



Mayor Tim Keller

EC-20-50
CITY OF ALBUQUERQUE
Albuquerque, New Mexico
Office of the Mayor

INTER-OFFICE MEMORANDUM

January 30, 2020

TO: Patrick Davis, President, City Council

FROM: Tim Keller, Mayor *TK*

SUBJECT: Early Head Start Quarterly Report for October, November, and December 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 October through December 2019, includes Reviews and Findings, Program Highlights, Staffing, Enrollment, and Governance Updates.


Legislation Title: Early Head Start Quarterly Report for October, November, and December 2019

Recommended:

Approved as to Legal Form:



Sarita M. Nair Date
Chief Administrative Officer 2/8/20



Esteban A. Aguilar, Jr. Date
City Attorney 2-13-20

Recommended:



Carol M. Pierce Date
Director, Dept. of Family & Community Services 2-5-20

Cover Analysis

1. What is it?

The Early Head Start Quarterly Report covers the time period of October, November, and December 2019 and includes Reviews and Findings, Program Highlights, Staffing, Enrollment, and Governance Updates.

Procedures during this time period.

2. What will this piece of legislation do?

Report the status of the Early Head Start Program from October 2019 through December 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.

FISCAL IMPACT ANALYSIS

TITLE: Early Head Start Quarterly Report for October
2019, November 2019 , December 2019

R: O:
FUND: 285
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:

	2020	Fiscal Years 2021	2022	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 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

COMMENTS:

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

PREPARED BY:

APPROVED:

[Signature] 2/5/2020
FISCAL MANAGER

[Signature] 2/5/20
DIRECTOR (date)

REVIEWED BY:

[Signature]
EXECUTIVE BUDGET ANALYST

[Signature] 2/6/2020
BUDGET OFFICER (date)

[Signature] 2/5/2020
CITY ECONOMIST

Early Head Start Quarterly Report
to City Council for
October, November, and December 2019

I. MAJOR EARLY HEAD START PROGRAM EVENTS

Areas of Non-Compliance Action Plan

The City of Albuquerque received a Program Performance Summary Report from the Administration for Children and Families (ACF) on 9/10/19 detailing areas of non-compliance resulting from a monitoring review of the City of Albuquerque Early Head Start program conducted on 8/21/19, following the program's report of a child left unattended on 7/15/19 at the Trumbull site. The City's Early Head Start program was found to be out of compliance with the applicable Head Start Performance Standards (HSPS) 1302.102 (d)(1)(ii) and 1302.90 (c)(1)(v) pertaining to supervision and reporting. The timeline for the City's Early Head Start program to implement corrective action is 120 days from receipt and concludes on January 13, 2020. The following action items were in the process of development and/or implementation during the fourth quarter of 2019 to address the areas of non-compliance:

- 1 - Action Plan and Narrative
- 2 – Updates to the existing Child Health and Safety Policy
- 3 – Updates the existing Child Abuse and Neglect Policy
- 4 – Creation of a Child Abuse and Neglect Reporting Policy and flow chart
- 5 – Updates to the existing Active Supervision Policy
- 6 – Updates the existing City of Albuquerque Early Head Start Code of Conduct
- 7 – Documentation of Policy Council Agenda, Meeting Minutes, and Sign-In sheet, 12/18/19 to demonstrate approval of policies and procedures
- 8 – Updated Orientation Checklist to include review of updated policies and procedures and creation of a one-page health and safety overview
- 9 – Documentation of employee confirmation of policy receipt and understanding
- 10 – Updated Monitoring checklist, Monitoring tracking spreadsheet, and *Sample* completed checklists
- 11 – Updated Accident/Incident Report to include reporting timelines
- 12 – New ratio tracking sheet template and *Sample* completed forms
- 13 – New ratio dry erase board template and *Sample* completed classroom dry erase boards

- 14 – Training agendas, content and sign-in sheets for 9/20/19, 10/10/19, 11/5/19, and 12/23/19, 12/30/19 documenting ongoing training on health and safety topics
- 15 – Early Head Start weekly leadership meeting agendas and sign-in sheets (sample), Early Head Start Program Governance Advisory Committee meeting agenda and minutes 11/19/19, Early Head Start Quarterly Report to City Council (Governing Board) Quarter 3, 2019 documenting ongoing communication with stakeholders regarding health and safety

All items will be submitted to the Office of Head Start (OHS) on or before January 13, 2020. A response from OHS regarding the corrective action plan is expected 4-6 weeks after submission and will be shared with stakeholders.

Professional Development

The City of Albuquerque Early Head Start program conducts ongoing professional development training throughout the year. Four training days were scheduled during the fourth quarter of 2019 and consisted of the following topics:

- 10/10/19 – Active Supervision (Classroom Transitions, Schedules and Routines)
- 11/5/19 – Lifesavers and diaper changing
- 12/23/19 – Substance Abuse training
- 12/30/19 - Policies and Procedures (Code of Conduct, Active Supervision, Child Health and Safety, Child Abuse, Neglect, and Reporting, Reporting)

All training is documented via detailed agendas and staff sign-in sheets.

Family Survey

A family survey was conducted in December, 2019. A total 95 families participated in the survey for a 74% participation rate. Results will be shared with staff and key stakeholders in early 2020.

Home Base

The City of Albuquerque Early Head Start home based program is required to provide 22 socializations per year. Socializations provide an opportunity for families participating in the home based program to interact, learn, and support one another. The following socializations took place in September through December.

Date/Time	Location	Developmental Focus Areas
September 13 th 10:00 – 12:00	A Park Above	Sensory, Perceptual Motor and Physical Development
September 27 th 5:00 – 7:00	Family Movie Night	Social Emotional, Parent Child Relationships
October 9 th 12:00 – 2:00	Financial Literacy	Community Engagement, Parent Education, Economic

		Stability
October 23 rd 9:45 – 12:00	McCalls Pumpkin Patch	Language, Literacy, Social Emotional
November 22 nd 4:00 – 6:00	Barrett House (Women’s Homeless Shelter)	Community Engagement, Family Well-being
December 20 th 3:00 – 5:00	Holiday Make & Take craft activity & River of Lights	Sensory, Motor, Physical Development, Parent Child Relationships

In the spirit of giving (Thanksgiving), the home based socialization for the month of November was held at the Barrett House homeless shelter. Program families collaborated to serve dinner to the women and children of the Barrett House. This event was empowering to the families who participated and provided an opportunity for the Early Head Start families to serve their community.

Community partnerships form the foundation of the City of Albuquerque’s Early Head Start program. In the fourth quarter of 2019, Early Head Start collaborated with Nusenda Credit Union to provide financial literacy training for families and New Mexico Department of Health to provide training on childhood injury prevention and oral health including fluoride varnish for children. In addition, a partnership Sprouting Kitchen allowed families to receive training from a registered dietician /nutritionist in the form of an outdoor cooking class at local organic farm. Home visitors also participate in monthly meeting of the Bernalillo County Home Visitors Workgroup to network and learn with other home visiting programs in the community.

II. STAFFING UPDATE (staffing charts for Oct. Nov. Dec)

As of December 31, 2019 there was 5 staff vacancies comprised of two teachers and three teaching assistants. Vacancies are posted and interviews conducted on a monthly basis.

III. ENROLLMENT UPDATE

The City of Albuquerque is funded for a total of 128 children. Total funded enrollment is comprised of 104 center based slots and 24 home based slots. The City of Albuquerque Early Head Start program is considered fully enrolled when total reportable enrollment is at or above 97%.

October – The total reportable enrollment for was 127 (99%)

- Center based enrollment was 103
- Home based enrollment was 24

November – The total reportable enrollment for was 125 (97%)

- Center based enrollment was 101
- Home based enrollment was 24

December – The total reportable enrollment for was 127 (99%)

- Center based enrollment was 103
- Home based enrollment was 24

Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacant for over 30 days.

IV. GOVERNANCE

Policy Council

- October 2019 meeting - Not in session; did not meet quorum.
- November 2019 meeting – Not in session; elections for new policy council members taking place.
- December 2019 meeting – In session; quorum met. Action items included approval of new and updated policies and procedures:
 - Code of Conduct
 - Reporting
 - Child Health and Safety
 - Child Abuse and Neglect
 - Active Supervision

Family meetings were conducted at every center November 11-22, 2019. Meetings provided families the opportunity to learn about the role of policy council in governance of the Early Head Start program. Member expectations, responsibilities, and benefits were shared with families. Each center collected nomination forms and a ballot was created. Voting took place the week of December 9, 2019. Policy council members were announced via email on December 13, 2019. Each policy council member will serve a one year term.

Governing Advisory Committee

Early Head Start Governing Advisory Committee meetings take place quarterly. The fourth quarter meeting was held on November 19, 2019. Quorum was not met and no action items conducted. Next meeting will take place in February, 2020.

Program Director

The Early Head Start Program Manager was reassigned to Family and Community Services in City Hall in late August of 2019, resulting in a leadership change for the Early Head Start Program during her reassignment.