



EHS Governing Board Meeting

August 15, 2018

Meeting Agenda

1. Call to Order / Attendance – Chairperson

In person- Laura Hazen, Tim Garcia, Jennifer Garcia Rosendo, Ty Johnson, Shawna Jewell, Mandy Potts, Lisa Meacham, and Chase Lloyd

By phone-Dale Roth, Karen Melott, Cindy Bernal, and Teresa Ribble

2. Agenda for Approval – Chairperson – See Attached

a. Action – Vote Approve August Agenda

- Motion- Dale Roth
- Second - Laura
- Approved

3. Minutes for Approval – Chairperson – See Attached

a. Action – Vote Approve June meeting minutes

- Motion-Dale Roth
- Second-Laura
- Approved

4. New Business

a. EHS Annual Continuation Application – Tim, Jenn, Ty, Karen

i. Hiring of Brooke Shellhorn as Grant Specialist

- Changed to acknowledge no approval required- information on Brooke shared and resume shared
- Acknowledged

ii. Action- Vote to Approve Melissa Schierland as EHS Board Member

- Motion-Laura Hazen
- Second- Dale Roth
- Approved

iii. Action- Vote to Approve ERSEA Service Plan Update

- Jennifer shared that Service Plan approved changes reviewed by Jennifer Garcia Rosendo (please see attached highlights on page numbers: 5- addressing needy families, 4- addressing age requirements, 16- selection criteria based on information found in Community Assessment highlighted Pueblo County, and 19- added that the findings from Community Assessment will be used to determine a need to reserve slots based on the number of homeless children).
- Jennifer shared the number of percentages of children who are homeless and unsheltered children, of the 465 children in Pueblo County there are 403 unsheltered.
- Last year we served 4.4% homeless children, we are looking to create ways to increase caring for our

unsheltered children

- Motion-Laura Hazen
- Second- Dale Roth
- Approved

5. Financial Briefing – NFP Mandy Potts

a. Financial Audit Report – Lisa Meacham, EKS&H

- Lisa provided insight to what elements are reviewed: Qualitative Aspects, Accounting Estimates – no concerns found in estimates and no overall difficulties and the audit was smooth (preparation and ease of working with the team), no corrected or uncorrected misstatements revealed in the audit, we will request an acknowledgment and understandings of report feedback letter, report on Federal rewards – no findings, clean audit opinion is expressed, a really clean audit process.
- Chase shared figures – assets and liabilities and did a comparison of 2016 and 2017 identified the donations decrease re: HOP, consistent with net loss during calendar year, impact of 2016 to 2017 difference is related to start up fund differential and again HOP differences, expense differences relates again to no longer being in start-up, 93 cents of every dollar goes directly to programs
- Cash Flow- again impacted by startup versus continued operations
- Dale asked about receivables- customer receivables from the ELV Alliance.
- Question about trainings and education – the dollar amount reflects a varying need in credentialing – the number is much lower due to teachers and staff achieving certifications... page 8- retaining balances- working to consolidate the numbers on banks used versus spreading among multiple institutions.
- Mandy shared, typically, we would like to see it over \$250,000 and until spend down we would roll the balance. Auditors have to disclose, the not for profit business has discretion. Some clients have many accounts per Lisa, and others do not, and it is a decision and risk assessment that ELV would decide.
- Mandy also shared that she would not want to have too many additional accounts, but will discuss with Judy Williams as ELV gets more sophisticated. Dale recommends ELV talking about it more. **We will discuss an investment policy. Mandy will follow up and seek support as needed from Judy Williams and Dale Roth.**
- Lisa – reviewed page 16 and 17- this is where you show what you spent on your program it is based on a calendar year not your fiscal year.
- 2015 there was a finding, but that wouldn't change the way we (EKS&H) performs the audit...until then ELV will be considered a high risk auditee
 - Motion – Dale Roth
 - Second- Laura Hazen

b. EHS Monthly Financial Review – Mandy Potts, NFP

- Non Federal Share spend down is going well, we are in position to spend 100% of funds. We are awaiting final invoices on 50% of contracts, and some appear to have had some money savings; which we can use on other projects and reallocate.
- We had a small decrease in nonfederal share cash due to a couple declines for proposals
- We plan to recoup those shortages by savings in other areas
- We have found it hard for funders to fund payroll so we have moved that into the Federal Grant more

- Nonfederal share in-kind is on target through projects, in-kind from partnership sites, and vendors
 - Health and Safety in-kind has been extremely generous at 25% or greater with providers adding additional in-kind at 5-15% in some cases
 - We are gathering paperwork for documentation of time and hourly of Policy and Governance please look for it in your email (these forms will need to be collected and Mandy will send out)
- c. NFS Fundraising Update – Tim Garcia/Judy Williams
- Heather Frenz will support future grant writing via contracted work
 - Working on various Grants to support our continued work and Brooke will help sure up timelines as she transitions into her role
 - Awarded continuation and COLA
 - Declined proposal for Colorado Health Foundation seeking more feedback for future opportunities
 - Kenneth King Letter of Intent will be supported with Katie and Brooke
 - Awaiting response from Daniels Fund
 - Ty will submit Letter of Intent for the Dodge Family Foundation supporting workforce innovation

6. Director's EHS Report – Tim Garcia

- New Program Year as of August 1, 2018
 - 29 Child Care Partners 16 Centers and 13 home
 - Loss 3 partners and gained 2
 - Kinderhaus due to program sell to RMSER- they do not offer Infant/Toddler care – possible opportunity in future to work through transitions
 - Creative Learning Academy- due to not using CORE to full extent.
 - Little Blue – did not make it into their enrollment range and was more an administrative burden than benefit to their overall program
 - Added- Julie Medina in Pueblo County operates a large home in Pueblo West
 - Added- The Baby Haven (a child care center) sit on the county lines of Arapahoe and Denver County
 - Renewed community partnerships- Mesa County Public Health (Karen [Health Manger] and Heidi- [Nurse Consultant])
 - Mesa County Partnership Community Family- support our Quality work and Professional Development partnerships
 - Early Childhood Network – group and individual coaching
 - Qualistar Colorado – group coaching and Quality Assurance
 - Direct Service providers MOU's are in progress
- a. Family Engagement Review – Jennifer García Rosendo
- Currently 200 enrolled children we are funded for 240- 3 teen programs on vacation. We are within our 30 days. As of Monday (8-20-18) we should be fully enrolled. We had 20 children transition
 - Revisiting PFCE goals- working to track and embed into our practices more
 - Home Visits- have to have a home visits within 45 days first usually

happen and the second visits have not. Jenn is developing a training for teachers to share plan and purpose.

- Home Visits can happen on mutual grounds where parents feel most comfortable- Mandy shared what is the impact of homelessness- Jenn stated that we are working on that to communicate the importance of this mutual ground and safe place
 - PAC- Parent Advisory Committees are a focus this year (developing and growing)
 - FDC- Family Development Credential end of July final cohort meeting and next is test and portfolio and two staff will be credentials. We partnered with Denver Great Kids and they will have 9 that completes pending testing and portfolios.
- b. Early Education & Child Development Review – Ty Johnson
- 89.7% meeting widely held expectations for child growth and development
 - TLC update (see attachment in email)
 - TLC's start in all counties in September and will run 8 months per standard
 - Working on fine tuning coaching process across our whole program – making it a stronger system
 - Coaching and Professional Development opportunities are in the works for our staffing team
- c. Health & Disabilities Services Review – Karen Melott
- MOU's in progress- adding 2 dental MOU's in Arapahoe County
 - All 4 Counties – Health and Safety roll out to teachers and families and the programs working to sure it up and be consistent with learning objectives
 - Mesa County is piloting Go Check Kids- 0-3 vision has been a struggle so we are hoping through this pilot we can expand to other counties

7. Training –

- a. Health and Safety in EHS-CCP – Karen Melott/Ty Johnson
Tabled and will revisit next meeting

8. Old Business – Tim Garcia

- a. Continuation and COLA Awards
- Both awarded and announced during financial briefing by Mandy Potts

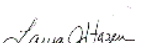
9. Announcements – Tim Garcia

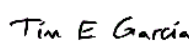
- a. Upcoming activity
- Ounce of Prevention- Pilot their Early Education Essentials approach – we are reviewing their materials and will take the pulse of our team in September---- potential to incorporate in TLC's the focus is on healthy climate for all in their programs
 - Anticipate the opportunity to apply for expansion in September
 - Looking at current and other parts of the state (over the next 2 months)

10. Adjournment – Chairperson

- Motion – Dale Roth
- Second- Laura Hazen
- Meeting adjourned

Next Meeting: October 17th, 2018
CIG – 18 Inverness Place East – Englewood, CO 80112

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