



City of Albuquerque

Division of Child and Family Development

Early Head Start

POLICY COUNCIL

November 17, 2021

- 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. Enrollment
  - 2. Attendance & Meal Counts
  - 3. Budget (Financial Statements)
  - 4. P-Card Report
  - 5. Family Engagement-Community Services Program Specialist II
  - 6. EHS COVID Center Update- Child Development & Education Specialist
  - 7. School Readiness- Child Development & Education Specialist
- VII. New Business-Action Items
  - 1. Vote for President and Vice President
  - 2. Quarterly Meetings Discussion
  - 3. Meet in Person Discussion

Chair	_____	_____	_____
	Approval	Disapproval	Other Action

Vice Chair	_____	_____	_____
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Approval

Disapproval

Other Action

Secretary

Approval

Disapproval

Other Action

VIII. Open Forum

IX. Adjournment

**Next Meeting Date: December 15<sup>th</sup>, 2021**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



City Of Albuquerque  
Department of Family and Community Services  
Division of Child and Family Development  
Policy Council  
Wednesday, October 20, 2021

1. Roll Call (Quorum was established): Karen Lucero/ Community Representative, and COA Staff- Daphne Dubriel/Interim EHS Manager/Parent, Family Engagement Coordinator, Robi Ruiz/ Ed. Specialist, Allison Schact/Data Manager, Michele Brown/Office Assistant, Monica Watrin/Program Specialist, Lanetta Harper/parent, Lauren Francia/parent, Abigail Stiles/Board Rep, Yenny Cordova/parent, and Anali Gomez/parent. Meeting was called to order @ 5:34 pm.
2. Approval of Meeting Minutes: Karen Lucero motions to approve minutes, Lanetta Harper seconds. Unanimous consent.
3. Governing Board Report: No report.
4. Directors Report: Reporting Period 9/1-30/21
  - a.) **Enrollment**- Total funded enrollment 128. Total reportable enrollment 70; 104 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.
  - 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 (2), - transitioning children (2), pregnant moms giving birth (0), children leaving before turning 3 (0), pregnant moms leaving before having baby (0). Children up-to-date on Immunizations (62), children up-to-date as possible on immunizations (0), children not up to date (6).  
**Eligibility Category**- income eligible (39), TANF/SSI (7), Foster Child (4), Homeless (3). Over Income (14), Over 130% (2), Children w/IFSP's (16).

c.) Attendance-

City operated Early Head Start centers classroom attendance rates:

La Mesa	81.44%
Macarthur	71.43%
Plaza Feliz	76.60%
School on Wheels	72.14%
Singing Arrow	0% (closed)
Trumbull	0% (closed)
Western Trail	89.64%

**Overall center-based program attendance totals- 78.12%; total number of absences 247.**

d.) **Meal Counts-** Total number of meals for (0-3 years in age), total children served (60), breakfast (763), AM snack (0), Lunch (802), PM snack (618), Dinner (0)

e.) **Budget-** Financial statements provided to policy council membership:  
Federal Grant-year to date (YTD) expenditures \$ 328,120.35  
Training/Technical Assistance-(T/TA)-year to date expenditures  
\$ 9,372.15

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

**5. Discussion:**

- Quorum was established.
- Monica Watrin reported on enrollment and recruitment activities. Once a month EHS recruits at One Albuquerque Block Party events are different locations throughout the city. Weekly, Monica recruits at Rio Grande Food Pantry with flyers and brochures. She also puts out brochures at WIC offices and UNMH clinics.
- Allison Schacht reported on attendance and meal counts from reports. She also provided percentages of absence categories: Parent choice – 41.3%, Health reasons – 23.1%, Well child, dental or developmental services appointments – 5.7%, Vacation – 4 %, Family (funeral, visit by non-custodial parent, other family obligation) – 4%, No transportation – 2.4%, Other – 11.3 %, Unknown – 8.1%
- Robi Ruiz reported COVID 19 center updates. The last closure was at School on Wheels last month. The closure lasted 10 days. Per Presidential mandate all center staff are to be vaccinated by January 2022. The majority of center staff is already vaccinated. Robi also reported on School Readiness. The Tadpoles program is up and running. Videos of their child eating, playing, and doing activities are emailed to the parents daily at La Mesa EHS. Very well received, parents are enjoying this. Parent, Yenny Cordova asked when this will be available at MacArthur EHS. Robi said there will need to be a parent meeting for explanation, possibly within next 2 weeks.
- Daphne Dubriel reported on Ready Rosie. Lots of positive feedback from parents. Children enjoying the videos and sharing activities with siblings. Parent's asked for more videos (2). Daphne explained some activities that can be done for In-Kind. We are still in trial phase of In-Kind reporting. Daphne also reported on Expenditure reports and explained P-card purchases.
- Daphne Dubriel asked all in attendance if they wanted future meetings to be in person or continue on Zoom. Majority of parents would like to meet in person. Daphne discussed the possible use of Trumbull EHS center for meetings. Also, the question of wanting to meet monthly or quarterly? No parents replied to the question. Daphne told them to think about it and we will revisit the question next month. Daphne will bring this up with our Division Manager, Dr. Dawnita Blackmon-Mosely. All questions will have to be voted on.
- Dr. Dawnita Blackmon-Mosely is asking Office of Head Start to convert (12) Home based slots to (8) Center based. There is an extra room at Barelvas location which would be used as a toddler room. There would be no financial impact. We will need licensing

approval and staff to open. Karen Lucero made a motion for approval. Lauren Francia seconded the motion and remaining approvals were unanimous for the approval of the conversion.

- Karen Lucero made a motion to approve last months meeting minutes. Lanetta Harper second the motion for approval. Remaining approval from members were unanimous.
- Abigail Stiles of City Council is taking over Liaison position on EHS Policy Council for Nicole Taylor who is retiring. Abigail will be the primary

6. Adjournment at 6:22 pm.      Next Meeting Date: November 17, 2021