



**City of Albuquerque  
Division of Child and Family Development Early Head  
Start**

**POLICY COUNCIL**

April 20, 2022

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

- 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. Governing Board Report- N/A This reporting Period
- VII. Directors Report:
  - 1. Enrollment
  - 2. Attendance & Meal Counts
  - 3. School Readiness- Child Development & Education Specialist: Fall 2021 and Winter 2022 Child Outcomes Data
  - 4. Family Engagement-Parent, Family & Community Engagement Specialist
  - 5. Mental Health & Disabilities- Child Mental Health & Disabilities Coordinator
  - 6. Budget (Financial Statements)
  - 7. P-Card Report
- VIII. New Business-Action Items

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

IX. Open Forum

X. Adjournment

Next Meeting Date: May 17, 2021

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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 Notes  
 Wednesday, March 16, 2022

1. Roll Call (Quorum was established): Division Manager, Dr. Dawnita Blackmon-Moseley, COA Staff- Daphne Dubriel Parent & Family Engagement Coordinator, Allison Schact/Data Manager, Michele Brown/Office Assistant, Monica Watrin/Program Specialist, Yenny Cordova/parent, Anali Gomez/parent, Lauren Francia/parent. Meeting was called to order @ 5:36 pm.
2. Approval of Meeting Minutes: Lauren Francia made a motion for approval of minutes. Yenny Cordova seconded the motion. All were in favor
3. Governing Board Report:
4. Directors Report: Reporting Period 2/1-2/28/22

- a.) **Enrollment-** Total funded enrollment 128. Total reportable enrollment 77; 67 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.
- b.) **Enrollment Monthly Summary-** New Enrollment-families (2), children (2), pregnant moms (0), number of children born (0); total new enrollment (2). Total leaving program (4), - transitioning children (2), pregnant moms giving birth (0), 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 (6).  
**Eligibility Category-** income eligible (39), TANF/SSI (7), Foster Child (4), Homeless (1). Over Income (13), Over 130% (3), Children w/IFSP's (23).

c.) Attendance-

City operated Early Head Start centers classroom attendance rates:

La Mesa	71.43%
MacArthur	75.19%
Plaza Feliz	80.33%
School on Wheels	66.08%
Singing Arrow	0% (closed)
Trumbull	0% (closed)
Western Trail	70.21%

**Overall center-based program attendance totals- 73.09%; total number of absences 236.**

- d.) **Meal Counts**- Total number of meals for (0-3 years in age), total children served (59), breakfast (530), AM snack (0), Lunch (566), PM snack (476), Dinner (0).
- e.) **Budget**- Financial statements provided to policy council membership:  
Federal Grant-year to date (YTD) expenditures \$ 940,037.09.  
Training/Technical Assistance-(T/TA)-year to date expenditures \$12,777.41

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

**5. Discussion:**

- Dr. Dawnita Blackmon-Mosely reminded us that any time spent reading the Policy Council packet and agenda plus the meeting itself counts as In-Kind. Please be sure to report it monthly. Also, anything a parent does for the center is considered In-Kind. Please be sure to report all In-Kind monthly.
- Dr. Blackmon-Mosely requested approval of a new hire, Tia Beard. The interview board consisting of Dr. D. Blackmon-Mosely, Jess Martinez, and Regina Apodaca were very impressed by her credentials. Ms. Beard has a BA in Child & Family, she is NAECY accredited. She has a significant background in NAECY accreditation. She has implemented programs for “child safety” and their being accounted for at all times. Anali Gomez made a motion to approve hire. Lauren Francia 2<sup>nd</sup> the motion. Unanimous approval.
- Dr. Blackmon-Mosely asked again if we wanted to continue Policy Council meetings virtually or in-person. No decision was made. Anali Gomez said her child is transitioning to Preschool next month so she can't be on the Council. The center will to nominate a new candidate.
- There was a meeting with Office of Head Start and City Council regarding our recent Federal Review. We were given corrective action(s). Dr. Blackmon-Mosely said we have completed all corrections except for the hiring for the position of Mental Health Coordinator and Nutritionist. She asked for an extension due to the length of time it takes for a new hire to go through the city's HR. She should know within a week if we are granted this extension.
- Self-Assessment – the summary from all packets completed are due next week.
- Director's report. There were no questions.
- Monica Watrin reported on enrollment and recruitment activities. She stated we are lacking one home visitor and two and a half centers are closed at this time. Once a month EHS recruits at One Albuquerque Block Party events at different locations throughout the city. Weekly, Monica recruits at Rio Grande Food Pantry with flyers and brochures. Monica is in contact with the Wellness Hotels and the Homeless Initiative. She stated that we have 5 openings for infants at School on Wheels. Overall program wide, we are down 52 children.
- Allison Schacht reported on attendance and meal counts from reports. She stated that attendance has decreased due to pandemic.
- Dr. Dawnita Blackmon-Mosely reported on Financials. She explained that this fiscal year all funds for our program will be exhausted, there will be no return of monetary funds from the grants reverted back to the feds.

- P-card purchases were discussed and a motion was made by Yenny Cordova, 2<sup>nd</sup> by Lauren Francia. There was a unanimous approval.
- T/TA coaching services started this week for ERSEA and Family Engagement positions.
- Dr. Blackmon-Mosely asked parents to please voice any suggestions or concerns. She gave examples of ideas received from parents: email and cell phone for mass communication, surveillance systems for the centers inside and out, recruitment help using “pass along cards”.

Adjournment at 6:19 pm.

Next Meeting Date: April 20, 2022