



City of Albuquerque

Division of Child and Family Development

Early Head Start

POLICY COUNCIL

November 22, 2023

Zoom Meeting Link: <https://cabq.zoom.us/j/7018182913>

- I. Call to Order (5:30 pm)- Chairperson
- II. Introductions/Roll Call/Establish Quorum/Elections: Secretary
- 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)
 2. P-Card Report
 3. Attendance & Meal Counts
 4. ERSEA- Eligibility, Recruitment, Selection, Enrollment and Attendance Specialist
 - Enrollment
 - Recruitment
 5. Family Engagement- Parent, Family & Community Engagement Specialist
 - Strength and Needs Assessment
 - Center Visits
 6. Mental Health & Disabilities- Child Mental Health & Disabilities Coordinator
 - Monitoring and helping implement visual schedules in the classrooms
 - Collaborating with the health, nutrition, and safety program coordinator sending bi-weekly emails to all EHS staff focusing on increasing moral, education on mental health/health, and positive self-care practices
 - Holding transition meetings for all children who are 6mo, 3mo, and 1 month away from exiting the program
 - Focusing on all new children entering the program making sure development is on track and referring if necessary
 7. School Readiness- Child Development & Education Specialist
 - Center Visits
 - Coaching
 8. Health, Nutrition & Safety- Health, Nutrition & Safety Program Coordinator
 - Center Health Screenings (Hearing, Heights & Weights, Hemoglobin)
 - Site Visits (45 day & 90-day deadlines)



9. Early Head Start Center Closures: Status Report

- a.) Singing Arrow
- b.) La Mesa
- c.) Western Trail

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 January 25, 2024