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Instructions

Provisions of the New Mexico Sunset Act (12-9-19 NMSA 1978) require the Legislative Finance Committee (LFC) to schedule public hearings to receive testimony and determine if boards and commissions scheduled for sunset should be recommended for extension or be allowed to terminate.

Please complete and return the following agency self-evaluation report to the LFC. Your department is responsible for demonstrating a public need for continuation of regulatory authority and recommending necessary amendments to enabling statutes that would improve operational efficiency. You may add or remove additional rows in any of the tables or replace the tables with your own charts and information where appropriate. We would appreciate your analysis, recommendation, and completed questionnaires by June 30, 2016. Contact LFC Sunset Review committee staff with any questions about this report.

Contact Information:

Sunny Liu
Fiscal Analyst
Legislative Finance Committee
325 Don Gaspar
Santa Fe, NM 87501
Telephone: 505.986.4550
Direct Line: 505.986.4572
sunny.liu@nmlegis.gov

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I. Agency Contact Information

A. Please fill in the following chart.

Table 1: Key Agency Contacts

Position Title	Name	Address	Telephone & Fax Numbers	Email Address
Bureau Chief, Office of Child Development – ELAC support staff	Alejandra Rebolledo Rea	1120 Paseo de Peralta, Santa Fe NM	505-827-3678	Alejandra.rebolledo@state.nm.us

II. Key Functions and Performance

A. Provide an overview of your agency’s mission, objectives and key functions.

As per SB120 the Early Learning Advisory Council’s (ELAC) purpose is:

“The Council shall lead the development or enhancement of a high-quality, aligned, comprehensive system of early childhood development and care, that ensures statewide coordination and collaboration among the wide range of early childhood programs and services within the state, including child care, Early Head Start, Head Start, Federal Individuals with Disabilities Education Act programs for preschool, infants and families and pre-kindergarten programs and services”.

The Council shall assist and make recommendations to Children, Youth and Families Department (referred hereafter as “the department”) and the legislature on:

- III-1-1 The most efficient and effective way to leverage state and federal funding for early childhood care and education, including on grant applications made by the department to benefit the fund.
- III-1-2 How to coordinate and align an Early Childhood Care and Education System to include: Child Care, Pre-Kindergarten, Home Visitation, Early Head Start, Head Start, Early Childhood Special Education, Early Intervention and Family Support. And how to provide New Mexico families with consistent access to appropriate care and education services.
- III-1-3 In developing recommendations, the Council shall:
 - (a) Consider how to consolidate and coordinate resources and public funding streams for early childhood care and education and ensure the accountability and coordinated development of all early childhood care and education services.
 - (b) Consider a system of seamless transition from prenatal to early childhood programs to kindergarten.
 - (c) Take into account a parent's decisive role in the planning, operation and evaluation of programs that aid families in the care and education of children.
 - (d) Examine ways to provide consumer education and accessibility to early childhood care and education resources.
 - (e) Consider the advancement of quality early childhood care and education programs in order to support the healthy development of children and preparation for their success in school.
 - (f) Consider the development of a seamless service delivery system with local points of entry for early childhood care and education programs administered by local, state and federal agencies.

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- (g) Ensure effective collaboration with state and local child welfare programs and early childhood health and behavioral health programs.
- (h) Consider how to develop and manage effective data collection systems to support the necessary functions of a coordinated system of early childhood care and education. Track children through the education system from prenatal to early childhood to kindergarten to higher education, in order to enable accurate evaluation of the impact of early childhood care and education.
- (i) Focus on the diversity, cultural heritage and strengths of the families and communities of the state.
- (j) Consider the development of an aligned system of professional development for professionals providing early childhood care and education.
- (k) Consider the establishment of an administrative framework to promote the development of high quality early childhood care and education services that are staffed by well-qualified professionals and are available in every community for all families that express a need for them.

B. Do your key functions continue to serve a clear and ongoing objective? Explain why each of these functions is still needed. What harm would come from no longer performing these functions?

There is no written record of recommendations provided to the department by ELAC.

C. What evidence can your agency provide to show your overall effectiveness and efficiency in meeting your objectives?

There is no written record of recommendations provided to the department by ELAC..

D. Does your agency's enabling law continue to correctly reflect your mission, objectives, and approach to performing your functions? Have you recommended changes to the Legislature in the past to improve your agency's operations? If so, explain. Were the changes adopted?

No changes have been recommended since the original legislation passed.

E. Do any of your agency's functions overlap or duplicate those of another state or federal agency? Explain if, and why, each of your key functions is most appropriately placed within your agency. How do you ensure against duplication with other related agencies?

F. In general, how do other states carry out similar functions?

The State Advisory Councils (SACs) function to support the early learning system by helping with research, recommendations, white papers, etc.

G. What key obstacles impair your agency's ability to achieve its objectives?

The ELAC members are volunteer and have not been able to get organized to do research, implement and evaluate strategic plan and partner with early learning agencies.

H. Discuss any changes that could impact your agency's key functions in the near future (e.g., changes in federal law or outstanding court cases).

State Advisory Councils are no longer mandated by federal law.

I. What are your agency's biggest opportunities for improvement in the future? Are these included in your agency's strategic plan?

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J. In the following chart, provide information regarding your agency’s key performance measures including outcome, input, efficiency, and explanatory measures.

Table 2: Key Performance Measures

No.	Performance Measure	FY15 Actual	FY16 Actual	FY16 Target	FY17 Target
1	None registered				
2					
3					
4					
5					
6					

K. If applicable, explain why certain targets for key performance measures were not met.

III. History and Major Events

A. Provide a timeline of your agency’s history and key events, including:

- the date your agency was established;
- the original purpose and responsibilities of your agency;
- major changes in responsibilities or statutory authority;
- changes to your policymaking body’s name or composition;
- significant changes in state/federal legislation, mandates, or funding;
- significant state/federal litigation that specifically affects your agency’s operations; and
- key changes in your agency’s organization (e.g., a major reorganization of the agency’s divisions or program areas).

Table 3: Agency History and Major Events

Year	Major Event
2011	SB120 signed. ELAC was enacted
2012	ELAC By-Laws created, Chair elected. Composition reflected SB120

IV. Policymaking Structure

A. Complete the following chart providing information on your policymaking body members.

Table 4: Policymaking Body

Member Name	Term/Appointment Dates/Appointed by (e.g., Governor, Lt. Governor, Speaker)	Qualification (e.g., public member, industry representative)	City
Shannon Rivera	2015/Governor	Higher Education Rep	Silver City
Heather Vaughn	2013/Governor	LEA	Albuquerque
Andy Gomm	2012/Governor	Part C Representative	Santa Fe

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Barbara Tedrow	2012/Governor	Early Care Rep	Farmington
Rebecca Dow	2012/Governor	Early Care Rep	Truth or Consequences
Erica Stubbs	2012/Governor	Head Start	Albuquerque
Janis Gonzales	2015/Governor	Health Representative	Santa Fe
Elizabeth Beers	2015/Governor	HV/At large	Socorro
Raymond Jaramillo	2014/Governor	At Large	Las Cruces
Larry Langley	2012/Business Roundtable	NM Business Roundtable President/CEO	Albuquerque
Franz Joachim	2014/Business Roundtable	Pres./Gen Mgr. of NM PBS	Albuquerque
Michael Weinberg	2016/Business Roundtable	Thornburg Foundation	Santa Fe
Vacant	Ex-Officio	Head Start Collab Director	
Monique Jacobson (Designee Vacant)	Ex-Officio	CYFD Secretary	Santa Fe
Hanna Skandera (Designee Vacant)	Ex-Officio	PED Secretary	Santa Fe

B. Describe the primary role and responsibilities of your policymaking body.

C. How is the chair selected?

Erica Stubbs is the Chair elected by ELAC. SB120 – Section 4-D “ ... Annually, the members shall designate a chair and a vice-chair from members of the council. (D) A majority of the Council constitutes a quorum for the conduct of business. The council shall meet at the call of the chair, and the chair shall coordinate the activities of the council...”

D. Please list all vacant positions and the date of vacancy.

Head Start Collaboration Director – June 2015

Sec. Skandera Designee – April 2016

Se. Jacobson Designee – May 2016

E. List any special circumstances or unique features about your policymaking body or its responsibilities. State if there are any specific requirements for public or professional members.

The Council consists of fifteen members. The Secretary of Public Education or the Secretary's Designee, the Secretary of Children, Youth and Families or the Secretary's Designee and the Director of the Head Start State Collaboration Office of the Department shall serve ex-officio. The remaining members shall be qualified electors and, if appointment is not otherwise provided in this subsection, shall be appointed by the Governor. No more than five of the Governor's appointees shall be from the same political party.

IV-1-1 Along with the ex-officio members, the council shall consist of the following members:

- (a) One representative of an institution of higher education.
- (b) One representative of a Local Educational Agency.

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- (c) One representative from a Head Start or Early Head Start organization;
- (d) Two providers of early care and education services.
- (e) One representative of a state agency responsible for programs under Section 619 or Part C of the Federal Individuals with Disabilities Education Act.
- (f) One representative of the state agency responsible for children's health or mental health care issues.
- (g) Three members of the New Mexico Business Roundtable for Educational Excellence, appointed by and whose terms shall be set by the Roundtable's Board of Directors.
- (h) Two public members with knowledge and experience in early childhood care and education.

F. In general, how often does your policymaking body meet? How many times did it meet in the current fiscal year? How many times did it meet in the previous fiscal year?

The Council meets quarterly and met four times FY15. Four times on FY14.

G. What type of training do members of your agency’s policymaking body receive?

The council received initial training by CYFD staff.

H. Does your agency have policies that describe the respective roles of the policymaking body and agency staff in running the agency? If so, describe these policies.

Role of Department Staff

The Children, Youth and Families Department, through the Office of Child Development as the Lead Agency, shall make available: staff, meeting space, materials and other resources to support the work of the Council.

I. What information is regularly presented to your policymaking body to keep them informed of your agency’s performance?

There are specific topics that are standard agenda items:

Race to the Top – Early Learning Challenge reports

Agency reports: CYFD, Investment Zones, Kindergarten Entry, etc.

J. How does your policymaking body obtain input from the public regarding issues under the jurisdiction of the agency? How is this input incorporated into the operations of your agency?

There is a public input section on the agenda for each meeting. In addition, ELAC carries out Town Hall meetings. ELAC members working in the agency attend the meetings and use the information to incorporate in the agency’s practices.

K. If your policymaking body uses subcommittees or advisory committees to carry out its duties, fill in the following chart.

Table 5: Subcommittees and Advisory Committees

Name of Subcommittee or Advisory Committee	Size/Composition/How are members appointed?	Purpose/Duties	Legal Basis for Committee
Workforce Development	Higher Education Taskforce	Articulation of early childhood 2 year and 4 year course work	

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V. Funding

A. Provide a brief description of your agency’s funding.

B. Please fill in the following chart.

Table 6: Agency Budget Summary (dollars in thousands)

Category	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Projected
SOURCES				
General Fund Transfers				
Other Transfers				
Other Revenues				
Fund Balance				
SOURCES TOTAL				
USES				
Personal Services and Employee Benefits				
Contractual Services				
Other Costs				
Other Financing Sources (overhead)				
TOTAL USES				
FTE				
Permanent				
Term				
Temporary				
TOTAL FTE POSITIONS				

C. Show your agency’s expenditures by key function or strategy.

Table 7: Expenditure by Key Function or Strategy

Key Function/Strategy	Amount Spent	Percent of Total	Contracted Expenditures Included in Total Amount
None registered			

D. If you receive funds from multiple federal programs, show the types of federal funding sources.

Table 8: Federal Funds

Type of Fund	State/Federal Match Ratio	State Share	Federal Share	Total Funding
None registered				
TOTAL				

E. If applicable, provide detailed information on fees collected by your agency.

Table 9: Fee Revenue

Fee Description/ Program/ Statutory Citation	Current Fee/ Statutory Maximum	Number of Persons or Entities Paying Fee	Fee Revenue	Where Fee Revenue is Deposited (i.e., Fund Name)

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- F. If fees are set by your agency, provide detailed information on how fees are determined. Include a description of any proposed changes to agency fee and revenue structure.
- G. If applicable, provide a projection of ending cash balances for the latest fiscal year. If cash balances represent more than 5 percent of recurring appropriations, state reasons for this condition and any planned uses for remaining cash balances.

VI. Organization

- A. Provide an organizational chart that includes major programs and divisions, showing the number of FTE in each program or division. Details should include, if possible, department heads with subordinates and actual FTE with budgeted FTE.
- B. Please fill in the following chart.

Table 10: Agency FTE and Vacancies

	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Projected
Budgeted FTE Positions				
Number of Actual FTE as of June 30				
Annual Vacancy Savings (in dollars)				

- C. If applicable, fill in the chart below listing field or regional offices.

Table 11: FTE by Location

Headquarters, Region, or Field Office	Location	Co-Location? Yes/No	Number of Budgeted FTE (latest fiscal year)	Number of Actual FTE as of June 1 (latest fiscal year)
None				

- D. List each of your agency’s key programs or functions, along with expenditures and FTE by program.

Table 12: List of Program FTE and Expenditures

Key Function/Strategy	Number of Budgeted FTE (latest fiscal year)	Number of Actual FTE as of June 1 (latest fiscal year)	Actual Expenditures
None			

VII. Guide to Agency Programs

Complete this section for **each** agency program (or each agency function, activity, or service if more appropriate). Copy and paste the questions as many times as needed to discuss each program, activity, or function.

N/A

Provide the following information at the beginning of each program description.

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Name of Program or Function:	
Location/Division:	
Contact Name:	
Actual Expenditures (latest fiscal year):	
Number of Actual FTE as of June 30 (latest fiscal year):	
Statutory Citation for Program or Function:	

- E. What is the objective of this program or function? Describe the major activities performed under this program.**
- F. What evidence can you provide that shows the effectiveness and efficiency of this program or function? Provide a summary of key statistics and outcome performance measures that best convey the effectiveness and efficiency of this function or program.**
- G. Describe any important history regarding this program not included in the general agency history section, including how the services or functions have changed from the original intent.**
- H. Describe who or what this program or function affects. List any qualifications or eligibility requirements for persons or entities affected. Provide a statistical breakdown of persons or entities affected.**
- I. Describe how your program or function is administered. Include flowcharts, timelines, or other illustrations as necessary to describe agency policies and procedures. Indicate how field/regional services are used, if applicable.**
- J. Identify all funding sources and amounts for the program or function, including federal grants and pass-through monies. Describe any funding formulas or funding conventions. For state funding sources, please specify.**
- K. Identify any programs, internal or external to your agency, that provide identical or similar services or functions to the target population. Describe the similarities and differences.**
- L. Discuss how the program or function is coordinating its activities to avoid duplication or conflict with the other programs listed in the previous question and with the agency's customers. If applicable, briefly discuss any memorandums of understanding, interagency agreements, or interagency contracts.**
- M. If the program or function works with local, regional, or federal units of government, include a brief description of these entities and their relationship to the agency.**
- N. If contracted expenditures are made through this program, please provide:**
- a short summary of the general purpose of the contracts;
 - the expenditure amount for the latest fiscal year;
 - the number of contracts accounting for those expenditures;
 - top five contracts by dollar amount, including contractor and purpose;
 - the methods used to ensure accountability for funding and performance; and
 - a short description of any current contracting problems.
- O. Provide information on any grants awarded by the program.**

P. What statutory changes could be made to assist this program in performing its functions? Explain.

Q. Regulatory programs relate to the licensing, registration, certification, or permitting of a person, business, or other entity. For each regulatory program, if applicable, describe:

- why the regulation is needed;
- initial and continuing requirements for licensure, registration, or certificate applicants;
- the scope of, and procedures for, inspections or audits of regulated entities;
- follow-up activities conducted when non-compliance is identified;
- sanctions available to the agency to ensure compliance;
- the number and types of complaints received for the past three fiscal years;
- procedures for handling consumer/public complaints against regulated entities; and
- issues surrounding enforcement of unregulated activity, if applicable.

VIII. Statutory Authority and Recent Legislation

A. Fill in the following chart, listing citations for all state and federal statutes that grant authority to or otherwise significantly impact your agency. Do not include general state statutes that apply to all agencies (e.g., Open Meetings Act). Provide information on significant Attorney General opinions that affect your agency’s operations.

Table 13: Statutes/Attorney General Opinions

Citation/Title/Attorney General Opinion Number	Authority/Impact on Agency
SB120 – Chapter 123	Early Care and Education Act

B. Provide a summary of recent legislation regarding your agency by filling in the charts below. Briefly summarize the key provisions. For bills that did not pass, briefly explain the key provisions and issues that resulted in failure of the bill to pass (e.g., opposition to a new fee, high cost of implementation). Place an asterisk next to bills that could have a major impact on the agency.

Table 14: Legislation

Legislative Session	Bill Number	Pass (Yes/No)	Summary of Key Provisions/Reasons Bill Did Not Pass
N/A			

IX. Major Issues

The purpose of this section is to briefly describe any potential issues raised by your agency, the Legislature, or stakeholders that Sunset could help address through changes in statute to improve your agency’s operations and service delivery. Inclusion of an issue does not indicate support, or opposition, for the issue. Instead, this section is intended to give the Sunset Review committee a basic understanding of the issues so staff can collect more information during our detailed research on your agency.

Some questions to ask in preparing this section may include: (1) How can your agency do a better job in meeting the needs of customers or in achieving agency goals? (2) What barriers exist that limit your

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agency's ability to get the job done? Emphasis should be given to issues appropriate for resolution through changes in state law. Issues related to funding or actions by other governmental entities (federal, local, quasigovernmental, etc.) may be included, but the Sunset Review committee has no authority in the appropriations process or with other units of government. If these types of issues are included, the focus should be on solutions which can be enacted in state law. This section contains the following three components.

A. Brief Description of Issue

Lack of unified vision by ELAC members – no clear input provided to CYFD.

B. Discussion. Include enough information to give context for the issue. Information helpful in building context includes:

CYFD provides support to ELAC but it is the chair and members who define their operations and their recommendations to the department. No recommendations have been provided in an organized manner.

C. Possible Solutions and Impact. Provide potential recommendations to solve the problem. Feel free to add a more detailed discussion of each proposed solution, including:

If continued, CYFD recommends the implementation of term limits for members, allowing for new members to join providing for a continued renewal of vision and diversity of ideas. Membership should also include parent/s of children who are participating in early learning programs.

Complete this section for **each** issue. Copy and paste components A through C as many times as needed to discuss each issue.

X. Other Contacts

A. Fill in the following chart with updated information on individuals or groups with an interest in your agency.

Table 15: Other Contacts

Group or Association Name/ Contact Person	Physical Address	Telephone Number	Email Address

XI. Agency Comments

Provide any information needed to gain a preliminary understanding of your agency.