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 Garcia 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

Next Meeting: April 17th, 2019
CIG – 18 Inverness Place East – Englewood, CO 80112

Laura Hazen
EHS Governing Board Chair

Tim Garcia
EHS Director