

EC-20-194



Mayor Tim Keller

CITY OF ALBUQUERQUE
Albuquerque, New Mexico
Office of the Mayor

INTER-OFFICE MEMORANDUM

October 1, 2020

TO: Pat Davis, President, City Council

FROM: Tim Keller, Mayor 

SUBJECT: Early Head Start Quarterly Report for July, August and September 2020


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 July, August and September 2020, includes COLA/Quality Improvement Award, COVID-19 Supplemental Funds, EHS Grant Renewal Award, Leadership Staffing Changes, Enrollment Update, COVID-19 Re-Entry Plan, 2020 Community Assessment Update and Governance during this reporting period

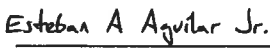
Legislation Title: Early Head Start Quarterly Report for July, August and September 2020

Recommended:

Approved as to Legal Form:

 10/23/20


Sarita M. Nair **Date**
Chief Administrative Officer

DocuSigned by:
 10/16/2020 | 1:35 PM

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Esteban A. Aguilar, Jr. **Date**
City Attorney

DS


Recommended:

DocuSigned by:
 10/14/2020 | 2:00 PM MDT

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Carol M. Pierce **Date**
Director, Dept. of Family & Community Services

Cover Analysis

1. What is it?

The Early Head Start Quarterly Report covers the time period of July, August and September 2020, and includes COLA/Quality Improvement Award, COVID-19 Supplemental Funds, EHS Grant Renewal Award, Leadership Staffing Changes, Enrollment Update, COVID-19 Re-Entry Plan, 2020 Community Assessment Update and Governance during this reporting period.

2. What will this piece of legislation do?

Report the status of the Early Head Start Program from July 2020 through September 2020.

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.

**Early Head Start Quarterly Report
to City Council for
July, August, and September 2020**

I. MAJOR EARLY HEAD START PROGRAM EVENTS:

July, August, and September 2020

EHS worked with the division on developing a Health & Safety re-entry plan for August 12th start date for mixed-model in-person and virtual learning

Early Head Start Program Highlight – 2020

EHS staff participated in Pre-Service Training the first week of August in preparation for the 2020-2021 program year.

Centers re-opened providing services in a virtual learning platform in July and effective August 12th services were provided on a hybrid model to include 50% in-person learning and 50% virtual learning.

School on Wheels- Closure/ Safety Plan- SOW closed following an incident where a parent brought her child to school, completed the COVID Health and Safety Screen responding “no” to all questions, only to call the center later in the day to inform staff that her COVID test results came back positive. All center protocols were executed and the center closed

II. STAFF VACANCIES

Staffing is low as a result of voluntary separation, transfers to other departments and employees out on protected leave with a few going into physical layoff status due to choosing not to return to duty after exhausting all FMLA hours.

Trends that we are seeing among applicants are, not meeting the minimum qualifications of the position (as dictated by the Head Start Performance Standards) in which they have applied for, applicants opting to continue drawing unemployment rather than returning to the workforce, applicants accepting the invitation to interview, however, not reporting as scheduled for the interview, and applicants being intrigued by the advertised pay ranges for positions, but are no longer interested when the offer is made at the base of the wage with education level and experience not being taken into account.

III. ENROLLMENT UPDATE

July, August, and September 2020- The City’s Early Head Start program is funded for a total of 128 children and is under-enrolled in both the center and home-based program options for the months of July, August, and September 2020. Under-enrollment is attributed largely due to families not being ready to return their child to in-person learning, families finding virtual learning impractical due to the age of their children and other parents following APS closely and not wanting to return to in-person learning until APS resumes 100% in-person learning

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.

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IV. GOVERNANCE

Early Head Start Policy Council – July, August, and September 2020

July 2020 Meeting – Meeting Scheduled

A. July 2020 Meeting – Meeting Scheduled/No Attendees

B. August 2020 Meeting – In Session.

- **August 14, 2020 – Action Item:** The Early Head Start Policy Council approved the following:

a) **Enrollment**-Total funded enrollment of 128 slots, 104 for center-based and 24 for home based. Total reportable enrollment at 116; center 96 and home based 20.

b) **Enrollment Monthly Summary.**

- New Enrollment-families (1), children (1), pregnant moms (1), number of children born (0); total new enrollment (1).
- Total leaving program (20) – transitioning children (20), pregnant moms giving birth (0), children leaving before turning 3 (3), pregnant moms leaving before having baby (0). Children up to date on Immunizations (84), children up to date as possible on immunizations (0), children not up to date (11).

c) **Eligibility Category** – income eligible (61), TANF/SSI (6), Foster Child (3), Homeless (5). Over income (18), Over 130% (3), Children w/IFSPs (13).

d) **Attendance** – Head Start Program Performance Standard (HSPPS) Attendance 1302.16 (b) indicates 85% attendance rate or better for center-based program.

City operated Early Head Start centers classroom attendance rates:

- Douglas MacArthur 74.29%,
- La Mesa 92.86%
- Plaza Feliz 70.97%
- School on Wheels -87.50%
- Singing Arrow- 0%- Center Closed
- Trumbull-0%- Center Closed
- Western Trails 78.69.82%

Overall center-based program attendance totals – 77.73%; total number of absences - 55.

e) **Meal Counts** – Total number of children served- 25

- Breakfast-(189)
- Am Snack- N/A
- Lunch (189)
- PM Snack (162)
- Supper- N/A

f) **Budget** - Financial statements provided to policy council membership:

- Federal Grant – year to date (YTD) expenditures \$113,581
- Training/Technical Assistance (T/TA) – year to date expenditures \$0
- City Match – year to date expenditures \$17,021

C. September 2020 Meeting – In Session.

- **September 16, 2020 – No Action Items:** Quorum Not Met

**Early Head Start Quarterly Report
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- a) **Enrollment**-Total funded enrollment of 128 slots, 104 for center-based and 24 for home based. Total reportable enrollment at 123; center 92 and home based 21.
- b) **Enrollment Vacancies** - includes 5 enrollment slots for the center-based program. Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacated over 30 days; Head Start Program Performance Standard (HSPPS) Enrollment 1302.15.
- c) **Enrollment Monthly Summary.**
 - New Enrollment-families (1), children (1), pregnant moms (0), number of children born (0); total new enrollment (1).
 - Total leaving program (4) - graduating children (4), pregnant moms giving birth (0), children leaving before turning 3 (0), pregnant moms leaving before having baby (0). Children up to date on Immunizations (77), children up to date as possible on immunizations (0), children not up to date (10).
- d) **Eligibility Category** – income eligible (55), TANF/SSI (6), Foster Child (3), Homeless (5). Over income (2), Over 130% (17), Children w/IFSPs (16).
- e) **Attendance** – Head Start Program Performance Standard (HSPPS) Attendance 1302.16 (b) indicates 85% attendance rate or better for center-based program.

City operated Early Head Start centers classroom attendance rates:

- Douglas MacArthur 63.25%,
- La Mesa 70.37%,
- Plaza Feliz 81.62%
- School on Wheels -N/A
- Singing Arrow- N/A
- Trumbull-N/A
- Western Trails 79.17%

Overall center-based program attendance totals – 74.83%; total number of absences - 108.

- f) **Meal Counts** –Total number of meals served (2465)
 - Breakfast-(312)
 - Am Snack- N/A
 - Lunch-(310)
 - PM Snack-(246)
 - Supper- N/A
- g) **Budget** - Financial statements provided to policy council membership: No Current Data from Fiscal. Data as of August 2020
 - Federal Grant – year to date (YTD) expenditures \$794,789.30
 - Training/Technical Assistance (T/TA) – year to date expenditures \$11,595.32
 - City Match – year to date expenditures \$183,535,28

D) Ongoing efforts to encourage parent participation in Policy Council meetings include monthly mail out of Policy Council meeting reminders to membership and call rounds to Policy Council members 3 days prior to the Policy Council meetings. Monthly parent meetings at each City-operated center include Policy Council updates, parent recruitment for Policy Council, and information on the next meeting date.

Advisory Governing Body – July, August, and September 2020

- A. July 2020 - Not in Session.
- B. August 2020– Not in Session
- C. September 2020 – Not in Session
- D. Next Meeting Scheduled – TBD