



**City of Albuquerque**

**Division of Child and Family Development**

**Early Head Start**

**POLICY COUNCIL**

**February 16, 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. 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/Discussions
  - a. Approval of Continuation Grant Application Renewal
  - b. Self-Assessment- March 7th through 11th

Chair	_____	_____	_____
	Approval	Disapproval	Other Action
Vice Chair	_____	_____	_____
	Approval	Disapproval	Other Action

Secretary

Approval

Disapproval

Other Action

VIII. Open Forum

IX. Adjournment

**Next Meeting Date: March 16th, 2022**

\_\_\_\_\_  
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 Meeting Minutes**  
**Original Meeting Date: Wednesday, January 19, 2022**  
**Rescheduled Date: Wednesday, February 2, 2022**

1. Roll Call (Quorum established): Anali Gomez, Lanetta Harper, Yenny Cordova, Karen Lucero/ Community Representative, and COA Staff- Daphne Dubriel/Interim EHS Program Manager, Allison Schacht/Data Manager, Anna Lujan/Fiscal Manager & Dr. Dawnita Blackmon-Mosely/Division Manager. Meeting was called to order @ 5:35 pm.
2. Approval of Meeting Minutes: Lanetta Harper motioned for approval, Anali Gomez seconded the motion and all members were in favor.
3. Governing Board Report: No report.
4. Directors Report: Reporting Period 12/1/2021- 12/31/2021
5. **Enrollment-** Total funded enrollment 128. Total reportable enrollment 71; 61 center based and 10 home based. Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacated over 30 days.
6. **Enrollment Monthly Summary-** New Enrollment-families (3), children (3), pregnant moms (0), number of children born (1); total new enrollment (4). Total leaving program (6), - transitioning children (3), pregnant moms giving birth (1), children leaving before turning 3 (2), pregnant moms leaving before having baby (0). Children up-to-date on Immunizations (61), children up-to-date as possible on immunizations (0), children not up to date (4).  
**Eligibility Category-** income eligible (40), TANF/SSI (6), Foster Child (5), Homeless (1). Over Income (12), Over 130% (2), Children w/IFSP's (26).

7. Attendance-

City operated Early Head Start centers classroom attendance rates:

La Mesa	80.83%
Macarthur	51.7%
Plaza Feliz	65.83%
School on Wheels	50.46%
Singing Arrow	0% (closed)
Trumbull	0% (closed)
Western Trail	51.66%

**Overall center-based program attendance totals- 59.85%; total number of absences 332. Meal Counts-** Total number of meals for (0-3 years in age), total children served (61), breakfast (443), AM snack (0), Lunch (451), PM snack (361), Dinner (0).

8. **Budget-** Financial statements provided to policy council membership:  
Federal Grant-year to date (YTD) expenditures \$ 675,253.82  
Training/Technical Assistance-(T/TA)-year to date expenditures  
\$14,259.89  
P-card expenditures \$619.82

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

9. **Family Engagement** – Daphne Dubriel reported that the city block parties we were using for recruitment events have been postponed due to COVID concerns. However, we are still distributing flyers and we recently had a commercial on Channel 13. We are continuing to work with Ready Rosie.
10. **COVID Center Update and Education-** We had one center closure due to a COVID case. The center was closed from 12/2/21 through 12/10/21. During that time, deep cleaning took place, and the incident was reported to The Department of Health and state licensing.
11. **School Readiness-**Dr. Dawnita Blackmon-Mosely reported that we are making progress in data entry in MyTeachingStrategies. The Winter checkpoint date is February 7, 2022. We want to see growth from the Fall checkpoint to the Winter checkpoint. If we do not see growth, then we will strategize on how to improve the outcomes.
12. **New Business – Approval to Apply for Grant Renewal-** We are in the last year of our five-year grant cycle and need to apply for our renewal. Dr. Blackmon-Mosely intended to request a vote, but one of the parents had to leave early to attend a class so we no longer had a quorum. A vote will be taken by phone.
13. **Discussion:**
- Dr. Blackmon-Mosely reported that we are where we need to be per The Office of Head Start regarding training and monitoring. By March 21, 2022, everything must be corrected and our plan must be submitted, and then OHS will send someone to come and verify that we are doing what we said will be doing. She has a meeting with our Program Specialist next week, and they will want an update on where we are with our progressive action plan. The next step will be filling key positions: ERSEA, Health, Nutrition and Safety, Mental Health and Disabilities, and Family Engagement. These positions will be posted this week. The biggest question is whether we can find qualified applicants that meet the specific requirements for the positions.
  - In addition to these in-house positions, we are in the process of contracting with outside consultants for mental health and nutrition. We are waiting for their background checks to go through. The City attorney has been reviewing the contracts and we are near the end of that process.
  - We are sending copies of the Parent Nutrition Surveys to the contracted registered dietician to look over. She will also need heights and weights for the children so that she can calculate BMIs and do growth curves. After she reviews the data, she will write a letter to each parent.
  - We are contracting with Teach Stone to provide coaching for the teachers. The teachers will film themselves in the classroom and the coach will review the films and

- go over them with the teachers. It is beneficial to have a neutral party fill this role, rather than supervisors. The teachers will be more comfortable with the process.
- The division is looking for additional funding for the Pre-K grant which would allow us to open more classrooms for older children, including Early Pre-K and Pre-K classrooms at Trumbull. This would enable children to stay at Trumbull until they are ready for kindergarten. The building will have to be renovated, and we have permission from OHS to do home visits with the Trumbull families until the center opens, but we will have to provide a timeline. This might also be possible at Plaza Feliz.
  - The candidate for Program Manager declined the position two weeks before her start date. The position has been reposted.
  - Allison Schacht read a report prepared by Monica Watrin. We currently have 57 children enrolled in our center-based option and 12 children in our home-based option. One child is scheduled to start on 2/9/22. Two other parents had appointments scheduled this week, but the parents changed their minds. Two enrollment appointments are scheduled for next week. We have three children that have enrolled but haven't scheduled a start date yet. We have closed the infant classroom at Douglas MacArthur due to lack of enrollment and staff shortages. Our maximum possible enrollment is 76. We have one infant opening at School on Wheels and one infant opening at Western Trail. We are still recruiting at the Rio Grande Food Project and are communicating with the City of Albuquerque's Wellness 2 Hotel case managers, who send us referrals of families experiencing homelessness who are interested in the program.
  - Allison Schacht reported on the overall attendance percentage listed above, and the meal counts for December 2021. She reported that the two biggest reasons for absences were health-related (43.4%) and parent choice (33.4%).
  - Lanetta Harper asked whether Policy Council members will receive training. Daphne Dubriel reported that Dr. Blackmon-Mosely is working on a PowerPoint for Policy Council and governance training
  - Yenny asked about the snow delay policy – do we follow APS. Yes, we follow APS regarding 2-hour delays and closures.

14. Adjournment @ 6:22 pm.      Next Meeting Date: February 16, 2022.

City of Albuquerque  
Early Head Start Monthly Program Manager's Report

Meeting Date: February 16, 2022

Program: Division of Child & Family Development

Name of Person Submitting Report: Daphne Dubriel

**Funded Enrollment**

Center-Based 104

Home-Based 24

**Current Enrollment -**

Center-Based 61

Home-Based 10

**Explanation, if needed:** City of Albuquerque Early Head Start continues to actively recruit and enroll. Parents are choosing to remain on waitlist as COVID cases rise and once they go down they will enroll their children. The Office of Head Start expects grantees to be making significant strides towards reaching full enrollment

**I. Content Areas**

**A. Education:**

- The Division continues monthly meeting with The Office of Head Start Training and Technical Assistance (T/TA) Program Specialist to establish School Readiness Goals and using the data to inform teaching. This is an area of non-compliance identified on the FA2 that requires corrective action measures.
- Division Manager is reaching out to Community entities that provide contractual services for Practice Based Coaching in efforts of contracting for this service.
- The Division Manager continues to have weekly meetings with EHS Head Teachers to provide much needed support and to streamline systems and processes across all (7) EHS centers.
- The classroom staff continues to working with Teaching Strategies Gold system to ensure child observations are entered to support child outcomes.
- The Infant Toddler Rating Scale (ITERS) has not been completed and is a requirement of all Early Head Start grantees. These environmental rating tools were supposed to be completed for every Early Head Start classroom in October. Division Leadership continues to wait on documentation that this federal requirement has been met.
- The Division Manager coordinated with the OHS T/TA Specialist to provide training on Child Outcomes and centers were closed January 4<sup>th</sup> and 5<sup>th</sup>. The purpose of this training was to provide additional support to the teaching staff specific to assessment, data entry to support child outcomes.

**B. Support Services (Mental Health and Disabilities).**

- 45 Day Requirements are in progress with Social-Emotional and Development Assessments being administered to each child within 45 days of enrollment
- The Child Mental Health & Disabilities Program Coordinator M15 position posted and once the position is filled it will oversee the Mental Health & Disabilities Content Area of the Office of Head Start Performance Standards.

- The Division Manager continues to participate in quarterly Metro-Area Transition Meetings. This will be a duty of the Child Mental Health & Disabilities Program Coordinator M15 upon hire.
- The Division Manager continues working with Attachment Healing on establishing a contract for Mental Health Consultative services. Having an Independently Licensed Mental Health Consultant is a requirement of the EHS federal grant.
- The Child Mental Health & Disabilities Program Coordinator M15 position will serve as the liaison between the City of Albuquerque EHS and the Mental Health Consultant(s) with Attachment Healing.

**C. Health/Nutrition/Safety:**

- All centers are following the ECECD Safe Practices Guidelines.
- Daily COVID screening questions are asked daily with temps being checked of all children, staff and visitors.
- Centers have restricted parents from entering the centers to drop off for the time being until COVID cases numbers decline a little further. We are trying to lessen exposure contacts between everyone.
- Administrative staff continue to participate in the weekly state calls with Secretary Groginsky to stay abreast of COVID safe practices and ECECD guidelines.
- The Child Health, Safety & Nutrition Program Coordinator M15 position was approved and has been posted. Once the position is filled it will oversee the Health, Safety & Nutrition Content Area of the Office of Head Start Performance Standards.
- The Child Health, Safety & Nutrition Program Coordinator M15 position will serve as the liaison between the City of Albuquerque EHS and the Registered Dietician or Licensed Nutritionist with Global Nutrition.

**D. Family and Community Partnerships:**

- The Division continues to actively establish partnerships with community service providers
- All centers continue providing Monthly Center Parent Meetings
- Monthly in Person Socializations continue for the Home-Based Program
- The Division continues to participate in Community Outreach events such as CABQ Community Block Party Outreach throughout different neighborhoods in the Albuquerque area to recruit children and families into the program.
- There are recruitment ads on KRQE highlighting our program to help with recruitment efforts.
- Ready Rosie Parent App has 65 registered users. We continue to see growth in parent participation since we started in February 2021. We continue to track Family Outcomes and Learning Outcomes within the program.
- The Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Program Coordinator M14 position has been approved and has posted. Once the position is filled it will oversee the ERSEA Content Area of the Office of Head Start Performance Standards.
- The Division Manager continues working with YDI on establishing a partnership that includes the Division Manager serving as the Professional Development Specialist for YDI employees working towards obtaining a Child Development Associate (CDA) in the Infant Toddler, Preschool and Home Visiting endorsement areas.
- Albuquerque Public Schools and YDI have expressed interest in establishing a Community Partnership Agreement with the City of Albuquerque Division of Child & Family Development
- The Division Manager continues to work on developing Community Partnership Agreements with CNM and SIPI community colleges around teacher education.

**E. Program Design: Management & Administration**

- Division Leadership continues to work on corrective action measures resulting from the (2) areas of non-compliance and (1) area of concern identified in the Focus Area 2 federal monitoring review.
- Division Leadership requested a 120-day extension from the Office of head Start in response to the Corrective Action Plan for submitting
- Division Leadership continues to work on the Change of Scope-Conversion of Slots request to the Office of Head Start.
- Division Leadership continues to work with the C-Series and M-Series Unions on MOU's around education requirements and compensation.
- Division Leadership continues to participate in monthly budget meeting with Accounting and Fiscal to review monthly expenses.
- Division Leadership continues to meet bi-weekly with the Office of Head Start for mentorship, support and guidance in meeting program compliance.
- Division and Department Leadership continues to meeting monthly with the Office of Head Start Program Specialist to review program updates and to discuss challenges, barriers and support needed to reach and maintain program compliance.
- The Division Manager with Department and HR support had selected a candidate to fill the Early Head Start Director vacancy. The candidate was presented to the Policy Council and Program Governance Advisory Committee for approval to hire. A unanimous decision for approval of hire was decided. Unfortunately, the candidate declined to take the position after all. The position has been reposted.

**New Hires as of January 1, 2022**

**EHS Center-Based:** N/A This reporting period

**EHS Home-Based:** N/A This reporting period

**II. Involuntary Terminations (Closed Session Discussion):**

**(Non-Seated PC Members & Staff Excluding Division Manager are Excused when Applicable)**

**EHS Center-Based:** N/A This reporting period

**EHS Home-Based:** N/A This reporting period