



City of Albuquerque
Division of Child and Family Development
Early Head Start
POLICY COUNCIL
April 19th, 2023

- I. Call to Order (5:00 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
 - March Resource Fair
 - 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.) 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 May 17, 2023

_____ Date
 EHS Policy Council Chair

_____ Date
 EHS Policy Council Vice Chair

_____ Date
 EHS Policy Council Secretary



City Of Albuquerque
Department of Family and Community Services
Division of Child and Family Development
Policy Council

Wednesday, March 15, 2023

1. Meeting began at 5:35pm. (Quorum was not established):
2. Dr. Dawnita Blackmon-Mosely-EHS Executive Director/ CEO, COA staff – Daphne Dubriel/Family Engagement Coordinator, Monica Watrin/ERSEA, Connie Lopez/Mental Health & Disabilities program Coordinator, Katrina Williams/Nutrition & Safety Coordinator, Michele Brown/Office assistant, Allison Schacht/Data manager, Anna Marie Lujan/EHS Chief Financial Officer, Lanetta Harper/Policy Council member/parent at MacArthur, Nicole Martinez/Policy Council member/parent at School on Wheels.
3. Approval of Meeting Minutes: Quorum not met.
4. Governing Board Report: No report.
5. Directors Report: Reporting Period February 1-28-2023
 - a.) **Financials**
 - b.) **Enrollment**- Total funded enrollment 128. Total reportable enrollment 54; 42 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.
 - c.) **Enrollment Monthly Summary**- New Enrollment-families (5), children (6), pregnant moms (0), number of children born (0); total new enrollment (6). Total leaving program (9), - transitioning children (3), pregnant moms giving birth (0), children leaving before turning 3 (6), pregnant moms leaving before having baby (0). Children up-to-date on Immunizations (43), children up-to-date as possible on immunizations (0), children not up to date (3).
Eligibility Category- income eligible (25), TANF/SSI (9), Foster Child (1), Homeless (3). Over Income (7), Over 130% (1), Children w/IFSP's (18).

d.) Attendance-

City operated Early Head Start centers classroom attendance rates:

La Mesa	0%
MacArthur	68.33%
Plaza Feliz	75.54%
School on Wheels	69.43%
Singing Arrow	0%
Trumbull	0%
Western Trail	0%

Overall center-based program attendance totals- 71.29%; total number of absences 244.

- e.) **Meal Counts-** Total number of meals for (0-3 years in age), total children served (40), breakfast (328), AM snack (0), Lunch (335), PM snack (261), Dinner (0).
- f.) **Budget-** Financial statements provided to policy council membership:
Federal Grant-year to date (YTD) expenditures \$1,412,936.40.
Training/Technical Assistance-(T/TA)-year to date expenditures \$13,376.67. City Match-year to date expenditures \$13,496.79.

6. Discussion:

Dr. Dawnita Blackmon-Mosely posed the question; should the packet for Policy Council be emailed to the members before the financials are available and send the financials when they are finalized so that members have time to read the packet before the meeting?

Lanetta Harper asked, are we required to meet monthly? Could we have Policy Council meetings every other month or quarterly?

Dr. D. Blackmon-Mosely then asked what would make people more likely to attend these meetings? In-person or virtual? We could provide child-care and food if held in person.

Nicole Martinez wrote in the chat that she thinks more frequent meetings are important. She prefers monthly meetings.

Dr. Dawnita Blackmon-Mosely spoke about our upcoming event, Spring into Early Childhood. This event is being held at our main office on March 23rd from 12pm to 3pm. We will have several outside agencies attending. We will also have a food truck, Kono Ice, face painting, giveaways and a raffle. It is being promoted with flyers, through Tadpoles to parents, and through social media.

Dr. Blackmon-Mosely Discussed monthly meetings with ECECD to help with recruitment and strategies for connecting with qualified candidates. A key strategy the DCFD is initiating is connecting with high school students that are close to graduating and may be interested in an early childhood career path. **Dr. Blackmon-Mosely** will also be looking into the **UNM job site (career.unm.edu)** to post our job openings and she will also get in touch with the **UNM Family Division**.

Nicole asked who prioritizes which centers are to be reopened first. **Dr. Blackmon-Mosely** explained that decision comes from City Council, state licensing, and Office of Head Start. **Nicole** also asked **Monica** if she keeps track of how many parents are requesting a certain site. **Monica** said, yes, she does.

Lanetta asked if we are in danger of closing more centers. **Dr. Blackmon-Mosely** said, no, that is why we are serious about retaining the employees that we have.

Dr. Blackmon-Mosely discussed the OHS COLA and QI funds for EHS employees of 5.6% is being considered and discussed with HR and Department Leadership. The applications for the COLA and QI funds are due by April 20th. The continuation grant application is due April 1st. Both need Policy Council approval.

Dr. Blackmon-Mosely asked Daphne and Michele to conduct a telephone poll of parents for the following: 1.) Whether or not they wanted to add any protocols to the Mitigating COVID-19 policy. 2.) How often should we have Policy Council meetings monthly, every other month or quarterly. 3.) If they had any thoughts on what would draw more parents to attend Policy Council meetings (i.e. child-care, food/dinner, in person, hybrid or Virtual).

7. A telephone poll was conducted of Policy Council members March 20th through 23rd for approval of **Dr. Blackmon-Mosely** to apply for the Continuation Grant and COLA/QI Funds. A call was made to each individual Policy Council member and the motion was unanimously approved. 6/6 Policy Council members approved of moving forward with the applications for the EHS Continuation Grant and the COLA/QI Funds.
8. Other results from the telephone were as follow;
 - a.) The motion to meet either In Person, Virtual or Hybrid. 6/6 Policy Council members voted 4 votes for Virtual and 2 for hybrid. The majority vote to remain virtual is carried.
 - b.) The motion to hold Policy Council meetings monthly, bi-monthly or quarterly was posed. 6/6 Policy Council members voted with a tie of (3) PC Members voting bimonthly and (3) PC Members voting monthly
 - c.) The question was posed to 6/6 PC Members inquiring what they thought would draw more PC Members to the monthly meetings. Childcare, food,
 - d.) The question was posed to 6/6 PC Members inquiring about day and times that might better meet their needs for holding monthly PC meetings. (4) PC members voted for Wednesday evening (1) PC member voted for Monday-Thursday 12:00pm to 1:00pm or evenings and (1) PC member voted for meetings to be held on Monday or Tuesday.

Meeting adjourned at 6:15pm

Next Meeting Date: April 19, 2023