



City of Albuquerque

Division of Child and Family Development

Early Head Start

POLICY COUNCIL

March 15th, 2023

- I. Call to Order (5:30 pm)- Chairperson
- II. Introductions/Roll Call/Establish Quorum/Elections: Chair, Vice Chair and 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
 - Ready Rosie
 - SMILLE Group
 6. Mental Health & Disabilities- Child Mental Health & Disabilities Coordinator
 - Creating visual schedules for every classroom in all of the centers
 - Collaborating with teachers working through high stress transitions
 - Holding transition meetings for all children who are 6mo, 3mo, and 1 month away from exiting the program
 - Working with management team to implement staff wellness activities for the program
 7. School Readiness- Child Development & Education Specialist
 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.) Trumbull
- b.) Singing Arrow
- c.) La Mesa
- d.) Western Trail

VII. New Business:

- a.) EHS Under-Enrollment-12 Month Plan
- b.) Program Aide-Entry Level Position
- c.) 5-Year Continuation Grant Application
- d.) Cost of Living Allowance & Quality Improvement Funds
- e.) Mitigating the Spread of COVID-19 Policy

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 April 19th, 2023

_____ Date
EHS Policy Council Chair

_____ Date
EHS Policy Council Vice Chair

_____ Date
EHS Policy Council Secretary