

**City of Albuquerque**

**Division of Child and Family Development**

**Early Head Start**

**POLICY COUNCIL**

January 19<sup>th</sup>, 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. Enrollment
  2. Attendance & Meal Counts
  3. Budget (Financial Statements)
  4. P-Card Report
  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. Open Forum**

**VIII. Adjournment**

Chair

Approval

Disapproval

Other Action

Vice Chair

Approval

Disapproval

Other Action

Secretary \_\_\_\_\_

Approval \_\_\_\_\_

Disapproval \_\_\_\_\_

Other Action \_\_\_\_\_

**Next Meeting Date: February 16th, 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, December 15th, 2021

1. Roll Call (Quorum established): Anali Gomez, Lauren Francia, Lanetta Harper, Karen Lucero/ Community Representative, Abigail Stiles City Council Rep, and COA Staff- Daphne Dubriel/Interim EHS Program Manager, Robi Ruiz/EHS Education Specialist, Monica Watrin/Program Specialist, Allison Schacht/Data Manager, Anna Lujan/Fiscal Manager & Dr. Dawnita Blackmon-Mosely/Division Manager. Meeting was called to order @ 5:35 pm.
2. Approval of Meeting Minutes: Lanetta Harper motioned for approval, Lauren Francia seconded the motion and all members were in favor.
3. Governing Board Report: No report.
4. Directors Report: Reporting Period 11/1/2021- 11/30/2021
5. **Enrollment-** Total funded enrollment 128. Total reportable enrollment 73; 62 center based and 11 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 (9), children (9), pregnant moms (0), number of children born (0); total new enrollment (9). Total leaving program (5), - transitioning children (1), pregnant moms giving birth (0), children leaving before turning 3 (4), 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 (3).  
**Eligibility Category-** income eligible (40), TANF/SSI (6), Foster Child (5), Homeless (2). Over Income (3), Over 130% (2), Children w/IFSP's (20).

7. Attendance-

City operated Early Head Start centers classroom attendance rates:

La Mesa	82.24%
Macarthur	49.2%
Plaza Feliz	78.2%
School on Wheels	55.69%
Singing Arrow	0% (closed)
Trumbull	0% (closed)
Western Trail	57.14%

**Overall center-based program attendance totals- 64.35%; total number of absences 374. Meal Counts-** Total number of meals for (0-3 years in age), total children served (62), breakfast (602), AM snack (0), Lunch (612), PM snack (515), Dinner (0).

8. **Budget-** Financial statements provided to policy council membership:  
*Federal Grant-year to date (YTD) expenditures \$ 1,081,768*  
*Training/Technical Assistance-(T/TA)-year to date expenditures \$ 6,988*  
*COVID 19 Supplement- year to date expenditures- \$66,032*  
*QI & COLA Supplement- year to date expenditures-\$22,974*  
**\* Overview provided on operating expenditures & column/underspent percentages\***
9. **Family Engagement** – Daphne Dubriel reported that we have been attending recruitment events and recruiting for children to enroll, and for staff. Ready Rosie participation has been increasing. Almost 65 parents have participated, and we are getting more comments from parents. Our Teaching Strategies Partner for Success was impressed with our Ready Rosie parent engagement
10. **COVID Center Update and Education-** We had one center closure due to a COVID case. The center was closed from 12/2/21 until 12/13/21. During that time, deep cleaning took place, and the incident was reported to The Department of Health and state licensing.
11. **School Readiness-**We are missing some school readiness data from the Fall term following a software update by My Teaching Strategies. Robi Ruiz has been visiting centers and working with staff to reproduce the data using the daily sheets and setting initial levels for the children so that we can complete the Fall checkpoint. Staff have been using Tadpoles to create daily sheets that are emailed to parents, often including photos or videos of the child.
12. **New Business – Approval vote for Chair and Vice Chair-** Lauren Francia nominated Lanetta Harper for Chair, and Lanetta Harper nominated Lauren Francia for chair. It was decided that Lauren Francia would be Chair, and Lanetta Harper would be Vice Chair. Karen Lucero made a motion for approval of Lauren Francia and Anali Gomez seconded and it was unanimously approved.
13. **New Business – Approval of New Hire EHS Director Natasha Gacinski** – Dr Blackmon-Mosely presented information on the new hire. Natasha Gacinski has worked in the early childhood field for many years, and has spent the last eight years managing programs for children zero to five years old. She has two Bachelor's degrees, one in Family and Child Development, and a Master's Degree om Special Education and Applied Behavior Analysis. She has experience in seeking funding for program expansion, managing employees and leading teams, and compliance. Karen Lucero asked if her experience is local, and Dr. Blackmon-Mosely replied that she is. Karen Lucero moved to approve, Lauren Francia seconded the motion, and the motion carried unanimously.
14. **New Business – School Readiness Goals and Approval** – Dr. Blackmon-Mosely presented the school readiness goals that were developed in response to the findings from the federal review that occurred in the Spring on 2021. Education goals and outcomes were an area of non-compliance. Dr. Blackmon-Mosely has been meeting with the lead teachers weekly to develop a goal for each domain. Each goal has been defined for three

age groups: young infants, older infants, and toddlers. Staff received a week of training on the curriculum during the summer. We need to be tracking children's development throughout the year to show growth. At the end of the year, 85% of the children should meet or exceed the goals. Policy Council members were sent an email with the document listing and defining the goals. Members have until Friday, 12/17/21 to submit feedback

**15. New Business – Quarterly Meetings Discussion and Approval** – Lauren Francia stated she likes the monthly meetings. Lanetta Harper stated that monthly meetings keep everyone current and, in the loop, and Karen Lucero and Anali Gomez agreed. Lanetta Harper moved that we continue with monthly meetings, Lauren Francia seconded the motion, and it passed unanimously.

**16. New Business – In-person Meetings** – There was a discussion of whether the group wanted to return to in-person meetings instead of Zoom. Karen Lucero said she was fine with Zoom given the high COVID numbers in the state, and Lauren Francia agreed. The group decided to stay with Zoom meetings for now. Lauren Francia made a motion to keep meetings on Zoom for now. Lanetta Harper seconded. All members were in unanimous decision.

**17. Discussion:**

**18.** Monica Watrin reported that as of the date of the meeting, we have 60 center-based children and 11 home-based children. We have two more center-based children starting on 12/16/21 and 4 more scheduled to start in January, with another one in the process of enrolling for January. Monica Watrin also reported on current recruitment activities. We have openings for infants at three centers. Anali Gomez asked what the age range is for infants (6 weeks to 18 months but we especially need children who are not close to 18 months).

**19.** Allison Schacht reported on the overall attendance percentage listed above, and the meal counts for November 2021. She reported that the two biggest reasons for absences were parent choice (37.4%) and health-related (35.8%). 12.3% were unknown, and then there were other reasons such as family obligation, no transportation, vacation, and developmental service, medical or dental appointment. Karen Lucero asked if the Office of Head Start has a minimum percentage of attendance we should be meeting, and whether they would accept some of the reasons we have for absences, such as parent choice (85% and no).

- Dr. Blackmon-Mosely reported that she is in the process of finalizing a contract for Mental Health consulting services for children and families. The program will also contract with someone to provide nutritional consulting and oversight for the program. In addition, there will be some new staff positions: Mental Health and Disabilities (already posted), Health, Safety and Nutrition, and ERSEA.
- Dr. Blackmon-Mosely reported that the program is now 100% in compliance with the required education levels for teachers.
- Dr. Blackmon-Mosely reported that the city will be renovating the Trumbull Family Resource Center, including adding two more classrooms, most likely for preschool classrooms, and renovating the existing playground and adding a second one. Work will begin in February of 2022 and should be finished in August of 2022.
- Lanetta Harper asked about inviting other parents from her center to attend Policy Council meetings. She has another new parent who has shown interest in attending. Daphne Dubriel said that she thinks other parents should be able to attend, but there are

certain portions of the meeting, including the financial report, that they cannot be present for.

- Anali Gomez asked if she should be presenting at center meetings at the center she is representing. Daphne Dubriel informed her that she should begin doing so starting with the January meeting. Lanetta Harper shared how she reports to the parents at her center, using a PowerPoint. She reports on closure days, reminds parents of COVID precautions and rules in effect at centers, and covers information that pertains to that particular center. Information like financial statements and COVID closures of other centers is not shared. She also reminds parents of the various forms of in-kind they can do for the program.

20. Adjournment @ 6:49pm.      Next Meeting Date: January 19<sup>th</sup>, 2022.