

EC-19-430



CITY OF ALBUQUERQUE
Albuquerque, New Mexico
Office of the Mayor

Mayor Tim Keller

INTER-OFFICE MEMORANDUM

May 10, 2019

TO: Klarissa Peña, President, City Council

FROM: Tim Keller, Mayor *TK*

SUBJECT: Early Head Start Quarterly Report for January, February and March 2019

The Department of Family & Community Services was directed through Council Bill No. O-14-16 Enactment No. O-2014-016 to provide quarterly reports to the City Council regarding the Early Head Start Program information summaries.

The quarterly report, covering the time period from January through March 2019, includes Reviews and Findings, Enrollment/Risk Management Meeting, Parent Family Community Engagement (PFCE), Governance and Review and Revision of Policy and Procedures during this time period.

Cover Analysis

1. What is it?

The Early Head Start Quarterly Report covers the time period of January, February and March 2019, and includes Reviews and Findings, Leadership Staffing Changes, Enrollment/Risk Management Update, Parent Family Community Engagement (PFCE), Governance and Review and Revision of Policy and Procedures during this time period.

2. What will this piece of legislation do?

Report the status of the Early Head Start Program from January 2019 through March 2019.

3. Why is this project needed?

This Report is in response to Council Bill No. O-14-16 Enactment No. O-2014-016 to provide quarterly reports to the City Council regarding the Early Head Start Program information summaries. Where the Department of Family and Community Services was directed to provide quarterly reports to the City Council regarding Early Head Start.

4. How much will it cost and what is the funding source?

There are no costs associated with this legislation.


The Early Head Start Program is federally funded through the United States Department of Health and Human Services, Administration for Children & Families, Office of Head Start.

5. Is there a revenue source associated with this legislation? If so, what level of income is projected?

There is no revenue source associated with this legislation. This legislation is for informational purposes only.


Legislation Title: Early Head Start Quarterly Report for January, February and March 2019

Recommended:



Sarita M. Nair Date
Chief Administrative Officer 6/10/19

Approved as to Legal Form:



Esteban A. Aguilar, Jr. Date
City Attorney 5-14-19

Recommended:



Carol M. Pierce Date
Director, Dept. of Family & Community Services 5/7/19

FISCAL IMPACT ANALYSIS

TITLE: Early Head Start Quarterly Report for January, February and March 2019

R: O:
 FUND: 265
 DEPT: Family and Community Services

- No measurable fiscal impact is anticipated, i.e., no impact on fund balance over and above existing appropriations.
- (If Applicable) The estimated fiscal impact (defined as impact over and above existing appropriations) of this legislation is as follows:

	2019	Fiscal Years 2020	2021	Total
Base Salary/Wages	-			-
Temporary Wages	-			-
Fringe Benefits at	-		-	-
Fringe Benefits at	-	-		-
Subtotal Personnel	-	-	-	-
Operating Expenses	-			-
Property	-	-	-	-
Indirect Costs	-			-
Total Expenses	\$ -	\$ -	\$ -	\$ -
<input type="checkbox"/> Estimated revenues not affected				
<input checked="" type="checkbox"/> Estimated revenue impact				
Amount of Grant	-	-		-
City Cash Match	-			-
City Inkind Match			-	-
City IDOH	-	-		-
Total Revenue	\$ -	\$ -	\$ -	\$ -

These estimates do not include any adjustment for inflation.

* Range if not easily quantifiable.

Number of Positions created 0

COMMENTS:

COMMENTS ON NON-MONETARY IMPACTS TO COMMUNITY/CITY GOVERNMENT:

PREPARED BY: [Signature] 5/6/19
 FISCAL MANAGER

APPROVED: [Signature] 5-7-19
 DIRECTOR (date)

REVIEWED BY: [Signature]
 EXECUTIVE BUDGET ANALYST

[Signature] 5/9/19
 BUDGET OFFICER (date)

[Signature] 5/8/19
 CITY ECONOMIST

**Early Head Start Quarterly Report
to City Council for
January, February, and March 2019**

I. MAJOR EARLY HEAD START PROGRAM EVENTS:

January, February, and March 2019

The City of Albuquerque Early Head Start (referred to as the City's Early Head Start) program performs an annual comprehensive self-assessment to measure the entire operation's effectiveness in meeting program goals and objectives. The **2019 Self-Assessment** was conducted on February 25-27, 2019 and included community partners who serve as Health Services Advisory Committee members, Family & Community Services (FCS) Department leadership and fiscal staff, and program staff. Self-Assessment (SA) teams reviewed and documented information on the program content areas of Program Governance, Leadership, Management & Fiscal; Education, Child Development & Disabilities; ERSEA, Health & Safety Practices; and Family and Community Engagement. SA teams also explored system issues, formulated discoveries and recommendations for program planning improvements, and provided timelines. The City's Early Head Start Program Improvement Plan outlines action steps and designated timelines for enrollment, school readiness, family and community engagement, comprehensive health services, program infrastructure and operations, and professional development and staff training.

The **2019 Administration for Children & Families (ACF) Office of Head Start (OHS) Grantee site visit** with Sonya Guzman, Program Specialist and the City's Early Head Start program occurred on February 28, 2019. The visit consisted of center site visits and discussions with key management, leadership, teachers, and home visitors on program content areas including Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA), Family & Community Engagement, and data aggregation and management. Recommendations included strengthening active supervision of children in city operated Early Head Start centers and the need to reduce the Early Head Start hours to 6.5 hours per day with a separate plan for wrap around care. This recommended structure will allow teaching staff adequate lesson planning time for classroom activities. Highlights of the visit included observations of intentional staff interaction and engagement with the children at the center site visits, and an examination of the classroom setups that indicated no blind spots in the classroom, ensuring children's safety.

An incident of a **child left unattended and unsupervised** occurred on March 1, 2019 at the Trumbull Early Head Start Center involving a sixteen (16) month child. Formal reports were initiated and made to the Children, Youth, & Families Department, Licensing Bureau and ACF/Office of Head Start. Incident reports and administrative action documentation were provided to respective agencies.

The City's Early Head Start program participated in the off-site **Head Start Federal Monitoring Focus Area One (FA1)** review on March 04-07, 2019. The FA1 federal monitoring review covered program content areas and topics on the strengths and needs of children and families in the community; staffing structure and program design that meets the needs of children and families; approaches to education and child development, health, and family and community engagement services; fiscal infrastructure and capacity; and program governance & accountability. Parents and members of Policy Council, community partners who serve as Health Services Advisory Committee members, Family & Community Services (FCS) Department leadership and fiscal staff, and program staff participated in the review for various content area discussions throughout the week. The final FA1 monitoring report detailing areas of strength, areas of concern, and program improvement recommendations will be received within thirty (30) days upon completion of the review.

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The 2019-2020 United States Department of Health & Human Services (DHHS) Administration for Children & Families (ACF) **Early Head Start Continuing Grant Application** (Year 2) will be due on April 1, 2019 and efforts are underway to ensure timely completion of the grant application and City Council legislation requirements.

Office of Head Start – Region VI 2019 Wellness Institute

Early Head Start key management staff attended the Region VI 2019 Wellness Institute training on January 28-30, 2019 in Dallas, TX hosted by the Office of Head Start. The 2019 Region VI Wellness Institute discussed key factors to help the City's Early Head Start program create and maintain an effective approach to support staff health and wellness. The working sessions included innovative strategies for programs to support reduction in stress and an increased focus on individual wellness which impacts the classroom or home learning environments. The City's Early Head Start program's intent is to create a "wellness committee" for staff, and this training will help move this initiative forward to full implementation as required by the Head Start Program Performance Standards (HSPPS) 1302.93 Staff Health and Wellness. The information is shared with teachers and home visitors during scheduled in-service professional development training, reinforcing the importance of staff and family wellness in support of school readiness and quality family and child outcomes.

2019 Early Head Start Program Highlight - Home Education Program - Families receiving home based (home visiting) Early Head Start services participate in monthly family engagement socialization opportunities which include parent education and training. A CPR and First Aid certification training course was provided to families in January 2019 and the training was available in English and Spanish for dual language families. Oral health education and preventive care information, stressing healthy oral hygiene habits was provided to families in March 2019 and available in English and Spanish.

II. ENROLLMENT UPDATE

January, February, and March 2019 - The City's Early Head Start program is funded for a total of 128 children and has met full enrollment in both the center and home based program options for the months of January, February, and March 2019.

- **January 31, 2019**, the total reportable enrollment (actual + withdrawn/dropped in last 30 days) for Early Head Start was **128**:
 - The City-operated Early Head Start center based enrollment is 104 out of 104
 - Home Based enrollment is 24 out of 24
- **February 28, 2019**, the total reportable enrollment (actual + withdrawn/dropped in the last 30 days) for Early Head Start was **128**:
 - The City-operated Early Head Start center based enrollment is 104 out of 104
 - Home Based enrollment is 24 out of 24
- **March 31, 2018**, the total reportable enrollment (actual + withdrawn/dropped in last 30 days) for Early Head Start was **128**:
 - The City operated Early Head Start center based enrollment is 104 out of 104
 - Home Based enrollment is 24 out of 24

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Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacant for over 30 days; Head Start Program Performance Standard (HSPPS) Enrollment 1302.15.

III. GOVERNANCE

Early Head Start Policy Council – January, February, and March 2019

- A. January 2019 Meeting – In Session.
- **January 16, 2019 – Action Item:** The Early Head Start Policy Council approved the following policies and procedures revisions:
 - 2018-19 Early Head Start Program Operations:
 - a) Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) Services – HSPPPS 1302, Subpart A.
 - b) Transportation Services – HSPPS 1303.70
- B. February 20, 2019 Meeting – Not in Session; did not meet quorum.
- **February 02, 2019 – Program Governance Training** - Parliamentary procedures on Robert’s Rule of Order for Policy Council officers, membership, and Early Head Start staff.
- C. March 20, 2019 Meeting – Not in Session; did not meet quorum.
- D. March 27, 2019 Emergency Meeting – In Session.
- **March 27, 2019 – Action Item:** The Early Head Start Policy Council approved the following:
 - 2019 City of Albuquerque Early Head Start Self-Assessment Final Report
 - 2019-2020 United States Department of Health & Human Services (DHHS) Administration for Children & Families (ACF) **Early Head Start Continuing Grant Application**
- E. Communication efforts to encourage parent participation in Policy Council meetings include monthly mail out of Policy Council meeting reminders to membership, call arounds to Policy Council members 3 days prior to the Policy Council meetings, and monthly parent meetings at each City operated center includes Policy Council updates, parent recruitment for Policy Council, and information on the next meeting date.

Advisory Governing Body – January, February, and March 2019

A. January 2019

- The Early Head Start Governance Advisory Committee has seated content experts in fiscal/accounting and early childhood education, a licensed attorney, a community representative, and a current Early Head Start parent:
 - **Early Head Start Governance Advisory Committee:**
 - a) Sara Brownstein, CPA CFE, Department of Workforce Solutions, Financial Reporting & Accounting Manager – appointed.
 - b) Arra Carbajal, Early Childhood Services Director, Native American Professional Parent Resources – appointed.
 - c) Abukdo Estrada, Licensed Attorney, New Mexico Center on Law & Poverty – appointed.
 - d) Mayra Acevedo, Community Advocacy Manager, Partnership for Community Action – appointed.
 - e) Stephanie Pickup, Early Head Start Policy Council Member & Parent – applied.

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- B. **February 21, 2019** – 1st Meeting with Early Head Start Governance Advisory Committee members to provide a program orientation to Early Head Start explaining the mission, eligibility requirements, service area, service hours, content areas of the program, program options, etc. Program component reports were shared on enrollment, attendance and meal counts, financial statements and P-Card expenditures, and school readiness.