



**City of Albuquerque**

**Division of Child and Family Development**

**Early Head Start**

**POLICY COUNCIL**

**October 19<sup>th</sup>, 2022**

- I. Call to Order (5:30 pm)- Chairperson
- II. Introductions/Roll Call/Establish Quorum
- III. Approval of Minutes
- IV. Administrator's Report (Read prior to meeting)-Any Questions/Comments?
- V. Division Center Reports (Read prior to meeting)-Any Questions/Comments?
- VI. Directors Report:
  1. Budget (Financial Statements)/Monthly PCard Report
  2. Community Development-Monica Montoya (Focus Group Questions)
  3. Attendance & Meal Counts
  4. ERSEA- Eligibility, Recruitment, Selection, Enrollment and Attendance Specialist
    - Enrollment
    - Recruitment
  5. Family Engagement- Parent, Family & Community Engagement Specialist
    - Ready Rosie
    - Libros for Kids Program
  6. Mental Health & Disabilities- Child Mental Health & Disabilities Coordinator
    - Consulting Health, Safety, & Nutrition Coordinator- Child health Related Needs
    - Collaborating with Education Specialist-Updating Education Materials
    - Communicating and Collaborating with Mental Health Consultants- Supporting Children & Families
    - Providing Classroom Support
  7. Child Development & Education Specialist- School Readiness Goals
  8. Health, Nutrition & Safety- Child Health, Nutrition & Safety Program Coordinator
    - Introduction
    - Center Visits/ Health Screening Requirements

VII. New Business:

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

VIII. Open Forum/Discussions

IX. Adjournment

**Next Meeting Date November 16<sup>th</sup>, 2022**

\_\_\_\_\_ Date  
 EHS Policy Council Chair

\_\_\_\_\_ Date  
 EHS Policy Council Vice Chair

\_\_\_\_\_ Date  
 EHS Policy Council Secretary



City Of Albuquerque  
 Department of Family and Community Services  
 Division of Child and Family Development  
 Policy Council  
 Wednesday, October 19, 2022

1. Roll call/Introductions (Quorum was not established): Dr. Dawnita Blackmon-Mosely/Division Manager, Abigail Stiles/Board Representative, Michaela Gerace, Diedre Quintana/parent Plaza Feliz, Mandisa Routhen/parent La Mesa, COA staff – Daphne Dubriel/Family Engagement Specialist, Anna Marie Lujan/Fiscal Manager, Allison Schacht/Data manager, Monica Watrin/ERSEA, Connie Lopez/Mental Health & Disabilities program Coordinator, Katrina Williams/Nutrition & Safety Coordinator, Michele Brown/Office assistant.
2. Approval of Meeting Minutes: Quorum not met.
3. Governing Board Report: No report.
4. Directors Report: Reporting Period 9/1- 9/31/22
  - a.) **Financials** – Anna Marie Lujan
  - b.) **Enrollment**- Monica Watrin: Total funded enrollment 128. Total reportable enrollment 63; 52 center based and 11 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 (5), children (5), pregnant moms (0), number of children born (0); total new enrollment (5). Total leaving program (3), - 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 (55), children up-to-date as possible on immunizations (0), children not up to date (6).  
**Eligibility Category**- income eligible (38), TANF/SSI (8), Foster Child (2), Homeless (0). Over Income (10), Over 130% (3), Children w/IFSP's (23).
  - d.) Attendance-  
 City operated Early Head Start centers classroom attendance rates:
 

|                  |             |
|------------------|-------------|
| La Mesa          | 62.16%      |
| MacArthur        | 76.16%      |
| Plaza Feliz      | 67.50%      |
| School on Wheels | 65.84%      |
| Singing Arrow    | 0% (closed) |
| Trumbull         | 0% (closed) |
| Western Trail    | 68.33%      |

**Overall center-based program attendance totals- 68.63%; total number of absences 267.**

- e.) **Meal Counts-** Total number of meals for (0-3 years in age), total children served (52), breakfast (529), AM snack (0), Lunch (520), PM snack (403), Dinner (0).
  - f.) **Budget-** Financial statements provided to policy council membership:
    - Federal Grant-year to date (YTD) expenditures \$362,568.66.
    - Training/Technical Assistance-(T/TA)-year to date expenditures \$44,906.00.
5. **Discussion** – Dr. Dawnita Blackmon-Mosely was asked by Mandisa about recruitment. Dr. Dawnita explained her ongoing effort to hire more teachers and teaching assistants. The main barrier is qualified applicants. We are in the process of reaching out to temp. agencies to find (10) TA's. One agency has told us they can more than likely provide those 10. Dr. Dawnita is also working on getting a new position established in our program. The position would be called Program Aid. She is hoping to hire 15 people for this position when it is approved. Finding people to hire has been challenging. Incentives for hiring include possible sign-on bonus and paying for education. The City of Albuquerque hiring process still takes too long. And we need to preserve the staff we already have. We have to provide consistent service to our families. Another priority is the Trumbull site opening. It will encompass EHS through PreK inclusively.
  6. Abigail Stiles asked if the temp hires will be able to keep working through the hiring process if they apply for a permanent position and are approved for hire. Yes, they will be allowed to keep working until they are actually hired by the City.
  7. Mandisa stated she thought our recruitment strategies were very good in that we recruit for new families and for new employees at the same events. She also asked about disenrollment. Do we inquire as to why the parent is taking the child out of the program? We could use that information to improve the program. We do have a disenrollment form that the parent fills out when taking their child out of the program. She also stated that extended center hours are needed for a lot of parents.

Meeting adjourned at 6:00pm

Next Meeting Date: November 16, 2022