



**City of Albuquerque**

**Division of Child and Family Development**

**Early Head Start**

**POLICY COUNCIL**

**May 17<sup>th</sup>, 2023**

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

- 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**
    - **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:**

<b>Chair</b>	_____	_____	_____
	<b>Approval</b>	<b>Disapproval</b>	<b>Other Action</b>
<b>Vice Chair</b>	_____	_____	_____
	<b>Approval</b>	<b>Disapproval</b>	<b>Other Action</b>
<b>Secretary</b>	_____	_____	_____
	<b>Approval</b>	<b>Disapproval</b>	<b>Other Action</b>

**VIII. Open Forum/Discussions**

**IX. Adjournment**

**Next Meeting Date June 21, 2023**

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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  
Wednesday, April 19, 2023

1. Meeting began at 5:35pm. (Quorum was established):
2. COA staff – Daphne Dubriel/Family Engagement Specialist, Monica Watrin/ERSEA Specialist, Katrina Williams/Health Nutrition & Safety Coordinator, Allison Schacht/Data Specialist, Emmanuel Magallanes/Policy Council member/parent at MacArthur, Evelia Gambino/Policy Council member/parent at Plaza Feliz, Nicole Martinez/Policy Council member/parent at School on Wheels, Mary Becker/ Community Rep & Abigail Stiles COA City Council Liaison
3. Approval of Meeting Minutes: Unanimous 4/4 approval of minutes
4. Governing Board Report: No report.
5. Directors Report: Reporting Period April 1-30-2023
  - a.) **Financials**
  - b.) **Enrollment**- Total funded enrollment 128. Total reportable enrollment 48; 38 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.
  - c.) **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 (40), children up-to-date as possible on immunizations (0), children not up to date (4).  
**Eligibility Category**- income eligible (24), TANF/SSI (10), Foster Child (1), Homeless (2). Over Income (6), Over 130% (1), Children w/IFSP's (15).
  - d.) **Attendance**-  
City operated Early Head Start centers classroom attendance rates:

La Mesa	0%
MacArthur	63.24%
Plaza Feliz	78.92%
School on Wheels	62.18%
Singing Arrow	0%
Trumbull	0%
Western Trail	0%

**Overall center-based program attendance totals- 67.98%; total number of absences 244.**

- e.) **Meal Counts-** Total number of meals for (0-3 years in age), total children served (37), breakfast (344), AM snack (0), Lunch (339), PM snack (243), Dinner (0).
- f.) **Budget-** Financial statements provided to policy council membership:  
Federal Grant-year to date (YTD) expenditures \$.1,576,082.78

## 6. Discussion:

**Nicole Martinez** asked if there had been any new hires since the last meeting. **Monica Watrin** discussed that we have not had any new hires and discussed the qualifications teachers must have according to Office of Head Start but that the new Program Aid position will be open soon and hopefully we can get new hires with that position.

**Nicole Martinez** asked if there was a way to have more nutritional snacks instead of the Rice crispy treats and cakes. She would like to see more fruits and vegetables. **Katrina Williams** addressed the issue with our food vendor Canteen and the discussions that she and Dr. Blackmon-Mosley has had with them on getting healthier options for snack and that Canteen is understaffed as well and doing the best they can.

**Nicole Martinez** asked if the visual schedule in the centers were being implemented yet. She asked if parents could be more involved with possible new implementations and have input on things. **Katrina Williams** spoke on behalf of Connie Lopez stating that staff had been trained on them and that they are starting to implement them into the daily routine. Katrina stated she would let Connie Lopez know to reach out to her so they could talk further

**Nicole Martinez** asked if there could be some money from the budget to be used to purchase a case of water and some type of food item for School on Wheels for April 28th. She stated that the Kiwanis Club is donating \$200 and 8 volunteers to make raised garden beds at the center. **Daphne Dubriel** stated she will need to speak to Head Teacher Bernice about this first and then discuss it with Dr. Blackmon-Mosley depending on Bernice.

**Daphne Dubriel** discussed the positions that were needing to be filled for Chair, Vice Chair and Secretary. No parents nominated themselves so she told them to think about it and hopefully more parents will be on the next meeting so there could be nominations for those positions.

Meeting adjourned at 6:08pm

Next Meeting Date: May 17, 2023