



City of Albuquerque

Department of Youth & Family Services

Division of Child & Family Development

Timothy M. Keller, Mayor

Jess R. Martinez, YFS Director

Dr. Dawnita Blackmon-Mosely, Associate Director of Child & Family Development

EARLY HEAD START PROGRAM GOVERNANCE ADVISORY COMMITTEE

ZOOM: [<https://cabq.zoom.us/j/7018182913?omn=86813250473>] #1 253 215 8782,7018182913 US (Tacoma)
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Chairperson Name, Chair

Sheryl Lynn Saavedra
Tamara Beall
Dr. Therese Baca-Radler
Leandra Lomosad
Brianna Perea

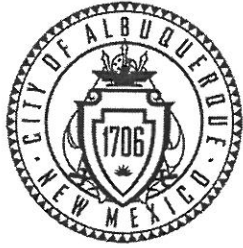
AGENDA

Thursday, October 23, 2025
TIME (10:00 A.M.)

- I. Call to order
- II. Roll Call/Introductions
- III. Review and approval of agenda for Thursday, October 23, 2025.
- IV. Review and approval of minutes **N/A Initial Meeting.**
- V. Agenda Items
 - a. Governance Advisory Committee History & Federal Requirement
 - b. Review Bylaws
 - c. Election of Chair and Vice Chair
 - d. Overview of Content Areas w/ Program Updates
 - i. ERSEA
 - ii. Education
 - iii. Mental Health & Disabilities
 - iv. Health, Nutrition & Safety
 - v. Parent Family & Community Engagement
 - vi. Program Data Analyst I
 - e. Fiscal Report (Financials and PCard Expenses)-YFS Fiscal Officer
 - f. School Readiness Goals-Education Specialist
 - g. Enrollment/Attendance/Meals-ERSEA Specialist and Program Data Analyst I
 - h. Review-EHS Quarterly Board Report to City Council
- VI. Old Business-**N/A Initial Meeting**
- VII. New Business
 - a. Change in Scope-Programmatic Change
 - b. Key Hire Approval-EHS Director
 - c. Standing Meeting: 3rd Thursday or 4th Thursday
- VIII. Adjournment.

Except for any portion of the meeting that may be closed by the Board pursuant to the provisions of the New Mexico Open Meetings Act, the meeting will be open to the public and can be viewed at:
<https://cabq.zoom.us/j/7018182913?omn=86813250473>.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Office of Child & Family Development at 505-767-6500 or rherrera@cabq.gov at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact The Office of Child & Family Development at 505-767-6500 if a summary or other type of accessible format is needed.



City of Albuquerque Youth & Family Services

Timothy M. Keller, Mayor

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EHS PROGRAM GOVERNANCE ADVISORY COMMITTEE

Thursday, October 23, 2025

Members Present

- Sheryl Saavedra, Chair, Licensed Attorney Seat
- Dr. Therese Baca-Radler, Vice Chair, Early Childhood Seat
- Brittany Perea, Secretary, Parent/Community Member Seat (parent)
- Tamara Beall, CPA, Fiscal Expert Seat
- Leandra Anderson, Parent/Community Member Seat (community)

Others Present

- Dr. Dawnita Blackmon-Mosely, EHS Executive Director/CEO and Acting EHS Director
- Michelle Yazzie, Child Development & Education Program Specialist
- Connie Lopez, Mental Health & Disabilities Program Coordinator
- Monica Watrin, ERSEA Program Specialist
- Katrina Williams, Health Nutrition and Safety Program Coordinator
- Rachel Herrera, Senior Administrative Assistant
- Manuela Martinez, Acting EHS Chief Financial Officer

MINUTES

- I. Call to order:
 - a. The EHS Program Governance Advisory Committee, was called to order by Dr. Dawnita Blackmon-Mosely at 10:03am.
- II. Review and approval of agenda for October 23, 2025.
 - a. Motion to approve: Sheryl
 - b. Second: Tamara
- III. Intros
 - a. Sheryl: Family Law Lawyer
 - b. Tamara: CPA RED-W
 - c. Dr. Baca-Radler: Director of Early Childhood Programs with CNM
 - d. Leandra: Small Steps Child Counseling, Clinical Director
 - e. Staff
 - i. Dr. Dawnita Blackmon-Mosely –Exec Dir. For EHS Grant
 - ii. Michelle Yazzie
 - iii. Katrina Williams
 - iv. Connie Lopez
 - v. Monica Watrin
 - vi. Rachel Herrera

- vii. Manuela Martinez CFO for EHS Grant
- IV. Government Advisory Committee History and Federal Requirement
 - a. Governance is a federal mandate for EHS grant
 - b. City Council serves as the governing body
 - i. Fiscal and legal responsibility over grant
 - ii. Not able to provide direct oversight
 - iii. OHS requires governing body to maintain fiscal and legal responsibility
 - 1. Governing body can be appointed to do detailed work, financials, program operation, community assessment, etc. and how information is conveyed to Council: quarterly report to CC shares all information this body and Policy council will do. Review quarterly report to be submitted is GAC responsibility
 - c. Shared program governance clip illustrating history and how a governance works to convey information to governing body.
 - i. Governing body – oversight
 - ii. Policy council – direction
 - iii. Governance – compliance, support, leadership, reporting
 - iv. Learning for New Leaders: Head Start A to Z
 - d. Head Start Leadership and Governance Venn Diagram
 - i. Governing body- City Council
 - 1. Advisory committee is appointed, receives federal approval
 - ii. Policy Council – Advisory committee comprised of parents and community member
 - 1. Parents are a part of decision-making for EHS program
 - 2. Has a rep that attends advisory committee
 - iii. Management staff – oversight of day to day
 - e. Mandate to have at least one fiscal expert, one attorney, one education expert, other members can be community reps
 - f. Policy council – parents of children enrolled in EHS, community members with vested interest, staff (Exec Director, CFO, HS management staff)
 - g. Use of Advisory committees -
 - i. Establish structure and communication to allow governing body to maintain legal and fiscal responsibility
 - ii. Notify responsible OHS that committee was established
 - h. City ordinance in place to have advisory committee
- V. Review Bylaws
 - a. Will be sent to advisory committee for feedback and discussion
 - b. Section 1: EHS Program Governance Advisory Committee
 - i. Legislation established 0-18-4 EHS PGAC
 - c. EHS Policy Council
 - d. Principal Office
 - i. 707 Broadway Blvd, 87102
 - e. Purpose and function: Shall fulfill a range of federally mandated governance
 - f. Meetings
 - i. Quarterly
 - ii. Subject to open meetings act
 - iii. Meetings will be virtual
 - iv. Special meetings can be called as needed
 - g. Written notices
 - h. Quorum
 - i. Minutes
 - j. Amendments
 - k. Effective DATE:
 - l. Will be sent out for recommendations and feedback

m. Chair?

- i. Tamara nominates Sheryl
- ii. Sheryl nominates Dr. Baca-Radler
- iii. Sheryl accepts nomination for Chair
- iv. Sheryl appoints Dr. Baca-Radler for Vice Chair
- v. Brianna self-nominates for secretary
 - 1. First: Leandra
 - 2. Second Dr. Baca-Radler
 - 3. Motion carried

VI. Overview of content areas

a. ERSEA – Monica Watrin

- i. Five areas overseen
- ii. Eligibility – completes applications for program, determination for program, ranking and placing on selection list, not first come/first serve, go by need.
- iii. Recruitment – actively recruiting for program
- iv. Presentations to agencies, flyers to agencies and organizations
- v. Keep in contact with partner agencies, visit, participate in local events,
- vi. Currently going to Rio Grande food project once monthly table in lobby when doing food distribution
- vii. Visit gateway family center twice monthly, go through list in shelter who has children under 3, knock on doors to enroll for home-based program, immediate enrollments at that time.
- viii. Selection – selection list updated, select children for various spots opening at each center to fit age requirements and selection for spot
- ix. Enrollment – inform teachers and staff of enrollments: times and dates, coordinate for enrollment, deliver enrollment paperwork to centers, IFSP coordination with agency and schedule transition meeting
- x. Under enrolled – main concern is home-based option. Doing work at gateway center to up enrollment,
- xi. Online referral system is in progress because state changed procedures to establish that we cannot get state referrals because we're federally funded. New referral system will hopefully change this.
- xii. Attendance – monitors attendance, looks for transient absence. Health/transportation/family issues tracked for absences. Work with teachers and family services and parents to improve attendance.

b. Education

- i. Child Development and Education Specialist – Michelle Yazzie
- ii. Oversee the Education Content Area
- iii. School Readiness Goal
- iv. Practice Base Coaching
- v. Curriculum and Assessment Oversight
- vi. Oversight of Early Head Start Centers
- vii. Oversight of Home Base Program
- viii. Professional Development
- ix. Practice base coaching
- x. Curriculum and assessment oversight – meet with them weekly through site visits
- xi. Implementation of physical environment, teacher interactions,
- xii. Assessments for education staff in fall and spring to make sure we're in compliance
- xiii. CLASS
- xiv. Interaction, environment, skill
- xv. Oversight of EHS centers, licensing is taking place by state regulations,

oversee supplies, trainings, oversee home-based programs, renew annual curriculum, socializations, meet with home-based once monthly to brainstorm and collaborate

xvi. Lesson plans for centers and home-based

xvii. Provide and coordinate for in-service

xviii. Trainings as needed throughout the year

c. Mental Health and Disabilities

i. Mental Health and Disabilities Program Coordinator – Connie Lopez

ii. Liaison for mental health consultation for home visiting and center-based services offsite meetings to receive services

iii. Collaborate with early intervention IFSP works with providers

iv. Provide technical support to teachers and other staff weekly meetings on site

v. Provide oversight for IDEA PSRT C transition services, 2.6, 2.9, 2.11 years/months

vi. Collaborate with small steps child counseling for home visiting providers

vii. Collaborate ECECD and seed program,

viii. Support emotional wellbeing of staff, resources and emails biweekly

ix. Weekly site visits

x. Refer children for part c services, takes several months, if parents have any concerns for development,

xi. Attends, conducts and completes transition meetings

xii. Collaborate with EI agencies to provide best practices for children with IFSPs

d. Health, Nutrition and Safety

i. Health, Nutrition, and Safety Program Coordinator – Katrina Williams

ii. Health screenings – vision, health, growth: done at centers or homes or at enrollments

iii. Hemoglobin and lead screenings through doctors

iv. Health tracking

v. Part of health and mental health advisory committee – get with partners to see what we can do for them and they can do for us

vi. Purchasing – diapers, wipes, dietary needs, food they may need

vii. Conduction of parent meetings to make sure they have what they need, nutrition plan

viii. Look for up to date immunizations before entering center, well child checks, dental exams, annually have to get them, send out ROIs to get them to doctor and dentist

ix. Child and adult food monitoring, questionnaires for diet and nutrition

x. Work with dietician on any concerns that surveys bring

xi. Deal with special diet and milk substitutions, work with doctor

xii. Liaison for DOH oral health

xiii. Safety plans, emergency management plan, evacuation drill, ensure monthly fire drills

xiv. Safety committee meetings quarterly and infection control meetings – meet with teachers to make sure the facilities are safe

xv. Trainings for in-service, policy and procedures for medications, diapering, sanitizing, CACFP training to know compliance

xvi. First aid, CPR, AED training

xvii.

e. Program Analyst

i. Program Data Analyst – Allison Schacht

ii. Monthly and annually reporting to Office of Head Start

iii. Tracks and monitors program data

iv. Producing aggregate school readiness goals

- v. Tech support for program-specific software
- vi. Preparing additional data related to reports upon request
- vii. Supporting content area personnel in tracking and analyzing data
- viii. Deliver professional development training on data and software
- ix. Allison's focus right now is data literacy by taking a data literacy credentialing program through National Head Start. It will translate to training.
- x. She is focusing on creating a baseline by creating checkpoints. First checkpoint will be when child first enters program. Second will be midway point of program, and last checkpoint is closer to the end of the program. It will create a baseline and an ongoing assessment tool to track growth and gauge children's progress. It will enable a comparative analysis on where child is at beginning, middle, and toward the end of the school year to track growth. Allison will be sharing at next meeting for baseline checkpoint.

VII. Fiscal Report

- a. Tracks EHS budget/monthly spend/report on quarterly
- b. Column B is budget established by EHS
- c. First quarter reporting very low, invoices not received by vendors, we encumber more than we are reporting to pay out
- d. Negative shows a credit because of a vendor credit
- e. Encumber can also be provided, what will be paid. We report what's been paid
- f. City will cover any overages, can and does happen, we use what's budgeted for EHS and City covers the rest
- g. Budget is already approved by City council through general funds
- h. Draw down funds quarterly
- i. T&TA funds- \$44,000 staff training, training for parents, cross training for advisory committee
- j. Negative amount in July because our data was not entered appropriated by deadline, now that activity numbers have been established, negative amount will update and reflect accurately
- k. Match – nonfederal share match, 20% of grant, ~\$578,000, parent volunteer, take-home activities, rent, discounts from vendors for EHS grant recipients, anything city does under general funds, if EHS can't absorb cost funds can be counted as in-kind, will record what city has matched, even if city exceeds 20%, we only report the 20% to OHS, every \$1 we don't cover for match, we pay back \$3. City will cover anything not covered by grant. We have funds allocated outside of grant for CDC's.
- l. We review budget quarterly numbers every meeting, but you will receive a copy each month.

VIII. Over time: How to proceed?

- a. Can send documents for enrollment, meals, readiness goals, quarterly board report via email
- b. Madam chair would like to receive several different quarterly reports, past the most recent.
- c. Will address new business

IX. New Business

- a. Change in scope programmatic change
 - i. Under enrollment issues via Monica – consistently under enrolled since pandemic
 - ii. have not recovered to pre-pandemic numbers
 - iii. Approved a change in scope last year when grant is in jeopardy. The change in scope reduction from 128 to 64 slots same money and reinvested funds into staffing but still remained under enrolled.
 - iv. Programmatic change 0 keep 64, approval to reduce home-based from 24 to 16 and move them to Western Trail, opening a classroom with 8 kids, meet

need for center-based services

v. Move for change in scope, programmatic change:

1. First: Tamara
2. Second: Dr. Baca-Radler
3. All in favor
4. Motion passed

b. Key Hire Approval – EHS Director, Mathew Hernandez

i. Chair: Motion for EHS Director?

1. First: Tamara
2. Second: Brianna
3. All in favor
4. Motion passed

c. Meeting schedule to be determined via poll

- i. To email agenda and reports in advance of meeting
- ii. Create and circulate board members and contact info

X. Adjournment.

- a. First: Brianna
- b. Second: Tamara
- c. Adjourned at 11:46am.

Approved: _____



Date: _____

11/12/25