



EHS Governing Board Meeting
Wednesday, February 20, 2019, 12:00pm-1:30pm
Meeting Minutes

1. **Call to Order / Attendance/Introductions** – Chairperson
 - a. Attendance: Tim, Ty, Brooke, Judy, Jenn, Mandy
 - i. By phone: Cindy, Laura, Dale, Melissa
 - b. Meeting called to order at 12:02pm

2. **Agenda for Approval** – Chairperson – See Attached
 - a. **Action – Vote to Approve February Agenda**
 - **Motioned: Laura**
 - **Seconded: Dale**
 - **Opposed: none**
 - **Approved**

3. **Minutes for Approval** – Chairperson – See Attached
 - a. **Action – Vote to Approve December meeting minutes**
 - i. **Motioned: Dale**
 - ii. **Seconded: Laura**
 - iii. **Opposed: None**
 - iv. **Approved**

4. **Old Business** – Tim Garcia
 - a. EHS-CCP Expansion Application Revisions
 - i. Received news that our expansion application could be funded but for less than we asked for (essentially \$1 million less; original application for \$2.7-\$2.8 million for 200 additional EHS slots; now proposing \$1,576,000, total for \$1,970,000 including NFS and other cost allocations for 110 additional EHS slots in Arapahoe, Morgan, and Adams county)
 - Application content was received well and cost per child was reasonable; region did not receive enough funding for Region 8
 - Our application scored in top 3 for the region
 - ii. Hiring 5 additional specialists and one manager
 - iii. Submitted start-up budget-\$602,258 total with NFS; \$303,270 federal only)→won't have cash need in this case; includes lots of training, donations, and volunteer time
 - Lots of hands on work with start-up and training-getting on the ground and running
 - Keeping same program specialist and fiscal specialist from Office of Head Start
 - Office of Head Start has obligation to fund by March 1st
 - Ask to receive scoring/
 - iv. **Action: Vote on application revision**



- **Motioned: Dale**
- **Seconded: Laura**
- **Opposed: none**
- **Approved**

5. Financial Briefing

- a. EHS Monthly Financial Review – Mandy Potts, NFP
 - i. We are halfway through our grant fiscal year. Numbers will change as we finish 2018 and get January invoices paid; overall, we are on target. We are at 49% spent. Cash is on target-still have money to go-have small extra to go into next year
 - Grants still out there; talking to other programs
 - NFS is showing small (\$109,000)-happens mostly in the summer
 - \$1,806,465 total at the moment
 - Meeting with 2 auditors in March-if anyone wants to sit in pre-meeting; will be going over what audit will be going over this year and the deadlines/schedule-foreseeing no problems and a smooth audit
 - March 15th 3:00pm is the meeting
- b. NFS Fundraising Update – Tim Garcia
 - i. Anschutz Family Foundation was not awarded-notified today
 - ii. Submitted application for Early Milestones Workforce Innovation Grants last week-hopefully will be receiving this. Focused on extending PD activities offered through EHS to the larger ELV affiliate network within the EHS counties-written for all 6 counties (original 4 counties and Adams and Morgan)
 - iii. Considered applying for CO Office of Early Childhood Grant to expand home visiting program in FCCH and family, friend, and neighbor providers
 - Did not apply directly but have community partners in Jeffco and Pueblo county that applied and recruited some of our non-EHS affiliates to possibly participate if these partners receive the grant
 - Catholic Charities in Pueblo-Families First in Jeffco
 - iv. First Book-book credits to distribute throughout network-could not submit application due to tight turnaround
 - v. Vote of approval on general approach to NFS
- c. **Action – Vote to Approve Proposal Submissions**
 - i. Early Milestones CO Workforce Innovation
 - ii. First Book
 - iii. OEC Home Visiting
 - **Motioned: Dale**
 - **Seconded: Laura**
 - **Opposed: none**
 - **Approved**



6. EHS Management Report

- a. Program Director's Report – Tim Garcia
 - i. Region 8 Annual Site Visit on February 9th-Laura represented board; John Goetz represented for Policy Council. Visited Arapahoe county sites-only visited 1 site (The Baby Haven)
 - Priorities of OHS→homelessness (connecting to this population more in our service area); connecting program goals to data; shared governance (coming back to community needs assessment); data-driven school readiness goals; maintaining full enrollment; connections grantees have with school districts and supporting transitions from EHS to HS to school districts
 - Grand Junction visit for March 20th (possibly spread out 19th and 20th)
 - Melissa to join Rochelle on site visits on the morning of the 20th; can also do the 19th
 - Will be the afternoon of the 19th and the morning of the 20th
- b. Family Engagement Review – Jennifer García Rosendo
 - i. Maintaining enrollment-we have been fully enrolled since December 1st, 2015; we still remain fully enrolled with a waitlist; actual enrollment is no longer is 240-we have a high turnover
 - Developing partnerships with homeless agencies in counties
 - Homeless children are automatically eligible for EHS services-may help support full enrollment
 - New Legacy (Arapahoe County)→focuses on parenting teens; their enrollment of parenting teens this year is 45% of their current enrollment-plays role into how our enrollment is looking
 - Other factors: closing Imagination Station in Pueblo; talking with 2 centers to partner with in EHS grant to potentially fill slots in Pueblo
 - ii. Office of Head Start-relationship-based competencies for parents; in talks with Rochelle on how training will look for staff and partnerships
 - iii. Still completing self-assessment; doing town-halls in each county; focusing on PCFE part of program; intentional selection of questions for providers about PCFE
 - Mini focus group with staff regarding how they are carrying out PCFE programs and what support they're giving
 - iv. Looking at family partnership agreements; currently not completing at as high of a percentage as we could→looking at how we can further support families-hopefully relationship based competencies will help
 - v. Ty and Tim met with Arapahoe CCCAP (thank you to Melissa!)
- c. Early Education & Child Development Review – Ty Johnson
 - i. Currently in next round of checkpoints; conclude March 9th
 - Previous checkpoint on child outcomes were 88.5% of children meeting school readiness goals
 - 39% of data entered so far for next checkpoint
 - ii. TLC's going well-veered off slightly based off assessments completed by specialists related to teacher's needs in Mesa and



- Pueblo counties
 - Specialists noticing concerns around teachers' implementation of lesson planning (due to staffing and getting newer teachers)- proposed to utilize TLC to deliver collective message
 - Focus will be on supporting lesson plans; specialists will talk with site leadership to see if they have a set-up with their staff to give teachers 15-20 minutes per day for planning time
 - iii. Reflection surrounding coaching approach
 - iv. MyPeers Professional Development recently completed
 - v. ACC enrollment for ECE 111 (ECE112 not offered because it is being revamped). We have 9 teachers attending-have 5 more in conversation with enrolling (having issues with registration)
 - vi. CDA's→13 confirmed completions; 8 newly enrolled CDA participants; 5 awaiting observations
 - All within the past month
- d. Health & Disabilities Services Review – Karen Melott
 - i. Excellent job with Pueblo County in lead screenings-14 out of 16 children were screened in Pueblo; 1 child found with detectable levels of lead-case manager following up with child
 - Great partnership with Pueblo's public health
 - Lead testing is an OHS requirement
 - ii. In process of completing screenings in Arapahoe and Garfield counties
 - iii. Working on securing grant for purchasing additional hearing screening machine
- e. Staff perspective and Professional Development-Ty
 - i. Krisshetta-working on Master's degree
 - ii. Lora-working on Bachelor's degree
 - iii. Karen-working to get Bachelor's degree
 - iv. Vicki-getting ready to do interview for Buell Early Childhood Leadership Program
 - v. Ty-working towards PHD

7. New Business

- a. Early Education Essentials
 - i. Working in collaboration with Ounce of Prevention-creating and modifying their survey to gear towards infants and toddler care
 - ii. Measure organizational climate
 - iii. Present at conference in October about this partnership; hoping to utilize the information to help with the organizational climate of our partnership
 - iv. Getting ready to test; they're sending team out in April to conduct interviews with our partners and families to fine tune it
 - v. **Action: Vote on survey use**
 - **Motioned: Laura**
 - **Seconded: Dale**
 - **Opposed: None**
 - **Approved**
- b. EHS-CCP Baseline: Program Goals and Annual Self-Assessment
 - i. Done every year for EHS continuation application; 5-year term is ending this year, so instead of continuation application, it is a



baseline application

- Now able to align goals with expansion application goals

ii. **Action: Vote on Program Goals**

- **Motioned: Dale**
- **Seconded: Laura**
- **Opposed: None**
- **Approved**

8. Training

a. Workforce Retention

- i. Need **minimum** 113 teachers with EHS qualifications participating for EHS standards
 - Since year 1, we have retained 40% (45) teachers since the beginning
 - Since year 2-retained 59%
 - Year 3-retained 94%
 - 83% of current minimum teachers are EHS qualified
- We have 145 currently active
 - 65% of these teachers have achieved EHS qualifications (94 teachers)
- Since the beginning of our partnerships, we have had a total of 245 EHS participating teachers (lost 100)
 - 52 of these lost teachers are EHS qualified
- ii. Reasons for teachers leaving:
 - Some were thrust into the EHS requirements without knowing what they're getting into, but now teachers are entering the workforce with the expectation of EHS requirements
 - Site leadership has a clear vision and expectation of who they are as an EHS-CCP site and are able to convey this into their teachers
- iii. ELV website → service plans-shows performance standards for Office of Head Start
 - Credential and retention bonuses
- iv. Annual self-assessment → town halls-going to each county where services are provided and having a meeting with site leadership to gain feedback

9. Announcements

- a. ELV 5 and 10 year celebrations – Ty Johnson
 - Extend invitation to board members-Date is June 20th and June 21st, 2019, possibly in Keystone, Colorado (location under negotiation)
 - RSVP to Brooke
 - Formal invitation to come out soon
 - Can use board travel budget to support

10. Adjournment – Chairperson

a. Meeting Adjourned at 1:22pm

DocuSigned by: 2/21/2019 | 10:38:53
 Tim E Garcia
 Tim Garcia
 EHS Director

DocuSigned by: 2/21/2019 | 6:27:17 A
 Laura Hazen

Next Meeting: April 17th, 2019

CIG – 18 Inverness Place East – Englewood, CO 80112

Laura Hazen
EHS Governing Board Chair