



**City of Albuquerque  
Division of Child & Family Development  
Early Head Start**

**POLICY COUNCIL  
September 20, 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
    - Weekly Reading Bags
    - Open House Participation
  6. Mental Health & Disabilities- Child Mental Health & Disabilities Coordinator
    - Monitoring and helping implement visual schedules in the classrooms
    - Collaborating with the health, nutrition, and safety program coordinator sending bi-weekly emails to all EHS staff focusing on increasing moral, education on mental health/health, and positive self-care practices
    - Holding transition meetings for all children who are 6mo, 3mo, and 1 month away from exiting the program
    - Focusing on all new children entering the program making sure development is on track and referring if necessary
  7. School Readiness- Child Development & Education Program Specialist
    - Introduction
    - The role of the Child Development & Education Program 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) Change in Scope Application- Reduction of Slots
- b) Policy Council Bylaws

Chair	<hr/>	<hr/>	<hr/>
	Approval	Disapproval	Other Action
Vice Chair	<hr/>	<hr/>	<hr/>
	Approval	Disapproval	Other Action
Secretary	<hr/>	<hr/>	<hr/>
	Approval	Disapproval	Other Action

VIII. Open Forum/Discussions

IX. Adjournment

**Next Meeting Date October 18, 2023**



City Of Albuquerque  
Department of Youth and Family Services  
Division of Child and Family Development  
Policy Council Meeting Notes  
Wednesday, September 20, 2023

1. Roll Call (Quorum was established): Dr. Dawnita Blackmon-Mosely-EHS Executive Director/CEO, COA Staff- Daphne Dubriel/ Parent, Family Engagement Specialist, Allison Schacht/Program Data Analyst I, Michelle Yazzie/Child Dev. & Education Program Specialist , Monica Watrin/ERSEA Specialist, Connie Lopez/Mental Health & Disabilities Program Coordinator, Anna Marie Lujan/EHS Chief Financial Officer, Nicole Martinez/Policy Council Member parent at School on Wheels, Mary Becker/Community Representative/lifeROOTS, Inc.; Emmanuel Magallanes/Policy Council Representative/Parent at Macarthur EHS, Lisa Cuevas/Policy Council Member/Parent at Plaza Feliz EHS, Brittany King/Policy Council Member/Parent at Plaza Feliz
2. Meeting was called to order @ 5:32 pm.
3. Approval of Meeting Minutes: No meeting held in August
4. Governing Board Report:
5. Directors Report: Reporting Period August 1-31, 2023
  - a.) **Enrollment**- Total funded enrollment 128. Total reportable enrollment 47; 35 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 (3), children (3), pregnant moms (0), number of children born (0); total new enrollment (3). Total leaving program (4), - transitioning children (1), pregnant moms giving birth (0), children leaving before turning 3 (3), pregnant moms leaving before having baby (0). Children up-to-date on Immunizations (40), children up-to-date as possible on immunizations (1), children not up to date (3).  
**Eligibility Category**- income eligible (15), TANF/SSI (19), Foster Child (2), Homeless (4). Over Income (3), Over 130% (1), Children w/IFSP's (14).
  - c.) **Attendance**-  
City operated Early Head Start centers classroom attendance rates:

La Mesa	0.0% (closed)
MacArthur	82.88%
Plaza Feliz	90.78%
School on Wheels	69.47%

Singing Arrow	0% (closed)
Trumbull	0% (closed)
Western Trail	0% (closed)

**Overall center-based program attendance totals- 83.74%; total number of absences 345.**

d.) **Meal Counts-** Total number of meals for (0-3 years in age), total children served (33), breakfast (335), AM snack (0), Lunch (336), PM snack (257), Dinner (0).

e.) **Budget-** Financial statements provided to policy council membership:  
 Federal Grant-year to date (YTD) expenditures \$ 356,744.18  
 Training/Technical Assistance-(T/TA)-year to date expenditures  
 \$ 5,649.91

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

**6. Discussion:**

- **Anna Marie Lujan** reviewed financial statements.
- **Dr. Dawnita Blackmon-Mosely** discussed the reopening of Trumbull Center. Projected date should be within the next three weeks.
- **Dr. Blackmon-Mosely** discussed the needing of approval from Policy Council to submit request for Change of Scope to reduce funded enrollment slots from 128 to 64 to protect program grant. The Program needed to have full enrollment by January 1, 2024 and we have not been able to reach the goal due to lack of staff and difficulty in finding potential hires. The requested reduction would be 24 Home based slots and 40 center-based slots. A second Home visitor will be hired and interviews are underway. A few Program Aides have been hired but those positions are not able to be in the stand-alone role as a designated Teacher position. The plan to keep centers open and reopen the closed ones would be to have each current site School on Wheels and Plaza Feliz who have two classrooms reduce down and have one toddler classroom each. Macarthur, Western Trail, and Trumbull will open with one classroom each as well.
- **Nicole Martinez** asked the question which classrooms will be open and if it is based on parent request and on waiting list? **Dr. Dawnita Blackmon-Mosely** stated it will be based on the best way to protect the grant and discussions with Monica Watrin/ERSEA Specialist are ongoing on how opening classrooms ages will be handled. **Dr. Dawnita Blackmon-Mosely** proceeded further and stated she will request of Office of Head Start that their will be no change in funding as to look at staff salaries, retainment, recruitment, marketing, and the training for staff and for those reasons we would need our full funding amount. This decision was not taken lightly and is needed to protect our Grant and EHS program. **Dr. Dawnita Blackmon-Mosely** will reach out to Policy Council members when final plan is established and Office of Head Start decision. **Dr. Dawnita Blackmon-Mosely** stated once this change is made we would have to stay the course even if we start doing better and hire the much-needed staff to fully open all our classrooms until the next Grant application cycle. We could get subsidies through the NMECECD to open classrooms until we can apply for a change of scope again and ask to increase our numbers.
- **Dr. Blackmon-Mosely** asked for a motion of approval to be made. Mary Becker made a motion of approval to request for Change of Scope to reduce funded enrollment to Office

of Head Start. Brittany King seconded the motion. A unanimous decision of approval was made.

- Introductions of all content area specialist were made and of all Policy council Members.
- Fluoride and varnishing applications on children's teeth have been happening at EHS sites by New Mexico Department of Oral Health.
- Introduction of Michelle Yazzie new to the Child Development & Education Program Specialist role starting in August. Michelle has been a teacher for the past 19 years within Early Head Start and Head Start program. She has a Bachelors degree in Early Childhood Multicultural Education. She is excited for this new role and getting to know and to be there to support the staff with lesson plans, school readiness goals, and licensing requirements. She is excited to get to know all the families and children and provide support where needed.
- **Connie Lopez** has been working on Transition meetings for children with IFSP. She is also working with staff on Visual schedules for the classrooms. She ensures children are progressing and make referrals services if needed.
- **Daphne Dubriel** reported that we had 15 families participate in Center Open house in August. Feedback from families was positive in getting to know Content area staff and the role they play with the children and families.
- **Monica Watrin** reported on enrollment and recruitment activities. Efforts are being made to laundry mats, Social Service centers, library's, Rio Grande Food Project, shelters, and we have a full-page ad in NM Kids Magazine.
- All staff have been participating in recruitment activities such as brochures at Part C agencies, school offices, WIC, youth sporting events and Community sponsored events.
- **Dr. Dawnita Blackmon-Mosely** discussed that a Chair, Vice Chair and Secretary positions were needed to be nominated for. Nicole Martinez expressed interest to be Policy Council Chair. She stated she is passionate about Early Intervention and the link between Early literacy and outcomes which can provide great success for the children. She currently is in medical school and has been in roles for nonprofit agencies in holding meetings, taking notes and knowledge of Roberts Rule of Order. She was asked to log off the call for a few minutes so a motion could be made. Mary Becker made a motion for nomination of Nicole Martinez for Policy Council Chair. Emmanuel Magallanes second the motion. A unanimous decision for approval was made. Nicole returned to meeting and was given the PC Chair role approval.
- **Nicole Martinez** asked for a nomination for vice-chair who would run the meetings in her absence. Emmanuel made a self-nomination. Nicole made a motion for approval. Mary Becker seconded the motion. Unanimous decision for approval was made. Nicole asked for a nomination for secretary but nobody volunteered at this time. Nicole made a motion to table this for the next meeting. A unanimous decision to revisit this for next meeting. COA staff will continue taking notes for the meetings.
- **Dr. Dawnita Blackmon-Mosely** will send Policy Council members the Bylaws for review and will discuss next meeting.

Adjournment at 6:20 pm.

Next Meeting Date: October 18, 2023