



City of Albuquerque

Division of Child and Family Development

Early Head Start

POLICY COUNCIL

January 18th, 2023

@ Call to Order (5:30 pm)- Chairperson

@@ Introductions/Roll Call/Establish Quorum

@@@ Approval of) Minutes V ° V) U =

@ Administrator's Report (Read prior to meeting)-Any Questions/Comments?

† Division Center Reports (Read prior to meeting)-Any Questions/Comments?

†@ Directors Report:

Budget (Financial Statements)

P-Card Report

Attendance & Meal Counts

ERSEA- Eligibility, Recruitment, Selection, Enrollment and Attendance Specialist

§ Enrollment

§ Recruitment

Family Engagement- Parent, Family & Community Engagement Specialist

§ Weekly Take Home Reading bags

§ S.M.I.L.L.E Group

Mental Health & Disabilities- Child Mental Health & Disabilities Coordinator

§ Creating visual schedules for every classroom in all of the centers

§ Collaborating with teachers working through high stress transitions

§ Holding transition meetings for all children who are 6mo, 3mo, and 1 month away from exiting the program

§ Working with management team to implement staff wellness activities for the program

School Readiness- Child Development & Education Specialist

Health, Nutrition & Safety- Health, Nutrition & Safety Program Coordinator

§ Center Health Screenings (Hearing, Heights & Weights, Hemoglobin)

§ Site Visits (45 day & 90-day deadlines)

VII. New Business: Approval Needed for FY24 Continuation Grant

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|-------|----------|-------------|--------------|
| Chair | _____ | _____ | _____ |
| | Approval | Disapproval | Other Action |

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|------------|----------|-------------|--------------|
| Vice Chair | _____ | _____ | _____ |
| | Approval | Disapproval | Other Action |

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|-----------|----------|-------------|--------------|
| Secretary | _____ | _____ | _____ |
| | Approval | Disapproval | Other Action |

VIII. Open Forum/Discussions

IX. Adjournment

Next Meeting Date February 15th, 2023

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|--------------------------|-------|
| _____ | _____ |
| EHS Policy Council Chair | Date |

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|-------------------------------|-------|
| _____ | _____ |
| EHS Policy Council Vice Chair | Date |

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| _____ | _____ |
| EHS Policy Council Secretary | Date |



City Of Albuquerque
 Department of Family and Community Services
 Division of Child and Family Development
 Policy Council
 Wednesday, January 18, 2023

1. Roll call/Introductions (Quorum was not established). Call to order: 5:40pm
2. Dr. Dawnita Blackmon-Mosely/Division Manager, Abigail Stiles/Board Representative, COA staff – Daphne Dubriel/Family Engagement Coordinator, Monica Watrin/ERSEA, Connie Lopez/Mental Health & Disabilities program Coordinator, Katrina Williams/Nutrition & Safety Coordinator, Michele Brown/Office assistant. Emmanuel Magallanes/Policy Council member/parent at Western Trail, Nicole Martinez/guest/parent at Western Trail. Introductions done.
3. Approval of Meeting Minutes: Quorum not met.
4. Governing Board Report: No report.
5. Directors Report: Reporting Period 12/1-31/2022
 - a.) **Financials** – Dr. Dawnita Blackmon-Mosely explained the report.
 - b.) **Enrollment**- Monica Watrin: Total funded enrollment 128. Total reportable enrollment 68; 56 center based and 12 home based. Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacated over 30 days.
 - c.) **Enrollment Monthly Summary**- New Enrollment-families (1), children (1), pregnant moms (0), number of children born (0); total new enrollment (1). Total leaving program (8), - transitioning children (2), pregnant moms giving birth (0), children leaving before turning 3 (6), pregnant moms leaving before having baby (0). Children up-to-date on Immunizations (50), children up-to-date as possible on immunizations (0), children not up to date (4).
Eligibility Category- income eligible (30), TANF/SSI (13), Foster Child (1), Homeless (1). Over Income (7), Over 130% (2), Children w/IFSP’s (20).
 - d.) Attendance-
 City operated Early Head Start centers classroom attendance rates:

| | |
|------------------|--------|
| La Mesa | 0% |
| MacArthur | 58.33% |
| Plaza Feliz | 60.10% |
| School on Wheels | 56.20% |
| Singing Arrow | 0% |
| Trumbull | 0% |
| Western Trail | 53.47% |

Overall center-based program attendance totals- 57.19%; total number of absences 244.

- e.) **Meal Counts-** Total number of meals for (0-3 years in age), total children served (46), breakfast (305), AM snack (0), Lunch (304), PM snack (253), Dinner (0).
- f.) **Budget-** Financial statements provided to policy council membership:
 - Federal Grant-year to date (YTD) expenditures \$1,100,948.26.
 - Training/Technical Assistance-(T/TA)-year to date expenditures \$9,342.67.
 - City Match-year to date expenditures \$12,162.87.

6. **Dr. Dawnita Blackmon-Mosely/Division Manager** She is expecting 2 more stipends for employee retention this fiscal year. She explained In-Kind and P-card purchases. She discussed the recruitment for children & families plus educators for Early Head Start. Dr. Dawnita met with T/TA in December. One of the requirements from OHS is teacher training. Our teachers have been receiving Practice-based coaching recently. Program Design is “Road to 100” which will allow us to reduce our available slots until we have enough staff to open all our centers. Trumbull and Singing Arrow have both been remodeled, refurbished, and Singing Arrow has a new playground. Western Trail will be temporarily closed starting January 23, 2023. That staff will be reassigned to MacArthur, Plaza Feliz and School on Wheels. Dr. Dawnita is still working on recruiting new staff. She is working on getting an Education Cohort to get applicants credentials in 6 months. She is also working on getting a position of Teacher’s Aide through HR as an entry level job with professional development plan to move up in the program.
7. **Connie Lopez/Mental Health & Disabilities program Coordinator** reported she is working on the 45 day requirements for newly enrolled children at each center. She also does weekly class visits. Connie is helping with transitioning children from centers that are closing to other centers. She is also the Early Head Start rep. for metro area transition meetings.
8. **Katrina Williams/Nutrition & Safety Coordinator** is working on the 45 day screenings (hearing, height and weight) for the federal requirements of EHS. As soon as we acquire a vision screening tool she will also do vision. These are all screenings we need within 90 days for compliance, including 12mos, 24mos lead and hemoglobin.
9. **Daphne Dubriel/Family Engagement Coordinator** has supplied each EHS center with reading book bags holding 4 books each for every child in the center. Every week the child receives a new bag of books after they turn in the previous bag of books. The parents are to read to their child and mark their reading time on a calendar provided. Daphne is also working on her S.M.I.L.L.E. group with limited success. She is going to plan monthly activities to see if there is interest and maybe try monthly take home activities.
10. **Monica Watrin/ERSEA** will enroll children in the vacant spots are centers that had limited enrollment due to staffing shortages. With the temporary closing of Western Trail, that staff will be sent to other centers.

Discussion – Emmanuel Magallanes/Policy council/Parent at Western Trail mentioned that Western Trail is the only center on the west side of the river. He understands reason for closure but hopes Western Trail will be able to open again shortly. Dr. Dawnita assured him that Western Trail and Trumbull are prioritized to open in August.

Dr. Dawnita requested Michele Brown and Daphne Dubriel to do a telephone poll of parents regarding the extension of our grant funding through June 2024, to be able to carry forward funds and for playground upgrades.

Dr. Dawnita Blackmon-Mosely then opened the floor to a visitor/parent at Western Trail, Nicole Martinez for 2 minutes. Nicole asked that Co-Policy Council seated members move parent meeting to occur prior to Policy Council meetings so that council members have time to hear parent feedback, to share packet materials and meeting minutes, and to request a formal agenda time when necessary. To distribute information for Policy Council meetings with agendas and minutes through Tadpoles so parent can view at any time. Provide respectful space for open discussion around topics that impact staff and families. Include parents in decision making process with adequate notice and timing to participate, provide as much notice as possible when staffing changes are expected to occur. Transition to hybrid model for Policy Council meetings. I ask that Program Managers be present at Fridays Western Trail parent meeting where an open discussion around current staff shortages and efforts in reopening of the center can occur and invite parents to ongoing strategic planning.

Meeting adjourned at 6:53pm

On January 26, 2023 Michele did a telephone poll of Policy Council members regarding (2) questions:

Do you approve of the Continuation of the Grant:

Emmanuel Magallanes – Yes

Diedra Quintana – Yes

Do you approve of the Carrying Forward of Funds:

Emmanuel Magallanes – Yes

Diedra Quintana - Yes

Next Meeting Date: February 15, 2023