



City of Albuquerque

Division of Child and Family Development

Early Head Start

POLICY COUNCIL

May 18, 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- Parent, Family & Community Engagement Specialist
 - 6. Mental Health & Disabilities- Child Mental Health & Disabilities Coordinator
 - 7. School Readiness- Child Development & Education Specialist

VII. New Business

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 June 15, 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

Wednesday, April 20, 2022

1. Roll Call (Quorum was established): Dr. Dawnita Blackmon-Mosely, Division Manager; COA Staff - Daphne Dubriel, Parent & Family Engagement Coordinator; Allison Schact, Data Manager; Connie Lopez, Disabilities-Mental Health Coordinator; Michele Brown, Office Assistant; Monica Watrin, Program Specialist; Abigail Stiles, City Council Board Rep; Yenny Cordova, parent; Diedra Quintana, parent; Lanetta Harper, Vice Chair Policy Council; Anna Marie Lujan, Fiscal Manager; and Karen Lucero, Inspirations. Meeting was called to order @ 5:32 pm.
2. Approval of Meeting Minutes: Last month's minutes were approved and quorum established.
3. Introductions were done. Dr. Dawnita Blackmon-Mosely introduced Connie Lopez, she is our new Child Development Mental Health & Disabilities Program Coordinator. Connie will also be the liason between teachers and the mental health consultants.
4. Governing Board Report:
Anna Marie Lujan gave the Financials report. Grant expenditures for the month of March were \$103,091.19. There were no questions.
P-card expenditures were \$692.09 for the month of March. There were no questions.
5. Directors Report: Reporting Period 3/1-31/22
 - a.) **Enrollment**- Total funded enrollment 104. 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.
 - b.) **Enrollment Monthly Summary**- New Enrollment-families (4), children (4), pregnant moms (0), number of children born (0); total new enrollment (4). Total leaving program (1), - transitioning children (1), pregnant moms giving birth (0), children leaving before turning 3 (0), pregnant moms leaving before having baby (0). Children up-to-date on Immunizations (65), children up-to-date as possible on immunizations (0), children not up to date (4).
Eligibility Category- income eligible (40), TANF/SSI (7), Foster Child (3), Homeless (1). Over Income (15), Over 130% (3), Children w/IFSP's (22).
 - c.) Attendance-
City operated Early Head Start centers classroom attendance rates:

La Mesa	80.71%
MacArthur	70.14%
Plaza Feliz	64.44%
School on Wheels	60.85%
Singing Arrow	0% (closed)
Trumbull	0% (closed)

Western Trail 71.22%

Overall center-based program attendance totals- 68.77%; total number of absences 307.

- d.) **Meal Counts-** Total number of meals for (0-3 years in age), total children served (140), breakfast (573), AM snack (0), Lunch (581), PM snack (449), Dinner (0).
- e.) **Budget-** Financial statements provided to policy council membership:
 - Federal Grant-year to date (YTD) expenditures \$ 517,422.00.
 - Training/Technical Assistance-(T/TA)-year to date expenditures \$ 9,372.15

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

6. Discussion:

- Quorum established.
- Anna Marie Lujan reported on our grant. T/TA we had no expenses for the month, therefore, we underspent. She also reported on match funds which were also underspent. Anna Marie mentioned In-Kind and how amounts are calculated for city owned properties used for our program.
- Monica Watrin reported on enrollment and recruitment activities. She stated we are lacking one home visitor and two centers are closed at this time. Weekly, Monica recruits at Rio Grande Food Project. She will also be recruiting at Community Children's Fair sponsored by PB&J and the Spring into Summer Project through the City of Albq/Youth Connect Program. Yenny Cordova said she will gather information about recruiting at the Fairgrounds during upcoming Cinco de Mayo event.
- Dr. Dawnita Blackmon-Mosely spoke of two corrective actions/goals from the Federal review. We are gathering data starting from the Fall of 2021 on different age groups of our enrolled children in regards to School Readiness. We are tracking social-emotional, physical, language, cognitive, literacy and mathematics skills. The age groups are 0-1, 1-2, and 2-3. We have now collected data from the Winter of 2021-22. This information will inform us about the growth of our children and tell us where we need to be with our educational programs.
- Abigail Stiles asked if we are able to track the children throughout the program. Dr. Blackmon-Mosely said, not specifically but that we could look at certain dates and age groupings.
- Karen Lucero asked what benchmarks the Office of Head Start is looking for and what tool we are using. Dr. Blackmon-Mosely stated they are looking at comparatives at the end of the year to national norms and the tool we are using is Teaching Strategies
- Daphne Dubriel reported on a new program she is involved with, Safe Sleep Baby kits. This program provides a portable bassinet, safe sleep training in a short video, and reading materials. Daphne will be contacting our centers to inform the teachers of this program shortly.
- Dr. Dawnita Blackmon-Mosely reported on a follow-up visit with the Federal Review, April 21-27, 2022. She explained we had two areas of non-compliance. We have corrected one concern that was for child monitoring. That has been completed. The

second concern is for not having the position of Health & Safety Manager filled yet. Dr. Blackmon-Mosely explained that we are actively recruiting for this position and also for an Education Specialist. She does have applicants to be interviewed.

- All EHS staff has now met minimum requirements for their positions per the Office of Head Start.
- Yenny Cordova asked how long the baby room at MacArthur will be closed. Dr. Blackmon-Mosely said it is tied to staffing issues. Not being able to find and hire qualified people for EHS is a nationwide issue. Dr. Dawnita is recruiting via radio and TV spots. She is hoping to be able to hire Classroom Aids to support teachers in the classroom. Possibly having an educational cohort for these Aids so they could earn the educational requirements and then apply for a teaching position. Abigail Stiles mentioned a program called, Grow Your Own Teacher. She will gather more information on this. Dr. Blackmon-Mosely is recruiting teachers at UNM and CNM and is always reaching out at different events to hire new teachers.
- Dr. Blackmon-Mosely said the Trumbull EHS center will be ready to re-open by August, 2022.

7. Meeting adjournment at 6:39 pm. Next Meeting Date: May 18, 2022