



City of Albuquerque

Division of Child and Family Development

Early Head Start

POLICY COUNCIL

March 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. Budget (Financial Statements)
 - 2. P-Card Report
 - 3. Enrollment
 - 4. Attendance & Meal Counts
 - 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

Self- Assessment Packet Questions

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 20th, 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

Wednesday, February 16th, 2022

1. Roll Call (Quorum established): Anali Gomez, Lauren Francia, Yenny Cordova, Karen Lucero/ Community Representative, and COA Staff- Daphne Dubriel/Interim EHS Program Manager, Allison Schacht/Data Manager, Haiyan Zhao/Fiscal Officer, Robi Ruiz/Education Specialist, Abigail Stiles/Senior Council Policy Analyst & Dr. Dawnita Blackmon-Mosely/Division Manager. Meeting was called to order @ 5:35 pm.
2. Approval of Meeting Minutes: Lauren Francia motioned for approval, Karen Lucero seconded the motion and all members were in favor.
3. Governing Board Report: No report.
4. Directors Report: Reporting Period 1/1/2022-1/31/2022
5. **Enrollment**- Total funded enrollment 128. Total reportable enrollment 70; 58 center based and 12 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 (5), children (5), pregnant moms (0), number of children born (0); total new enrollment (5). Total leaving program (1), - transitioning children (0), pregnant moms giving birth (0), children leaving before turning 3 (1), pregnant moms leaving before having baby (0). Children up-to-date on Immunizations (64), children up-to-date as possible on immunizations (0), children not up to date (5).
Eligibility Category- income eligible (42), TANF/SSI (7), Foster Child (4), Homeless (1). Over Income (13), Over 130% (2), Children w/IFSP's (23).

7. Attendance-

City operated Early Head Start centers classroom attendance rates:

La Mesa	67.26%
Macarthur	75.89%
Plaza Feliz	55.9%
School on Wheels	54.74%
Singing Arrow	0% (closed)
Trumbull	0% (closed)
Western Trail	50.86%

Overall center-based program attendance totals- 58.71%; total number of absences 398. Meal Counts- Total number of meals for (0-3 years in age), total children served (59), breakfast (496), AM snack (0), Lunch (503), PM snack (430), Dinner (0).

8. **Budget-** Financial statements provided to policy council membership:
Federal Grant-year to date (YTD) expenditures \$ 818,588.52
Training/Technical Assistance-(T/TA)-year to date expenditures \$12,764.89
P-card expenditures \$1164.30
*** 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, Monica Watrin, Program Specialist, is continuing to attend Roadrunner Food Bank events and has been distributing flyers, including at doctor’s offices and WIC offices.
10. **COVID Center Update and Education-** There were two center closures due to COVID. One center was closed from 1/14/22 – 1/19/22 and the other was closed from 1/18/22 –1/20/22. During that time, mandatory reporting to all entities took place.
11. **School Readiness-**Robi Ruiz reported that the end of our winter checkpoint period and our parent/teacher conferences took place last week. The winter checkpoint went better than the fall checkpoint, and staff are becoming more comfortable with the process. There is still a little work to be done to complete the two checkpoints. She also reported that we are getting more parent feedback and engagement as a result of the daily reports parents receive from Tadpoles.
12. **New Business – Approval to Apply for Grant Renewal-** Dr. Blackmon-Mosely informed the council that we are in the fifth year of our five-year grant cycle, and we must apply to have the grant refunded. The grant amount is \$2,036,989, with 128 slots. She also mentioned that we must generate a little over \$500,000 in non-federal share (20% of our grant amount). Lauren Francia moved to approve refunding, Anali Gomez seconded, all approved. Lanetta Harper gave approval to Daphne Dubriel via a telephone poll.
13. **New Business – Self-Assessment-** Dr. Blackmon-Mosely reported that we will be doing the annual self-assessment the week of 3/7 – 3/11/22, and we need participation by policy council and governance. This participation could consist of activities like interviewing staff, observing at a center or doing file audits and it is flexible – people can volunteer to participate for whatever amount of time they have available. Dr. Blackmon-Mosely shared a presentation with policy council members which explained the process and goals of doing a self-assessment. The process determines whether we are doing what we say we are doing, and helps to identify systemic issues as well as strengths – we will start with our strengths and build off of them. Dr. Blackmon-Mosely requested that policy council members take this information back to their centers and encourage other families to participate in the self-assessment. She also requested that members let Daphne Dubriel know by Wednesday, 2/23/22 whether they will be able to participate, and when they are available. They were also asked to notify Daphne Dubriel by Friday, 2/25/22 of any other families that are interested in participating.

14. Discussion:

- Dr. Blackmon-Mosely reported that she has a training presentation for the policy council and governing board to view, and she will decide whether to train the two groups together or separately, but this is for another time.
- Allison Schacht reported on the overall attendance percentage listed above, and the meal counts for January. She reported that the two biggest reasons for absences were parent choice (40.2%) and health-related (26.9%).
- Abigail Stiles reported that she had nothing to share from City Council.

15. Adjournment @ 6:35 pm. Next Meeting Date: March 16, 2022.