

# Early Head Start Program Governance Advisory Committee Tuesday, November 19, 2019 9:00am - 10:30am Singing Arrow Community Center - 13001 Singing Arrow SE Meeting Agenda

- I. Welcome and Introductions
- II. Early Head Start Program Updates
  - a. Enrollment
  - b. Staffing
  - c. Attendance and Meal Counts
  - d. Finance
  - e. Active Supervision
- III. Review Child Health and Safety Action Plan
- IV. Approval of By-Laws
- V. Election of Officers
  - i. Chairperson
  - ii. Vice-Chair
- VI. Next Meeting Tuesday, February 18, 2020
- VII. Adjourn











## City of Albuquerque Early Head Start Caseload/Enrollment Report 10/31/19

### Enrollment

Total Funded Enrollment:	128
Total Actual Enrollment:	120
Children Withdrawn & Dropped ( last 30 days ):	7
Total Reportable Enrollment ( actual + withdrawn/dropped ):	127
Total Deficit:	1

**Program Snapshot** 

	Home based	Centers	ALL
Funded Enrollment:	24	104	128
Enrollment:	24	103	127
Defficiency:	0	1	1

### **Home Based Detail**

Caseload: 12 slots per home visitor

FDF	Caseload Capacity	HB Family	HB Child	Pregnant	Due date	Left in Last 30 Days	Total	Deficit
Valarie	12	9	10	2	12/29, 3/20	0	12	0
Debbie	12	9	9	3	11/12, 15, 2/29	0	12	0
	N.							
								-
1000					-	<del></del>		-
Total	24	1	19	5		1	24	0

### **Center Detail**

	enter Deta	11	the state of the s			
Ctr Detail	Servable Capacity	Enrolled Children	Left in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	7	1	8	1 [	0
MacArthur	16	14	1	15	2	1
PlazaFeliz	16	16	0	16	0	0
sow	16	16		16	0	0
Trumbuli	24	19	5	24	3	0
W. Trail	16	16	0	16	0	0
Singing Arrow	8	8	0	8	0	0
Total	104	96	7	103	0	1

Monthly Program Information Summary	1	
October 2019		
# new enrollments families	13	
# new enrollments children	11	
# new enrollments pregnant mom	2	
# children born to pregnant mom	0	
Total new enrollment	13	
# children graduating	10	
# pregnant moms giving birth	4	
# children leaving before turning 3	0	
# pregnant moms leaving before baby	0	
Total leaving	14	- 1227
		% of children up to date/up to date as possible
Children with up to date immunizations	105	91.3
Children up to date as possible on immunizations	- 2	
Children not up to date on immunizations	10	8.7
Continue and		
	# of children and	% of total number of children and pregnant
Eligibility Category	pregnant women	women
income eligible	76	63.3
TANF/SSI	12	10
Foster Child	7	5.8
Homeless	2	1.7
Over Income	22	18.3
Over 130%	2	1.7
	# of children	% of total number of children
Children with IFSPs	23	20

### Child & Family Development Division Staff Vacancies (As of 11/12/19)

### **Early Head Start**

	Number	Sites	Program	
Head Teacher				2 Temps pending 11/12
Teacher	2 (Anna Garcia)	Trumbull MacArthur	EHS	and 11/25 3 Temps pending
Teaching Assistant	1	La Mesa	EHS	1 TA pending
Temps		All during program hours	EHS	
TOTAL	3			

### **City Of Albuquerque EHS**

### 2301 - Average Daily Attendance

Program Term: EHS 2019 - 2020, Program Option: Standard Full Day, Attendance Date: 10/1/2019 - 10/31/2019

### City Of Albuquerque EHS

	Atten	dance Red	cords	Operating		Funde	ed Enrollment	Actua	I Enrollment
	Present	Absent <sup>6</sup>	Neither <sup>7</sup>	Days	ADA 1	Count	% Attendance	Count <sup>2</sup>	% Attendance <sup>3</sup>
Douglas MacArthur	255	57	0	21.00 (avg)	12.14	16	75.89%	14.86	81.73%
La Mesa	100	31	0	21.00 (avg)	4.76	8	59.52%	6.24	76.34%
Plaza Feliz	246	77	2	21.00 (avg)	11.71	16	73.21%	15.38	76.16%
School On Wheels	232	68	0	21.00 (avg)	11.05	16	69.05%	14.29	77.33%
Singing Arrow	126	36	0	21.00 (avg)	6.00	8	75.00%	7.71	77.78%
Trumbull	330	102	0	21,00 (avg)	15.71	24	65.48%	20.58	76.39%
Western Trail	242	92	0	21.00 (avg)	11.52	16	72.02%	15.90	72.46%
City Of Albuquerque EHS	1,531	463	2	21.00 (avg)	72.89	104	70.10%	94.96	76.78%
Report Totals	1,531	463	2	21.00 (avg)	72.89	104	70.10%	94.96	76.78%

<sup>1.</sup> ADA for each clasroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.

<sup>2.</sup> Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days

<sup>3.</sup> Percent Attendance is the Present count divided by the sum of Present and Absent Count

<sup>4.</sup> Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.

<sup>5.</sup> Statuses counted as Present Present (P), Present Offsite(PO), Tardy(T), Left Early(LE), Tardy and Left Early(TLE)

<sup>6.</sup> Statuses counted as Absent: Absent(A), Excused(E), Unexcused(U)

<sup>7.</sup> Statuses counted as Neither: No Class (-), Not Scheduled (N)

Total Barrett - Or Of Early Breeze Barrette Breeze Barrette Breeze Part Character Total Breezes Property			Commence of the Commence of th		COLUMN TO SERVICE SERV	CONTRACTOR OF STREET,	A ST. OF LOT LOSS AND ADDRESS OF THE PARTY O	
	Reacon	Total Dar Reacon	% Of Each Reason Der Clace	# Of Abconcac Dar Clace	Davis Onen de Bannel	Total Doceible Pro	Total Absence Decreptage	Total Dracant

Part	12:18 FM			,				E25745
0   0%   38.46%   39   21   347   2655%   313.5%   313.5%   31   313.5	Reason	Total Per Reason	% Of Each Reason Per Class	# Of Absences Per Class	Days Open (In Range)	Total Possible Presents	Total Absence Percentage	Total Present Percentage
0   0   0   2   2   2   3   3   2   2   3   3   2   3   3	Report: Absence Reasons (Grid)							
Continue	Site: Douglas MacArthur							
Children	Classroom: Infant							
High Resortion   3   1,68%   39   21   147   255.3%   146.00cm   15   28,46%   39   21   147   255.3%   146.00cm   15   28,46%	<blank></blank>	0	%0					
Marcolar   15   38-46%   25   25   25   25   25   25   25   2	Health Reasons	3	7.69%	ş	,	:	200	1
Material   1   1938/4	Parent Choice	15	38.46%	36	77	147	26.53%	73.47%
Page 2012   Page 2013   Page	Unknown	21	53.85%					
Reacoust 4   A   A   A   A   A   A   A   A   A	Subtotals for Classroom: Infant	STATE OF THE PARTY	STATE OF STREET				STATE OF THE PERSON	
Salary   Color   Col								
defler         6         33.3%         18         21         165         1091%           Slavet Appointment         1         5.5%         18         21         165         1091%           Slavet Repointment         1         5.5%         1111%         18         21         165         1091%           Slavet Repointment         2         1111%         1         5.56%         1091%			A Street or other Persons and	Standard Standard			A STATE OF THE PARTY OF THE PAR	Secretaria de la companya del companya de la companya de la companya del companya de la companya
Second	Classroom. Toddler							
Sgious linets         2         1111%         18         21         165         1091%           Sewice Appointment         1         5.56%         1111%         18         21         165         1091%           Research         2         11.11%         11.11         11.11%         11.11%         11.11%	<8lank>	9	33.33%					
Service Appointment   1   5.56%   10.91%   11.11%   18   21   1.65   10.91%   11.11%   11.11%   18   2.12   16.5   10.91%   10.91%   11.11%   11.	Contagious Illness	2	11.11%					
tith Reasons         2         11.11%         18         21         165         1091%           ent Choice         4         22.22%         10.11%         10.56%         10.91%         10.91%           inchown         2         11.11% <td>Developmental Service Appointmen</td> <td></td> <td>5.56%</td> <td></td> <td></td> <td></td> <td></td> <td></td>	Developmental Service Appointmen		5.56%					
11.15   1.256%   1.1118   1.256%   1.1118   1.256%   1.1118   1.256%   1.1118   1.256%   1.1118   1.256%   1.1118   1.256%   1.1118   1.256%   1.1118   1.256%   1.1118   1.256%   1.2581%   1.258	Health Reasons	2	11,11%	18	23	165	10.91%	89.09%
Interven   1   5.56%	Parent Choice	4	22.22%					
Intercent 2 11.11% Intercent 2 1	Religious/Cultural	1	2.56%		Com			
Reasons: 7 In State Reasons: 7 Academ Isa         1.25.81%         2.1         1.41         2.3.66%           Coller In Reasons: 7 State Reasons: 8 State Reasons: 8 State Reasons: 8 State Reasons: 9 State Reaso	Unknown	2	11.11%					
Reacons: 7   Reacons: 7   Reacons: 7   Reacons: 57   Reacons: 57   Reacons: 57   Reacons: 57   Reacons: 57   Reacons: 57   Reacons: 51   32.581%   Reacons: 51   32.581%   Reacons: 5   R	Subtotals for Classroom: Toddler				THE REAL PROPERTY OF			
18   19   19   19   19   19   19   19								
Addler 8 25.81% 31. 21.81% 31. 21. 141. 23.66% 31. 21. 141. 23.66% 31. 21. 141. 23.66% 31. 21. 141. 23.66% 31. 21. 141. 23.66% 31. 21. 141. 23.66% 31. 21. 32.3% 31. 21. 32.3% 31. 21. 32.3% 31. 31. 31. 31. 31. 31. 31. 31. 31. 31.	Total Absences: 18							The state of the s
regions:         57           cdeler         25.81%           rib Reasons         11         35.48%         31         23.66%           ansportation         3         968%         31         21         141         23.66%           other         1         3.23%         31         21         141         23.66%           room: Toddler         8         25.81%         31         21         141         23.66%           Resons: 5         31         34         35         36         36         36           assens: 5         31         32         34         35         36	Subtotals for Site: Douglas MacArthur							
deler         8         25.81%           clank>         8         25.81%           tih Reasons         11         35.48%         31         21         141         23.66%           ansportation         3         9.68%         31         21         141         23.66%           Other         1         3.23%         31         21         141         23.66%           room: Todder room: Todder         8         25.81%         31         34         34           Reasons: 5         31         34         34         34         34								
ddler         25.81%         25.81%           Ellanks         8         25.81%         31         21         141         23.66%           Ith Reasons         11         35.48%         31         21         141         23.66%           ansportation         3         9.68%         31         21         141         23.66%           other         1         3.23%         31         21         141         23.66%           room: Todder Resons: 5         31         31         31         32           a Mesa         33         48.53         32           as Mesa         33         31         32	Site: La Mesa							
Blank>         8         25.81%           Ith Reasons         11         35.48%         31         21         141         23.66%           ansportation         3         9.68%         31         21         141         23.66%           Other         1         3.23%         31         21         141         23.66%           sroom: Toddler         8         25.81%         32         32         34         34           s Mesa         3         34         34         34         34         34           31         31         32         34         34         34           31         31         34         34         34	Classroom: Toddler							
Ith Reasons         11         35.48%         31         21         141         23.66%           ansportation         3         9.68%         31         21         141         23.66%           Other         1         3.23%         3.23%         3.23%         3.23%         3.25.81%         3.	<blank></blank>	8	25.81%					
ansportation         3         9.68%         31         21         141         23.66%           Other         1         3.23%         3.23%         3.23%         3.23%         3.23%         3.23%         3.23%         3.25.81%         3.25.8	Health Reasons	11	35.48%					
Other 1  ent Choice 8  ent Choice 8  rroom: Toddler Reasons: 5  an Mesa  assons: 5	No Transportation	3	9.68%	31	21	141	23.66%	76.34%
ent Choice 8  room: Toddler Reasons: 5 31 8 Mesa 33 31 31	Other	1	3.23%					
Reasons:  A Mesa  A Mesa  A Mesa  A Mesa  B Me	Parent Choice	80	25.81%					
Reasons: a Mesa easons: 5	Subtotals for Classroom: Toddler						The second second	The second second
a Mesa easons: 5	Reasons:							
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	Reasons:							
								Manual Control of the

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2309 - Absence Reasons (Grid)	
139	NO.
11/4/2019	12-18 DA

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				(-E			
Classroom: Loddler							
<8lank>	6	15.52%					
Family Obligation	13	22.41%					
Health Reasons	80	13.79%					
No Transportation	£	5.17%	0	7	891	3671%	62 20%
Other	Þ	6.9%	9	7.7	700	20.7	
Parent Choice	9	10.34%				185047	81
Unknown	14	24.14%				30.36.	1,100
Vacation	1	1.72%				22:13	
Suthertals for Classroom: Toddler							The second secon
Reasons:							
Total Absences: 58	The second second			STATE OF THE PERSON	STATE OF THE OWNER, WHEN		THE REAL PROPERTY AND ADDRESS OF THE PERSON NAMED IN
Classroom: Twos							
<8lank>	1	5.26%					
Family Obligation	1	5.26%		791			
Funeral	1	5.26%					
Health Reasons	4	21.05%	9	7	121	11 52%	28 48%
Non-Custodial Parent Visit	6	47.37%		1	4,4	0.70.44	
Other	0	%0					
Parent Choice	2	10.53%					
Unknown	1	5.26%					
×	CONTRACTOR OF THE PARTY OF						
Total Absence: 19							
aza Feliz		The second second				The second second	
Total Number of Reasons: 10							
Total Absences: 77			The state of the s			The second second	
Site: School On Wheels							
Classroom: Infant							
<blank></blank>	19	70.37%					
Health Reasons	4	14.81%					
Other	1	3.7%	72	21	140	20.45%	79.55%
Parent Choice	2	7.41%					
Vacation	1	3.7%					
-	THE REAL PROPERTY.						THE REAL PROPERTY AND ADDRESS OF THE PARTY AND
Total Number of Reasons: 5							
l							

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2309 - Absence Reasons (Grid)	3 of 5
	F25745

Reason	Total Per Reason	% Of Each Reason Per Class	# Of Absences Per Class	Days Open (In Range)	Total Possible Presents	Days Open (In Range) Total Possible Presents Total Absence Percentage	Total Present Percentage
<blank></blank>	19	-					
Other	14	34.15%	;	į	1		
Parent Choice	7	17.07%	41	77	168	24.4%	75.6%
Unknown	Ŧ	2.44%					
Subtotals for Classroom: Toddler							
Total Absences: 41							
thool On Wh	The state of the s			The second second			
Total Number of Reasons: 6							
Total Absences: 68	STATE AND ADDRESS OF		STATE OF THE PARTY	Service of the service of the	AND DESCRIPTION OF THE PARTY OF	Contraction of the Contraction o	
Site: Singing Arrow							
Classroom: Twos							
<blank></blank>	4	11.11%					
Health Reasons	12	33.33%					
Other	1	2.78%	36	12	163	22.22%	77.78%
Parent Choice	16	44.44%		200			
Unknown	3	8.33%					
Subtotals for Classroom: Twos Total Number of Reasons: 5							
Б.							
Total Number of Reasons: 5							
Classroom: Infant							
Acela /	c	700					
Health Reacons	. 8	36 73%					
No Transportation	2	4.08%				80.480	
Other	4	8.16%	64	71	140	35%	%59
Parent Choice	3	6.12%					
Unknown	22	44.9%			C. CONTRACTOR SECTION		
Subtotals for Classroom: Infant							
Total Number of Reasons: 6							
Therefore Toddler							
Classiconii, Todulei							
<blank></blank>	2	9.52%					
Contagious Illness		4.76%	21	21	144	14.69%	85.31%
Developmental Service Appointment	1	4.76%					

s (Grid)	
<ul><li>Absence Reasons</li></ul>	
2309 -	

Reason	Total Per Reason	% Of Each Reason Per Class	# Of Absences Per Class	Days Open (In Range)	Total Possible Presents	Total Absence Percentage	Total Present Percentage
Health Reasons	2	9.52%					
No Transportation	2	9.52%					
Other	Ŋ	23.81%	21	21	144	14.69%	85.31%
Parent Choice	1	4.76%					
Unknown	7	33.33%					
Subtotals for Classroom: Toddler							
Total Number of Reasons: 8							
Total Absences: 21					The second lines of the least		
Classroom: Twos							
<blank></blank>	2	6.25%					
Family Obligation	1	3.13%					
Health Reasons	3	9.38%		ŧ	į	100 400	400
Other	6	28.13%	37	77	151	21.48%	18.52%
Parent Choice	10	31.25%					
Unknown	7	21.88%					
Subtotals for Classroom: Twos					では、		
Reasons:							
Total Absences: 32		The same of the sa	Contract of the last of the la	The state of the s			
Subtotals for Site: Trumbull  Total Number of Peacone: 0							
Site: Western Trail							
Classroom: Infant							
<blank></blank>	0	%0					
Health Reasons	33	26.9%					
Parent Choice	21	36.21%	85	23	167	34.73%	65.27%
Unknown	1	1.72%					
Vacation	3	5.17%					
Subtotals for Classroom: Infant Total Number of Description							
Classroom: Toddler							
<blank></blank>	0	%0					
Contagious Illness	12	35.29%					
Developmental Service Appointment	1	2.94%	2	,	ţ	100	200
Health Reasons	œ	23.53%	3	7	/97	20.30%	73.64%
Parent Choice	12	35.29%					
Vacation	-	2.94%					

17:18 PM			Z309 - Absence Reasons (Gnd)	ons (Gnd)			5 01 5 E25745
Reason	Total Per Reason	Total Per Reason   % Of Each Reason Per Class   # Of Absences Per Class   Days Open (In Range)   Total Possible Presents   Total Absence Percentage   Total Present Percentage   Total Percentage   Tota	# Of Absences Per Class	Days Open (In Range)	<b>Total Possible Presents</b>	Total Absence Percentage	Total Present Percentage
Subtotals for Classroom: Toddler							
Total Number of Reasons: 6							
Total Absences: 34						The state of the s	
Subtotals for Site: Western Trall							
Total Number of Reasons: 7							
Total Absences: 92							
Report Totals							
Total Number of Reasons: 13							
Total Absences: 463							

### 2371 - CACFP Reimbursement Summary

Program Term: EHS 2019 - 2020, Program Option: Standard Full Day Attendance Date: 10/1/2019 - 10/31/2019

St. Of Albumunana Pite

City Of	Albuquerque	EHS
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ity Of Albuquerque EHS									
	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
EHS 2019 - 2020									
Douglas MacArthur									
nfant	21	7	0	0	86	0	87	75	0
Toddler	21	8	0	0	147	0	146	140	0
Douglas MacArthur	42	15	0	0	233	0	233	215	0
La Mesa									
Toddler	21	9	0	0	96	0	100	94	0
La Mesa	21	9	0	0	96	0	100	94	0
Plaza Feliz								1	
Toddler	21	8	0	0	98	0	99	79	0
Twos	21	9	0	0	135	0	143	93	0
Plaza Feliz	42	17	0	0	233	0	242	172	0
School On Wheels								1	
nfant	21	8	0	0	105	0	104	76	0
Toddler	21	8	0	0	127	0	124	103	0
School On Wheels	42	16	0	0	232	0	228	179	0
Singing Arrow								<del>   </del>	
Twos	21	8	0	0	126	0	125	125	0
Singing Arrow	21	8	0	0	126	0	125	125	0
Trumbuli	I		1						
Infant	21	8	0	0	0	0	0	0	0
Toddler	21	10	0	0	116	0	115	92	0
Twos	21	9	0	0	111	0	117	95	0
Trumbuli	63	25	0	0	227	0	232	187	0
Western Trail			1			<del>-</del>			
Infant	21	9	0	0	59	0	59	58	0
Toddler	21	11	0	0	133	0	131	120	0
Western Trail	42	19	0	0	192	0	190	178	0
City Of Albuquerque EHS	273	109	0	0	1,339	0	1,350	1,150	0
Report Totals	273	109	0	0	1,339	0	1,350	1,150	0

Personnel 1,171,647,00 67779,00 68718 600,547,00 7744,00 6874,

	STATE   STAT															-	The same of the same of	
March   Marc	STATE   STAT		APPROP	AULY	AUGUST	SEPTEMBER	OCTOBER	9	DECEMBER		CURLIARY	MARCH	APRIL.	MAY	ANK. M	AAL SOURNEES	3	
State   Stat	STATE   STAT	Ι.	1 100 003 00	70.001.69	80 040 57	75 604 77	45 081 30									771 778 T		
State   Stat	STATE   STAT	SOUTUL MEGULAN WANES	00.720,801.T	00.150,07	00,040.57	12,000,01	00,100,00									C.00.1 12		
1,77,10,20   2,7	17.14   17.15   17.14   17.15   17.14   17.1	500110 LONGEVITY WAGES		2257.61	2,160.44	291.73										8,600,6		
No. 1, 17, 12, 12, 12, 13, 13, 13, 13, 13, 13, 13, 13, 13, 13	13,15,15,15,15,15,15,15,15,15,15,15,15,15,	S00115 VACATION	•	5.823.61	3.953.38	2.994.99	2,747,40									15,519.3		
Control   Cont	STATE   STAT	SOUTH OTHER DAID ARCENCES	•	3 272 55	309.23	4 177 25	616 03									8,375.0		
Control   Cont	Columb   C	Endang Cuche And Endoggency	•	2 745 85	3 087 15	7 250 44	36 7.90 7									8 371 C1		
Control   Cont	Part	COULT DE MANAGEMENT DAY		70.44	40.78		200000									40.2		
STATE   STAT	STATE   STAT	SOUTH STREET, PARTY PARTY STREET, PARTY STRE		400	9.50													
BENETITY   MARCIN	State   Stat	500201 TEMPORARY	62,620.00															
Part	Bit   Marked   Mark	S00301 DVERTIME		33.31	164.90	305.61	16.18									608.7		
Control   Cont	Comparison   Com			85,145,05	69,735,45	67.023.81	72,532,03									314,436.3		
ENEMETRY   17,000	Figure 1971   17,000   1,000		l	15 ana 15	14 570 75	17 521 05	14 760 57									63 720 7		l
Employing   State   1,578 to   1,528 to	EMPRIFYING   2,240 00   1,250 00   1,750 00   1,453 00   1,444 17 10   1,		40.000	0.000.00	0.000.00	00000	2000									9 000 00		
SERVICE   SECTION   1,500	ENERGINES 22,250.00 17,650.20 17,640.20 15,670.00 17,650.20 15,670.00 17,650.20 17,640.00 17,650.20 17,640.00 17,620	514800 FICA	97,005.00	6,202.47	D'200'A	0.304.54	2000									0.500.00		
The Control   1,725 to   1,725	Section   Control   Cont	515600 OTHER EMPLOYEE BENEFITS	252,176.00	17,965,93	15,418,58	18,693,84	15,679,83									67,758.1	•	
Thirty times   2,560 to   265 to   1,770 to   2,550 to   2,550 to   2,50 t	Thi CAME   22,568 to   1500	S15601 OFR LINFLIDS OVERLICHNING	2 621 00	272 98	179.48	228 37	240.79									881.6		
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Section   Sect	Section   Sect	S21000 OTHER SERVICES	00'000'00															
Colume   1,73   20   20   20   20   20   20   20   2	Course   C	S20500 PROFESSIONAL SÉRVICÉS			500.00											200.00		
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1,100   1,10	17.75   17.75   17.75   17.75   15.10   17.75   15.10   17.75   15.10   17.75   17.7	521544 TELECOM SVC AND EQUIP		25.88		24.86										364.5		_
SECURE   1,759.20   1,779.20   1,597.00   1,797.00	17.95   17.9	C22000 SUIPPLIES	37.368.00		299.94	4.063.82										4,383.7	•	
1,170 cm   1,779 20	1,190   1,792   1,79	2002 02 000 00000																
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1,770 cm	1,100 to   1,25 to   1,27 to   1,2	S22054 SUPPLIES PARENT SERVICES	25,000.00	1,739.23	221.00		450.BZ									2,741.1		
1,170 to	1,110   1,11	S22060 POSTAGE	•	0.58												Q,		
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ENVISE         1,110.00         <	1,110   1,11	COMMUNICATION OF THE PROPERTY														•		
Property	1,597.00   1,597.00   1,597.00   1,597.00   1,597.00   1,597.00   1,597.00   1,597.00   1,597.00   1,597.00   1,597.00   1,597.60	CONTRACTOR CONTRACTOR		****												1 410 0		1
1,797,00   1,797,00	1,797.00   1,797.00	SZSUDO I POMPRIO - GENERACI.		1,110.00												and it		
1,57,00   1,32,50   1,32	1,771.00   1,771.00	523400 DUES/MEMBERSHIPS																
Section   1,375.00   1,322.50   1,375.00	NOTAL   1,275.50   1,225.50   1,225.50   1,225.50   1,275.50   1,275.50   1,275.50   1,275.50   1,275.50   1,275.50   1,275.50   1,275.50   1,275.50   1,275.70   1	523800 REPAIRSMAINT				1 797 00										1,797.0		
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ANATHE EXPRESSION 12,127.0 12,015.72 4,202.79 445.82 22,02.79 445.82 22,02.79 445.82 22,02.79 445.82 22,02.79 445.82 22,02.79 445.82 22,02.79 445.82 22,02.79 445.82 22,02.79 445.72 22,02.79 445.72 22,02.79 12,02.70 12,015.70 1	ANTHO EXPERIENCE STATE	527550 SVCS- RENTALS AND LEASES														•	•	IO/AIGN
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FINAL MATTER CONTINUE TO THE CANALY OF THE CANAL OF THE C	RET THAN ALTO TO THE ALTO TO THE ALTO T	SOUTH OF THE CAME AND OTHER OTHER PORCES																ŀ
## ST NAM AUTO TOTAL CHARGES  ## SERVICE CHARG	FIGURE ALTO CONTROL OF THE CONTROL O	TOTAL MANUAL CONTROL OF THE PARTY AND THE PA																#DIVIDE
Fig. 1   Fig. 2   F	Column   C	SCOOL MACINECON CINCK ITAM ACID																CALCULATION OF THE PARTY OF THE
COLUMN   C	ALS SERVICE CHARGES 28.40  LELS NAME CHARGES 28.40  IN TRANSACTIONS TOAL LETS, SEC. 00 112,242.81 120,423.11 138,729.60 111,446,74  1,775.42 (54.54)  44.966.00  44.966.00	533500 MACH/EQUIP OTHER THAN AUTO																MONOR
ELS   20-40   (20-40)     (20-40)	ANTERIOR CHANGES 22.40  INTERIOR CHANGES 22.40  INTERI	SS TOTAL CAPITAL OUT	ΑΥ	1												•		d
ELS   28 40   125 502   120 402   131 502   131 502   132 502	ELS.   AL SERVICE CHARGES 23.40   23.40   23.40   23.40   23.24.31   23.24.31   23.24.31   23.24.32   23.40   23.24.32   23.40   23.24.32   2	594031 VEHICLE MINTC-MAINTENANCE		29:40												29.6		
JAL SERVICE CHARGES 23:40 (25:42)  INTAMESCOPINS TO ALL  LETS 50.200 (13:24.24) (25:42.54) (25:42.54) (25:42.54) (25:42.54) (25:42.54) (25:42.54)	1 D TRANSACTORIST Total TOTAL 1,177,542.00 (24,54) 1,177,542.00 (24,54) 1,177,542.00 (24,54) 1,177,542.00 (24,54)	594041 VEHICLE MINTC-FUELS																
TOTAL (475.92.00 132.24.11 120.421.11 130.42	TO TRANSACTIONS Tetal TOTAL (#75.582.00 12.242.81 126.423.11 138,729.66 111,446.74  1,875.582.00 (54.54) 41.906.00  44.906.00	S\$ TOTAL INTERNAL SERVICE CHARG		29.40	٠			-					ŀ	ŀ		- 29.4		
10 TRANSACTIONS TOLEM TOTAL (1875-902-00 132-202-01 120-202-01 134	TOTAL (475,582.00 132,244.81 120,428.11 138,728.66 111,446.74 502,848.42 (34.54) (34.54) (34.54)	Sparro Mindent Chere																
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(34,84)	(34.84)	GRAND TOTAL	1,675,562.00		120,429,11	131,729.66	111,446.74			,						502,848.4	ı	28.81%
(34, 64)																		
				(34.64)													Current %	28.81%
			1,875,562,00														Should Be	
			44 006 00														Hardan anther	

# FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY2020 FEDERAL T & TA (3163451) GRANT EXPENDITURES

ACCOUNT	APPROP	JULY	JULY AUGUST	SEPTEMBER	OCTOBER	NOVEMBER			100	PACIFIC SE	FINAL	YTB	PEKAINING	EXPENDED
521010 PRINTING & DUPLICATING	5,000,00			,								•	8,000.00	
521540 US WEST SUMMARY LINE COSTS													•	
522000 SUPPLIES		118.94	554.66									673.60	(673.60)	
522032 SUPPLIES FOOD													•	
522054 SUPPLIES PARENT SERVICES													•	#DIV/O
522060 POSTAGE													•	IO/AIG#
522500 TRAVEL-EXPENSE	10,000,00		1,342.67	1,774.56								3,117.23	6,882.77	31, 17%
522510 TRAVEL (LOCAL/IN STATE)												•	•	#DIV/OI
523000 TRAINING	4.906.00		175.00									175.00	4,731.00	3.57%
523400 DUESAMEMBERSHIPS												ť	•	#DIV/0i
523800 REPAIRS/MAINT														WOI/VIO#
523800 REPAIRS/MAINT												•	•	#DIV/O
527500 CONTRACTUAL SERVICES	25,000,00												25,000,00	0.00%
593110 IDOH OUT - FUND 110	100 mm											100000000000000000000000000000000000000		#D1V/01
52 TOTAL OPERATING EXPENDITURES	44,906,00	118.94	2,072.33	1,774.56							,	3,965,83	40,940.17	8.83%
GRAND TOTAL	44.906.00	118.94	2,072.33	1,774.56					,		•	3,965.83	40,940.17	8.83%

No expenditures in September

Current % 8.8% Should Be 33% Under spent 25% Possible reversion \$ 11,002.84

# FAMILY AND COMMUNITY SERVICES DEPARTMENT EARLY HEADSTART PROGRAM - FY2020 FEDERAL (3163452) MATCH EXPENDITURES

ACCOUNT	APPROP	ABIL	Aliquet	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY FEBRUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE FE	FDAM. EXP.	YTO RI	REMAINING BALANCE ED	% %
SOUTH DECLIE AD WACES	201 969 00	13 469 83	13 358 96	12 921.85	10.034.20									4	49,784.84	152,184,16	24.65%
SOUTH CANODIST WASER		475.11	489.04	443.29											1,408,34	(1,408,34)	#DIV/Oi
SOUTH VACATION		400 46	213.84	1.876.66	1,253,85									.,	3,744.81	(3,744.81)	#DIV/O
SOUTH DAID ARSENCES		743.07	28.05	887.20											1,656.32	(1,656,32)	#DIVID#
SO0125 SICK AND EMERGENCY		627.27	275.61	1,535.49	526.76									•	2,965.13	(2,965.13)	#DIVIO#
S00130 IN IURY TIME																	#DIV/Q
S00201 TEMPORARY															ì	•	#DIV/Qi
500301 OVERTIME			173.97	29.31											203.28	(203.28)	#DIA/Q
SO TOTAL WAGES	201.969.00	15,715,74	14.538.37	17,693.80	11,814.81	-			١,		,			- 36	59,762.72	142,206,28	29.59%
514400 PERA	40,355.00	3,176.32	2,933,99	3,570.44	2,388.55									7	12,069,30	28,285,70	29.91%
514800 FICA	15,450.00	1,146.24	1,054.61	1,291.68	860.44									•	4,352.97	11,097.03	28.17%
\$15600 OTHER EMPLOYEE BENEFITS	40,769.00	2,713.14	2,744,24	2,922.69	2,003.34									¥	10,383.41	30,385.59	25.47%
515601 OEB UNEMPLOYEEMENT/BUS	575.00	42.40	35.93	45.15	35.72										159.20	415.80	27.69%
515602 OEB BASIC LIFE		157.67	144.51	176.40	118.48										597,06	(587.06)	i0/AlO#
\$15700 F/B-RETIREE HEALTH CARE	4,039.00	314.41	287.52	353.15	236.38										1,191,46	2,847.54	29.50%
51 TOTAL FRINGE	101,188.00	7,550.18	7,200.80	8,359.51	5,642.91			•			,			- 2	28,753.40	72,434.60	28.42%
521000 OTHER SERVICES	58,634.00		132.00													58,634.00	
521510 - UTILITIES BLECTRIC																	#DIV/Qi
521540 US WEST SUMMARY LINE COSTS															,	,	#DIV/O
522000 SUPPLIES	98,326,00		1,013.27	693.05	4,892,77									•	6,599.09	91,726.91	6.71%
522032 SUPPLIES FOOD		268.45	222.56												491,01	(491.01)	i0/AIQ#
522054 SLIPPLIES PARENT SERVICES		1 966 98	1 304 95	1.051.52										•	4,323.45	(4, 323, 45)	#DIV/0i
522060 POSTAGE		26.35	73.43	72.16	17.55										189.49	(189.49)	#DIV/0i
522510 TRAVEL (LOCALAN STATE) (522500)	5,000,00	48.72	(31.12)	391.16	131,29										540.05	4,459,95	10.80%
523000 TRAINING																	#DIV/O
523400 DUES/MEMBERSHIPS		132.00	140.00												272.00	(272.00)	10/AIQ#
523800 REPAIRS/MAINT	•																#DIAIO#
527500 CONTRACTUAL SERVICES	15,000,00															15,000.00	0.00%
52 TOTAL OPERATING EXPENDITURES	176,960.00	2,442.50	2,855.09	2,207.89	5,041.61		٠	•				,		÷	12,415.09	164,544.91	7.02%
531000 BUILDING AND OTHER STRUCTURES															,		#DIA/0
533000 MACH/EQUIP OTHER THAN AUTO																	#DIA/Q
533500 MACH/EQUIP OTHER THAN AUTO																	#DIA/O
53 TOTAL CAPITAL OUTLAY	•																#DIV/01
594031 VEHICLE MNTC-MAINTENANCE				1,740.26										•	1,740,26	(1,740.26)	i0/AlO#
594032 VEHICLE OUTSIDE MAINT		239.20	1,312.65											-	1,551.85	(1,551.85)	#DIA/G
594041 VEHICLE MNTC-FUELS	,															1	iD/AIG#
59 TOTAL INTERNAL SERVICE CHARGES		239.20	1,312.65	1,740.26					,				,		3,292,11	(3,292.11)	#DIA/01
591265 TRANSFERS OUT - FUND 265				56,981.32	22,481.78	!								ĸ	79,463,10	(79,463.10)	#OIVIO#
59 INTERFUND TRANSACTIONS Total				56.981.32	22,481,78	-		,	,							1	#DIV/0i
GRAND TOTAL	480.117.00	25.947.62	25.906.91	86.982.78	44.981.31									- 10	104,223.32	375,893.68	21.71%
	т.														l		

Rent Volunteers Volunteers Other Pervices 489,117,00

21.71% 33.33% 11.63% 55,815.68

Current % Should Be Under spent Possible reversion \$

# **City of Albuquerque Early Head Start**

# Action Plan – Area of Non-Compliance

Non Compliance 1302.90 (c)(1)(v)  1302.90 Personnel policies: (c) Standards of Conduct. (1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: (v) Ensure no child is left unsupervised by staff, consultants, contractors, or volunteers while under their care.	of Conduct. (1) A pro Ensure no child is left	gram must ensure al	I staff, consultants, contractors, and volunteers abide by the ff, consultants, contractors, or volunteers while under their	nteers abide by the while under their
Improvement Activity	Lead Person	Timeline	Evidence	<b>Completion Date</b>
Create action Plan	Shana	October 1, 2019		10/1/19
Update Child Health and Safety Policy	Shana	Draft 9/27/19	Approved Child Health and Safety Policy	12/18/19
		Final Draft 12/4/19		
		<b>Policy Council</b>		
		Approval 12/18/19		
Update Child Abuse, Neglect, and Reporting Policy	Claire	Draft 9/27/19	Approved Child Abuse, Neglect, and Reporting Policy	1/8/20
		Final Draft 12/4/19		
		Policy Council Approval 12/18/19		
Create multi-level classroom monitoring checklists and ongoing monitoring	Claire/Shana	10/16/19	Classroom monitoring checklist for head teachers	10/16/19

Conduct ongoing training

Shana/Robi

9/20/19

Tracking frequency SOP
Training agendas

1/8/20

Administrator monitoring checklist for management

oards easily located and 10/13/19 Il classrooms 10/13/19 Il classrooms 10/13/19 Il classrooms 11/20/19 Icil agendas/meeting 1/8/20	agendas/meeting minutes			
DG	Weekly EHS meetings			
<u>a</u>	minutes	61/62/6	Snana	update agendas to include child health and safety as standing item of discussion
DQ		11/20/19	Shana	One-page health and safety overview
8	utilized in all classrooms		staff	classrooms
	Name to face cards eas	10/30/19	Robi/ Classroom	Implement name-to-face cards in
	utilized in all classrooms		staff	classrooms
	Dry erase boards easily located and	10/13/19	Robi/ Classroom	Implement dry erase boards in
	procedures	:		
licies and	Health and Safety policies and			
nclude Child	related materials to include Child			
training overview and 11/20/19	Orientation training ov	11/20/19	Claire/Shana/Robi	Update orientation training
	Monitoring checklists			
1/8/20	Tracking spreadsheet	Ongoing	Claire/Shana/Robi	Conduct routine classroom monitoring
		12/30/19		
		12/27/19		
		12/23/19	<del></del>	
		11/5/19		
		10/11/19	-	
	Sign-in sheets	10/10/19		

# City of Albuquerque Early Head Start

# Action Plan – Area of Non-Compliance

	Ongoing Training	Develop reporting flow chart			9 100	3200		Reporting Policy	Update Child Abuse, Neglect, and							Undate Child Health and Safety Policy	Create action plan	Improvement Activity	matter for which notification or a report to state, tribal, or local authorities is required by applicab	affecting the financial viability of the program, breaches of personally identifiable information, or	immediately or as soon as practicable, related to any significant incidents affecting the health and	1302.102 Achieving program goals. (d) Reporting. (1) A program must submit: (ii) Reports as appropriate, to the responsible HHS official	Non Compliance 1302.102 (d)(1)(ii)	
	Shana/Robi	onana							Claire							Shana	Shana	Lead Person	state, tribal, or loca	am, breaches of per	ted to any significar	orting. (1) A progra		
10/10/19 10/11/19 11/5/19	9/20/19	Final 11/20/19	12/18/19	Approval	Policy Council	12/4/19	Final Draft		Draft 9/27/19	12/18/19	A 5 5 5 5 1	Policy Council	12/4/19	Final Draft		Draft 9/27/19	10/1/19	Timeline	al authorities is requi	sonally identifiable ii	it incidents affecting	am must submit: (ii) I		
Sign-in Sheets	Training Agendas	Flow Clair	2					Reporting Policy	Approved Child Abuse, Neglect, and						Policy	Approved Child Health and Safety	Action Plan	Evidence	red by applicable law.	nformation, or program involvement in legal proceedings, any	the health and safety of program participants, circumstances	Reports as appropriate, to the responsible		
	1/8/20	11/20/13	2 122 122						11/1/19						,	11/1/19	10/1/19	Completion Date		gal proceedings, any	ants, circumstances	HHS official		

				reports
				incidents on quarterly Governing Council
10/31/19	Quarterly Reports	Ongoing	Shana	Report all child health and safety
	and procedures			
	Abuse and Neglect reporting policies			
	related materials to include Child			
11/20/19	Orientation training overview and	11/20/19	Claire/Shana/Robi	Update orientation Training
		12/30/19		
		12/27/19		
		12/23/19		



# City of Albuquerque Early Head Start Program Governance Advisory Committee Bylaws – November 14, 2019

### **ARTICLE I**

### Section A: Early Head Start Program Governance Advisory Committee

The Early Head Start Program Governance Advisory Committee is established in accordance with City Council Legislation No. 0-18-4 and shall be known as the City of Albuquerque Early Head Start Program Governance Advisory Committee, (here in after known as Advisory Committee).

### Section B: Early Head Start Policy Council

The Advisory Committee is aware of the Early Head Start Policy Council. The Early Head Start Policy Council was established in accordance with 45 CFR 1301.3 and Sec. 642(c)(2) of the Head Start Act and shall be known as the City of Albuquerque Early Head Start Policy Council.

### Section C: Principal Office

The principal office for the transaction of business of the City of Albuquerque Early Head Start Program (Program) is located at 1820 Randolph Rd SE, Albuquerque, New Mexico 87106, or other such location as may be determined by the Governing Board.

## ARTICLE II PURPOSE & TASKS

### Section A: Purpose:

This Advisory Committee shall fulfill a range of federally-mandated governance functions while the Albuquerque City Council retains general governing authority which includes legal and fiscal responsibilities in administering and overseeing the Program including the safeguarding of federal funds as required by the Head Start Act.

### Section B: Tasks:

The tasks of the Advisory Committee are:

- Review the development and implementation of Program goals, objectives and policies.
- Review organizational performance and Program progress based on aggregate performance data reports provided by Program management and be familiar with major

- programs, services and initiatives.
- Be familiar with the Program strategic direction and plan that includes an organizational vision, short-term and long-term goals and operational and fiscal objectives.
- Be familiar with procedures and criteria for recruiting, selecting, and enrolling children.
- Be familiar with procedures for selecting Policy Council members.
- Review applications for funding and amendments to applications for funding.
- Review the major financial expenditures and the operating budget of the Program prior to the Program's submittal of the budget to City Council.
- Review all aspects of the independent financial audits of the Program, including review of the draft findings; and track any necessary programmatic actions or changes arising from the audit.
- Participate in Program self-assessment reviews as scheduled by Program management.
- Be familiar with the Early Head Start Program Performance Standards.
- Review the quarterly report that Program staff provide to the Mayor and the City
  Council with Program information summaries, including aggregate performance data
  summaries showing Program progress in meeting school readiness, enrollment,
  attendance reports, family engagement activities, and financial information, including
  subsidies to the Program from other federal, state and local government sources

### Section C: Training and Technical Assistance

The Advisory Committee will receive effective and ongoing training and technical assistance to assist them in the review of program materials.

## ARTICLE III MEMBERSHIP

### Section A: Composition of Advisory Committee:

The Advisory Committee shall consist of five (5) members appointed by the Mayor with the advice and consent of the City Council.

One member must have fiscal/accounting background and expertise.

One member must have early childhood education and development background.

One member must be a licensed attorney.

The remaining members must reflect the community served and include parents of children who are, or were formally, enrolled in Early Head Start programs.

### Section B: Voting Procedure

Election of officers will follow Robert's Rules of Order Newly Revised.

### Section C: Term of Membership:

Advisory Committee members shall serve staggered three (3) year terms. However, of the Committee members first named upon committee formation, two members will have terms

ending July 1, 2019, two members will have terms ending July 1, 2020 and on one will have a term ending July 1, 2021. Members shall not serve more than three (3) consecutive terms.

### Section D: Vacancies:

Vacancies on the Advisory Committee shall ordinarily be filled by appointment of the Mayor with the advice and consent of the City Council.

### <u>Section E: Terminations:</u>

A parent representative who no longer has a child enrolled in the program will serve only until his/her successor can be appointed. The parent will be provided the opportunity to serve as a community representative.

Any Advisory Committee member may resign from Advisory Committee by sending a letter of resignation to the Mayor.

Any Advisory Committee member who misses three (3) regular scheduled Advisory Committee meetings may be considered to have resigned from the Advisory Committee, at the discretion of the Chairperson. If the Chairperson has messed 3 regularly scheduled meetings, initiating the resignation process will be responsibility of the Vice Chairperson.

### **Section F: Voting Rights**

Each member of the Advisory Committee shall have one vote. There shall be no proxy voting by, or for, another member. In special circumstances, a telephone poll may be conducted by the chairperson or their designee. The vote will be ratified at the next Advisory Committee meeting.

### Section G: Conflict of Interest:

No person employed by the Program shall be eligible to be a voting member of the Advisory Committee. Each member shall sign a conflict of interest disclosure form.

### Section H: Duties of Advisory Committee Members:

Upon appointment Advisory Committee members understand that this position bears consequential responsibility. Advisory Committee business is dependent upon member participation and the establishment of a quorum.

All members of the Advisory Committee, by their appointment to the Advisory Committee, agree to:

- Attend all regularly scheduled meetings.
- Arrive on time for all Advisory Committee and committee meetings.

- Actively participate in meetings by reading the agenda prior to the meeting, and if
  possible, discussing matters to be considered with other parents he/she represents.
- Keep informed of the Advisory Committee's purpose, plans and progress.
- Remember the rights of others to express their opinions.
- Consider all information and arguments before voting.
- Debate and discuss the issues, not persons or personalities.
- Accept and support any final decisions of the majority of the Advisory Committee.
- Establish and participate in committees as determined by the Chairperson.
- Promote an open line of communication.

## ARTICLE IV OFFICERS

### **Section A: Officers**

The Advisory Committee shall elect from its membership the following officers: Chairperson, Vice Chairperson, plus such other officers as the Advisory Committee deem necessary.

### Section B: Terms of Office for Officers

Officers shall be selected for a one year term. No officer shall serve more than two (2) consecutive terms.

The term of membership for each member shall begin with the first Advisory Committee meeting following his/her election.

### **Section C: Election of Officers**

After seating Advisory Committee members in the fall of each year, an election for executive officers will be held. The officers include: Chairperson, Vice Chairperson. The duties of these officers are described in Section VI (Duties of Officers) below. An officer shall serve until his/her replacement is duly elected. There will be nominations from the floor.

### Section D: Vacancies

Vacancies among the officers shall be filled by election of a majority vote of the Advisory Committee and shall be for the unexpired portion of the year term of the original person elected officer.

### Section E: Removal

Any officer of the Advisory Committee who fails to perform his/her duties as outlined in the bylaws can be removed by a majority vote of the Advisory Committee.

### **Section F: Duties of Officers**

### The Chairperson shall:

- Preside at all meetings.
- Talk no more than necessary when presiding.
- Have an understanding of the by-laws of the Advisory Committee.
- Have an understanding of basic parliamentary procedures.
- Extend every courtesy in the discussion of motions.
- Call the meetings to order and formally close them.
- Maintain an orderly meeting where all receive an opportunity to be heard but no one dominates the meeting or discussions.
- Note whether a quorum is present and declare the same.
- Review the agenda with the Early Head Start Director or assigned Early Head Start staff prior to each meeting and see that it is shared with each member.
  - At the request of the Early Head Start Director or assigned Early Head Start staff, call special meetings as needed and see that appropriate notices are sent to Advisory Committee.
- Appoint the Vice Chairperson to committee where he/she is not specifically appointed in these by-laws.
- Appoint members to committees on an as-needed basis.
- Vote in case of a tie.
- Serve as an ex-officio member of all committees.

### The Vice Chairperson shall:

- Perform all duties of the Chairperson when the Chairperson is unable to perform anyor all of these duties.
- Preside in the absence of the Chairperson or whenever the chairperson temporarily vacates the chair.
- Assume the office of chairperson in the event of the resignation, termination, or ineligibility of the Chairperson. He/she shall serve until the Advisory Committee elects a permanent Chairperson.

### **Agency Responsibilities:**

The City of Albuquerque is the Program Grantee, which has legal and fiscal responsibility for the Early Head Start Program. A representative from the City of Albuquerque Early Head Start program shall:

- Provide reports to the City Council on a quarterly basis.
- Meet with the Family & Community Services Department's Fiscal Manager to review the monthly fiscal report, and provide a copy of the report to Advisory Committee at regularly scheduled meetings.
- Ensure that all component reports are submitted to Advisory Committee at regularly

- scheduled meetings.
- Ensure that copies of all Advisory Committee minutes are distributed on a regular basis.
- Distribute reports to City Council and Advisory Committee members via e-mail, inter office mail, or regular mail if meetings are not held.
- Ensure that the Community Needs Assessment and the Annual Self-Assessment are reflective of Advisory Committee participation.
- Share the annual Program Information Report (PIR) and Early Head Start Annual Report.
- Provide monthly financial statements, including credit card expenditures.
- Share Program enrollment data, including attendance;
- Provide a monthly report of meals and snacks provided through programs of the Department of Agriculture. (CACFP)

## ARTICLE V MEETINGS

### Section A: Regular Meetings

Advisory Committee shall meet a minimum of four (4) times per year. Advisory Committee and the Governing body will receive meeting schedules once the Advisory Committee sets the meeting dates.

All meetings shall be open to the public and insofar as possible shall be held at a facility owned either by the City of Albuquerque or Bernalillo County.

### Section B: Place of Meeting

The regular meeting place of the City of Albuquerque Early Head Start Program Governance Advisory Committee is one of the Early Head Start child development centers or the Child and Family Development administrative offices.

### **Section C: Special Meetings**

Special Meetings may be called by the Chairperson, as the need arises.

### **Section D: Written Notices**

Regular meeting notices shall be e-mailed to each member of the Advisory Committee and the City Council appointed liaison at least five (5) days prior to the date of each regular meeting.

Notices of special meetings shall be e-mailed to each Advisory Committee members at least three (3) days in advance of the meeting along with an explanation for calling the meeting. If necessary, phone calls may be substituted for written notices of special meetings.

Reasonable notice shall be given to the public prior to any meeting of the Advisory Committee. At least once a year, the Committee shall determine what is reasonable notice to the public of

its meetings; provided that in no event shall notice be less than the notice required for Advisory Committee meetings.

### Section E: Quorum

A majority of the members of the Advisory Committee shall constitute a quorum for the transaction of business. A motion shall carry upon the vote of the majority of the members present at any meeting.

### Section F: Minutes

Minutes shall be kept of each meeting. Meeting minutes will be posted on the City of Albuquerque website.

### Section G: Amendments

These by-laws may be amended or repealed at any meeting of the Advisory Committee by a 2/3 vote of the members present at any regular or special meeting of the Early Head Start Program Governance Advisory Committee. Items required by Program Regulations or Federal and State laws may not be amended or repealed.

## ARTICLE VII EFFECTIVE DATE

These revised By-laws will become effective upon approval by Advisory Committee, having been adopted by the Advisory Committee on Thursday, September 12, 2019.

Advisory Committee Chairperson	Date		-	
These revised By-Laws will become Head Start Governing Body.	effective upon	approval of th	e City of Albuque	erque, Early
City Council President	Date		-	