



City of Albuquerque

Division of Child and Family Development

Early Head Start

POLICY COUNCIL

June 15, 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:
 1. Review Policy Council Bylaws
 2. Approval for Carry Forward Funds
 3. Approval to apply for OHS Waiver for In-Kind request

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 July 20, 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, May 18, 2022

1. Roll Call (Quorum was not established): COA Staff- Daphne Dubriel/Parent, Family Engagement Coordinator, Allison Schact/Data Manager, Michele Brown/Office Assistant, Monica Watrin/ERSEA Specialist, Anna Marie Lujan/Fiscal Manager, Connie Lopez/Mental Health & Disabilities Program Coordinator, Karen Lucero/Community Representative, Lanetta Harper/Vice Chair, and Dr. Dawnita Blackmon-Mosely/Division Manager. Meeting was called to order @ 5:32 pm.
2. Approval of Meeting Minutes: Quorum was not established.
3. Directors Report: Reporting Period April /1-30/22
 - a.) Enrollment- Total funded enrollment 128. Total reportable enrollment 71; 60 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.
 - b.) Enrollment Monthly Summary- New Enrollment-families (5), children (5), pregnant moms (0), number of children born (0); total new enrollment (5). Total leaving program (5), - transitioning children (5), pregnant moms giving birth (0), children leaving before turning 3 (2), pregnant moms leaving before having baby (0). Children up-to-date on Immunizations (62), children up-to-date as possible on immunizations (0), children not up to date (5).
Eligibility Category- income eligible (39), TANF/SSI (7), Foster Child (3), Homeless (1). Over Income (15), Over 130% (2), Children w/IFSP's (22).
 - c.) Attendance-
City operated Early Head Start centers classroom attendance rates:

La Mesa	58.62%
MacArthur	70.63%
Plaza Feliz	80.08%
School on Wheels	58.17%
Singing Arrow	0% (closed)
Trumbull	0% (closed)
Western Trail	77.10%

Overall center-based program attendance totals- 70.63%; total number of absences 319.

- d.) Meal Counts- Total number of meals for (0-3 years in age), total children served (62), breakfast (656), AM snack (0), Lunch (662), PM snack (537), Dinner (0).

e.) **Budget-** Financial statements provided to policy council membership:

Federal Grant-year to date (YTD) expenditures: \$1,234,437.39

Training/Technical Assistance-(T/TA)-year to date expenditures \$17,492.41

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

4. Discussion:

- Quorum was not established.
- Anna Marie Lujan reported on our grant. We have a possible reversion situation. We are trying to spend down. T/TA is at 39% we should be at 83%. Match is at 35% we should be at 83%. The Grant is at 50% we should be at 83%. P-card had the usual expenses. Dr. Dawnita Blackmon-Mosely said she had a meeting today about moving expenses to EHS to carry forward funds. We are planning on 4 new playgrounds at our centers. This all needs approval. Dr. Blackmon-Mosely also stated that the Office of Head Start wants our staff to have COLA and quality improvements funds. We will apply for salary increases for all EHS staff of 2.28%. The City wants to give all employees a 5% raise. The City will use the 2.28% to be included in the 5% raise.
- Monica Watrin reported on enrollment from reports.
- Allison Schacht reported on attendance and meal counts from reports.
- Daphne Dubriel reported on family engagement. She said parent participation at our centers is very low. She asked for suggestions to increase parent participation. Should we hold the meetings at different times or make them mandatory?
- Dr. D. Blackmon-Mosely suggested every quarter that we have a Policy Council meeting in person.
- Connie Lopez reported on mental health. She has been doing observations at several centers and introducing herself to teachers and the children. She has referred some children from what she has observed. She discusses her findings with the teacher and does a written summary. She also mentioned that teachers need to make children aware of their own emotions and label them. She suggested that family photos be included in the classroom and that they should be positioned at eye level for the children to see.
- Dr. D. Blackmon-Mosely spoke about School Readiness. Check points closed on the 17th of May. Allison will make graphs from the data so that we can look at outcomes for lesson planning and individualizing. June will be the end of the 3rd check point. Starting in August each teacher will get 10 sessions with a coach.
- Karen Lucero would like to see criteria weight numbers and have them explained.
- Monica Watrin explains the criteria is homelessness, foster care, TANF, SNAP, and SSI. On the form that Monica uses for eligibility the family may be income eligible or categorically eligible based on criteria weight points. The higher the points a family has tells us the neediest family. Points are decided by Policy Council, parents, staff, and ERSEA. The form has to be approved by the Office of Head Start. The form will also tell us what services a family may need for support.

- Open forum/discussion – Dr. D. Blackmon-Mosely explains that we have 2 new hires starting June 6th. A nutritionist and an education specialist.
- Lanetta Harper asked how many representatives are on Policy Council from each center. There is supposed to be one rep. from each center. We are currently missing representatives from La Mesa and MacArthur.

5. Adjournment at 6:24 pm. Next Meeting Date: June 15, 2022