordinance authorizes the establishment of a Head Start Commission as the governing body for the Head Start program in San Antonio and Bexar County, in conjunction with the establishment of the current Parent/Child, Incorporated Head Start Policy Committee as the interim Head Start Policy Council. This action also approves a corrective action plan in response to a monitoring report issued by the U.S. Department of Health and Human Services – Administration for Children and Families. Further, this ordinance amends the Head Start personnel complement.

This ordinance shall become effective immediately upon eight (8) affirmative votes. Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

The City of San Antonio is the Head Start grantee for San Antonio and Bexar County, and contracts with Parent/Child, Incorporated (PCI) to administer the program. Since 1978, PCI has operated the Head Start program providing health, education, literacy, parental involvement activities, mental health and disabilities services at the centers and nutrition services at specific provider sites. The Head Start program also provides parent involvement activities at home and at the centers. Currently, Head Start services are available at 87 child development centers throughout San Antonio and Bexar County to children between three and five years of age.

During the week of January 26, 2004, in connection with a Congressional inquiry, the U.S. Department of Health and Human Services (HHS) – Administration of Children and Families (ACF) National Head Start Bureau conducted a special on-site monitoring visit of the San Antonio Head Start program utilizing the Program Review Instrument for Systems Monitoring (PRISM). Both the City of San Antonio, as the Head Start grantee, and PCI, as the Head Start program operator, were reviewed. The HHS report issued March 15, 2004, identified a

deficiency in the area of Program Design and Management for the City of San Antonio as the Head Start grantee. The deficiency centered on the fact that the required Head Start Policy Council existed at the agency level and not at the grantee level. For the past 25 years all functions of shared governance, planning, and self-assessment were occurring through a Head Start Policy Committee at the agency level. PCI as the program delegate had no deficiencies identified in the report.

An approved corrective action plan, in response to the PRISM report, must be submitted to HHS-ACF in order to bring the Head Start program into compliance. The corrective action plan consists of the establishment of an 11-member Head Start Commission, appointed by City Council with one member from each Council District and one appointed by the Mayor, as the governing body for the Head Start program, and the establishment of a Head Start Policy Council, with the existing PCI Head Start Policy Committee serving as an interim Council. Once the Head Start Commission is seated, by City Council, it will determine the composition of a new Head Start Policy Council for the 2004-2005 Head Start school year, and the interim group will be dissolved. The Head Start Policy Council will consist of the required Head Start parent representation (minimum 51%) elected from the childcare centers and community members appointed at large by the Commission. The Policy Council will report to the Commission, which will report regularly to City Council via the Economic and Human Development Committee.

Following federal guidelines, the City will continue to contract and delegate complete operation of the Head Start program to the HHS approved delegate agency PCI. The City will negotiate and execute a contract with PCI not to exceed in the amount of \$44,741,896 for operation of the Head Start program. This contract will be brought to Council at a later date. PCI and their board of directors will have operational responsibility for the Head Start program. The Head Start Policy Council and the Head Start Commission will perform shared program governance, planning, and self-assessment for the Head Start program. The Head Start Commission will routinely report to the City Council Economic and Human Development Committee as well as the full Council. Attachment A reflects the operation and relationship of the City and the delegate and their shared governance duties and responsibilities with the Head Start Commission and Head Start Policy Council.

Both PCI and the Department of Community Initiatives (DCI) will staff the two bodies. Changes to the DCI personnel complement are necessary in order to implement the corrective action plan and increase contract management, fiscal review and oversight of the Head Start program. A new grant funded Grants Management Officer will staff both the Head Start Commission and Policy Council and perform day-to-day oversight of the contract. The second Grants Management Officer position will be filled and have responsibility for fiscal oversight of the program, including federal financial reporting requirements.

POLICY ANALYSIS

Pursuant to Ordinance No. 98768, passed and approved on January 29, 2004, City Council authorized the acceptance of a continuation grant from HHS for the Head Start program for the twelve-month period beginning February 1, 2004.

This ordinance is a continuation of existing City policy to utilize grant funds to support the Human Development through Family Strengthening by providing needed childcare services to the local community. This action also supports the core issue of Early Childcare and Education goal of building a high quality early childhood education system as outlined in the Early Care and Education Strategic Plan.

FISCAL IMPACT

This action requires no additional General Fund commitment.

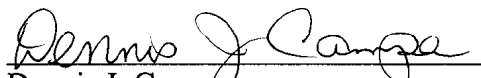
COORDINATION

DCI coordinated activities with Parent/Child, Inc., City Attorney's Office, City Clerk's Office and the Finance Department.

SUPPLEMENTARY COMMENTS

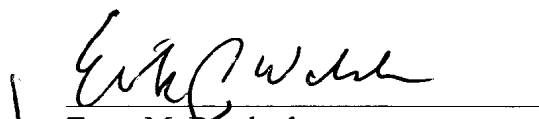
A Discretionary Contract Disclosure Form is attached.

Attachments: Attachment A – Head Start Operation Flow Chart


Dennis J. Campa
Director


Frances A. Gonzalez
Assistant City Manager

Approved:


Terry M. Brechtel
City Manager

Head Start Program Proposed Structure

Attachment A

Legal & Financial Responsibility

Shared Program Governance, Planning & Self Assessment

