



City Of Albuquerque

Department of Youth and Family Services

Division of Child and Family Development

Policy Council Meeting Notes

Wednesday, October 18, 2023

1. Roll Call (Quorum not established): Dr. Dawnita Blackmon-Mosely-EHS Executive Director/CEO, COA Staff- Allison Schact/Data Manager, Michelle Yazzie/Child Dev. & Education Program Specialist , Monica Watrin/ERSEA, Connie Lopez/Mental Health & Disabilities Program Coordinator, Nicole Martinez/Policy Council Member parent at School on Wheels, Mary Becker/Community Representative/Inspirations; Brittany King/Policy Council Member/Parent at Plaza Feliz
2. Meeting was called to order @ 5:30 pm.
3. Approval of Meeting Minutes:Quorum not established
4. Governing Board Report:
5. Directors Report: Reporting Period September 1-31, 2023

- a.) **Enrollment-** Total funded enrollment 128. Total reportable enrollment 46; 34 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.
- b.) **Enrollment Monthly Summary-** New Enrollment-families (3), children (3), pregnant moms (0), number of children born (0); total new enrollment (3). Total leaving program (0), - transitioning children (0), pregnant moms giving birth (0), children leaving before turning 3 (3), pregnant moms leaving before having baby (0). Children up-to-date on Immunizations (40), children up-to-date as possible on immunizations (), children not up to date (4).
Eligibility Category- income eligible (14), TANF/SSI (20), Foster Child (3), Homeless (3). Over Income (3), Over 130% (1), Children w/IFSP's (15).

c.) Attendance-

City operated Early Head Start centers classroom attendance rates:

La Mesa	0.0% (closed)
MacArthur	81.25%
Plaza Feliz	85.91%
School on Wheels	69.29%

Singing Arrow	0% (closed)
Trumbull	0% (closed)
Western Trail	0% (closed)

Overall center-based program attendance totals- 83.74%; total number of absences 345.

d.) **Meal Counts-** Total number of meals for (0-3 years in age), total children served (35), breakfast (463), AM snack (0), Lunch (459), PM snack (371), Dinner (0).

e.) **Budget-** Financial statements provided to policy council membership:

Federal Grant-year to date (YTD) expenditures \$ 463,712.73

Training/Technical Assistance-(T/TA)-year to date expenditures

\$ 5,649.91

*** Overview provided on operating expenditures & column/underspent percentages***

6. Discussion:

- **Dr. Dawnita Blackmon-Mosley** reviewed financial statements due to Fiscal Manager not being available.
- **Dr. Blackmon-Mosely** discussed the reopening of Trumbull Child Development Center on October 16th for the toddler room. We will have a Ribbon Cutting Ceremony on October 23rd @ 2pm. Everyone is welcomed to attend.
- **Abigail Stiles** asked if there was a waiting list already for Trumbull.
- **Dr. Blackmon-Mosely** explained that we are working with the community to fill slots for Pre-K as well as participating in recruitment events.
- Program will be having First Annual Literacy week at all centers EHS, Pre-school and Pre-k, October 30th through Nov 3rd. Staff and potential special guest readers will read at centers to the children and each classroom will make a creative literacy board for photo opportunities. There will be fun activities to promote literacy and engage families as well such as a Story book parade and making butterflies after reading the Hungry Caterpillar.
- **Dr. Blackmon-Mosley** updated that the Change in Scope application was turned in with current funding amount and was submitted for 5 centers and two home visitors. The centers would be Plaza, School on Wheels, Macarthur and Western Trail each having one classroom and Trumbull having two classrooms. We would have 24 home-based slots.
- **Nicole Martinez** asked the question if reports on the children's milestones throughout the year could be shared. **Dr. Blackmon-Mosley** will have Allison S share checkpoint results quarterly to show the bigger picture of how children are progressing.
- **Dr. Dawnita Blackmon-Mosley** discussed having meetings moved to the 4th Wednesday of the month so Policy Council report packets could be sent out once with the financials and allows members enough time to read before the meeting. Nicole M, Mary B, and Brittany K, agreed that would be beneficial to them. A telephone poll would be done by Daphne Dubriel to all members to get approval to move the meetings. It was discussed to moving the meetings to in-person and quarterly so the council would meet in Jan, April, July, and depending on time frames food and child care could be provided. Policy members will still receive the packets for the months in between still. Daphne D will also include this to be approved with the telephone poll.
- **Dr. Blackmon-Mosely** stated that funds are being worked on to be able to upgrade the playgrounds at School on Wheels and Western Trail. We will need approval from Office of Head Start to allocate that money and then would be presented to Policy Council for approval.
- **Dr. Blackmon-Mosley** went over the Bylaws and a section pertaining to how many years a member can served needs to be updated from 5 years to 3 years. Also a review of the Selection Criteria is needing to be made by management and then will be presented to

- **Connie Lopez** continues working on transition meetings for children with IFSP. She is also working with staff on visual schedule boards to ensure they are the same in each classroom. Also working with the preschool staff to ensure a smooth transition process from our classrooms to theirs when children reach 3 and continuing with our program.
- **Michelle Yazzie** continues working on School Readiness Goals and ITERS. She explained ITERS is an environment rating scale she is doing for each classroom. A Zoom meeting with teaching staff will take place and she will go over their results and what changes if any are needed. She is working to ensure that sand and water play is being done in classrooms which she hasn't seen during her visits.
- **Monica Watrin** reported on enrollment and recruitment activities. Efforts are being made to laundry mats, Social Service centers, library's, Rio Grande Food Project, shelters, First Choices, WIC offices, UNM and First Nations.
- All staff continue participating in recruitment activities as well.
- **Dr. Dawnita Blackmon Mosley** discussed the programs Self- Assessment will be started between February and March. It will look at the centers and processes we have in place. The tool used is the same one Office of Head Start uses. Monica explained the criteria of selection to get into program. It's a weighted criteria which prioritizes families. The higher the criteria, the higher chance of getting in due to a higher need.
- **Dr. Dawnita Blackmon-Mosley** discussed that if any staff member is needing to be fired, it would be presented to PC members for approval or discussed why that individual should not be fired. If it is due to an incident on compliance, it could compromise our grant.
- On **Friday, October 27th** a telephone poll was made to each of the 5 Policy Council members for approval on proposed questions:
 - 1. Approval to move PC meetings from the 3rd Wednesday of the month to the 4th Wednesday of the month. It was a unanimous vote to approve the change.
 - 2. Approval of motion to have Policy Council quarterly meeting in Jan, April, July and October and be in-person with packet reports still being sent monthly. (4) members voted yes to the change while (1)voted No but open to changing depending on the location of the meetings. If held at Trumbull, the answer would stay No due to distance.
 - Proposed times of meetings were Noon-2:30 pm with lunch provided or 5pm-7:30 with dinner and childcare provided or members could give an alternate time they think would work best. (4) thought 5pm-7 would work best and one said 5:30-7pm or noon-2 worked for them as well.

Adjournment at 6:30 pm.

Next Meeting Date: January 24th, 2024