



EHS Governing Board Meeting

June 14, 2018

Meeting Agenda

1. **Call to Order / Attendance** – Chairperson
 - a. **Attendance:** Judy, Jenn, Tim, Morgan, Dale, Ty, Cindy, Laura, Sue, Mandy
 - b. **Meeting called to order at 12:05pm**

2. **Agenda for Approval** – Chairperson – See Attached
 - a. **Action – Vote Approve June Agenda**
 - **Laura moved**
 - **Dale second**
 - **Approved**

3. **Minutes for Approval** – Chairperson – See Attached
 - a. **Action – Vote Approve April meeting minutes**
 - **Laura moved**
 - **Dale second**
 - **Approved**

4. **Financial Briefing** – NFP Mandy Potts
 - a. EHS Monthly Financial Review – See attached
 - FY 17-18 actuals as of May 31st
 - Includes supplemental from last round as well
 - New federal and updated non-federal share
 - Actuals- We have used 75% of the overall budget thus far and are on target of where we should be.
 - Month of June will be higher in cash because of teacher and admin bonuses paid out (teacher and admin)
 - Just received a large amount from Buell and will do an indirect rate and analysis to pull that money (will be fine)
 - Non-cash is low
 - Most of that is because we don't have the paper work to record the work
 - Volunteer forms will be sent out for PC and board
 - Volunteer projects happening Spring and Summer
 - Space analysis- working on estimates to get appraisals for the space (since we aren't paying rent for those children, the providers are ultimately donating that space for NFS)
 - What about tuition and fees from parents?
 - So federally we are paying for the EHS children tuition etc. but we are only counting EHS children with a \$2 market rate which is very low
 - It is a certified appraisal (we've done before for the CIG space)
 - CIG from the Real Estate group connected us for to an appraiser
 - Space donated from CIG with meetings and office space etc.

- Audit- everything is going well from that and pulled some of the non-federal paper work
 - We did good
 - Just wanted to make sure we are following our own policies (documentation)
- b. NFS Fundraising Update
 - Awarded \$50,000 from Buell Foundation
 - Had a recent site visit with the Packard Foundation in Pueblo and child care partner present (Tim and Judy traveled to Pueblo and were present as well)
 - Met with 3 reps- 1 contractor and 2 from the advisory committee
 - Had child care partner talk about impact on families enrolled
 - Had feedback it wasn't local so that is why we had this meeting take place to show them it is and there is a true cash need
 - Made it clear there is need from the denial we received last year
 - Packard Fund is only for Pueblo
 - Submitted proposal to Daniels Fund for \$50,000 for all four counties
 - Colorado Health foundation grant about to be sent for smaller projects
 - Smaller Wells Fargo grants being sent out as well
 - CO Gives Day
 - Donations goes to non-federal share
 - #1 receiver of CO Gives Day is animals

5. Director's EHS Report – Tim Garcia

a. Director's Report- Tim Garcia

- Working on making sure federal applications are all in order
- Working on getting contracts in place for the final year
 - As of today, we have 13 child care partners already signed on for the new program year
 - Another 11 are out for signatures in progress
 - We are extending one new agreement in Arapahoe County to Baby Haven (Center) and one home in Pueblo to Julie Medina
 - New Head Start standards state that where the children are living isn't as important as to the location of where the services are being provided
 - 2 child care partners not extending agreement to
 - One isn't serving target population- Carbondale
 - One in Aurora that couldn't commit to fully utilizing Alliance CORE (Creative Learning Academy)
 - Adding 2 and losing 2 we are even at 30 but one in child care partner in Pueblo still unsure of offering them an agreement. Also one in Grand Junction that is scheduled to close their sale to new ownership. At best we will be at 30 and at worst we will be at 28, with original 26.
- Moving into new proposal for 5 year
- Potential expansion once that opportunity is made available and should out soon to be due in the fall
 - If received expansion would start January 2019

- Karen, Ty, Jenn and Tim attended HS training this past week from all different types of HS sites
- b. Family Engagement Review – Jennifer García Rosendo**
 - Heading to end of program year we are strategizing enrollment for new program year
 - Have a few children who have gone all 3 years EHS and transitioning out at the end of the program year
 - Strategizing around that to make sure we make enrollment but not worries about it
 - Updating forms we use with families to make sure they are user friendly
 - Focusing on HOPPs and have several sites signed up to do little activities with families to teach more about healthy eating and shopping
 - Hoping more providers sign u
 - Ty and Jenn accepted to present at stringing families conference in Vail this Winter
- c. Early Education & Child Development Review – Ty Johnson**
 - End of year planning
 - TLCs winding down and debriefing on what went well and what needs to change.
 - PD Courses- especially in ACC around EI
 - Participants will receive a certificate at the end and focused around early intervention
 - Identifying participants right now and being strategic about figuring out who can be there with their work schedule
 - Kristin is making it a series of course and making it a certificate
 - Hoping to make it online to open up to other counties as well
 - Attended region 8 conference and focused on the coordinator approach to professional development
 - Talked about barriers, what to do with information once you have it
 - Importance of knowing who the right partners are at the table
 - Day 2 talked about blending the family engagement piece with the school readiness piece with Head Start
 - We're now seeing the importance of getting the children and families getting ready
 - Attended CLASS Training of Trainers in San Diego in May
 - Powerful, long, exhausting week of 4 days and how to view the class tool in the classroom
 - Looking forward to doing a mock session with a few specialists
- d. Health & Disabilities Services Review – Karen Melott/ Ty Johnson**
 - Serving 8% of children with special needs and working to increase that
 - Working on the cohesiveness of our system and building strong relationships with vendors and specialists
 - Working on making sure sites are aware of how they should use their nurses, capturing information, and identify areas of improvement around our polices in our service plans
 - Really working on going from county to county and actually meeting

- the providers and finding out directly what they need
 - Looking at ways to be creative in Pueblo around transportation issues
- She's been working in Garfield in Mesa together
- Attended Region 8 event around staff health and wellness

6. Training – Tim Garcia

a. ELV's Continuous Improvement Plans in Alliance CORE

- Visual summary of how programs have done on their plans
 - Green means they have been determined by specialist that it has been fully implemented
 - Yellow is in progress
 - Red no documented progress for their goal
 - Very little red
 - Black is NA
 - Gray didn't have data
 - Part of our own set up in CORE
 - Grouped by county
- About 50 goals per program and is too overwhelming
 - As a management team, took a close look at all of these and how can we make this more manageable for everyone
 - Cut it down to 23 goals and objectives, all our still represented but some were able to be turned into action steps towards a goal
- All of this is in CORE but working on being able to pull this information from CORE
 - Jenn showed an example of this in CORE
 - Can expand to see details
 - Has snap shot at the top
 - Providers have access to view this as well but not edit
 - Tim shared an excel spreadsheet done manually with color codes stated above
- Only 35 goals from all sites as no progress

7. New Business

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

i. Review Updates to EHS Continuation Application

- HS office came back with 3 ½ pages of questions (we highlighted updates as we resubmitted)
 - New fiscal analyst and new application instructions
 - Did good on annual report and coaching/professional development
 - Miscommunication with Town Hall notes
 - HS staff read it as if this was our policy even though this was just raw comments and discussions from meetings and clarified that
 - Annual Report
 - Missing results of most recent financial audit but have until the end of the program year to release new report
 - Self-Assessment Action Plan- needed to include target dates and added them

- Board and PC approval statement dollar amounts didn't match, updated and sent out for signatures
- Training and Technical Assistance Plan
 - Went back in and mentioned in specifically as part of our larger events
- Sub Section A in Goals- wanted to know specifics
- Service Delivery- clarifications round health services and added detail
- Governance and PC clarification
- Budget Narrative- Mandy addressed any changes, most had to do with NFS and use of space
- Doesn't require approval, no changes to the budget so it was just added clarification the regional office asked for
- Resubmitted
 - Laura signature went out and signed
- ii. **Action- Vote to Approve EHS COLA Application**
 - Highest rate they've seen at 2.6% increase was added to the personal line, contractual and fringe benefits
 - **Laura moved**
 - **Dale second**
 - **Approved**
- iii. **Action- Vote to Approve EHS Supplemental Application**
 - going towards health and safety and program improvement
 - new opportunity to apply for another one and put another application together
 - supplies is lower for just classroom furniture and furnishings
 - other amount is contractual
 - can move the money from the sites listed if needed
 - miscalculation on nonfederal share that Mandy caught, \$500 difference as the updated is now \$14,432
 - discounts on supplies or matching funds by child care partners or discounts from contractors
 - **Laura moved**
 - **Dale second**
 - **Approved**
- iv. **Action- Vote to Approve EHS Selection Criteria updates**
 - How we enroll families into Head Start
 - We enroll the neediest children, doesn't matter how long you they are on the wait list
 - Only change was to add suburbs/townships with more than 50% of the children under 5 living in poverty. These are all in Pueblo
 - From federal level we are approved to work in the entire county
 - Changes:
 - **Dale moved**
 - **Laura second**
 - **Approved**

8. Old Business – Tim Garcia

a. Supplemental Funding Update

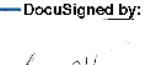
- 9 contracts are in and a few that have actually invoiced
 - are waiting on contracts from Mesa as she returned from vacation
- materials and supplies has gone well- 89% or so to the total amount being spent
 - additional funds can be allocated to providers with health and safety items on their list


9. Announcements – Tim Garcia

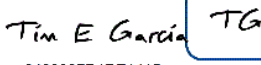
- a.** Morgan's last day is tomorrow and will be starting nursing school
- b.** Quarterly Team Training and Meeting
 - July 25-27 for ELV quarterly and QCCP quarterly meetings
 - Friday July 27th will get a refresher training on food program

10. Adjournment – Chairperson

a. Meeting adjourned at 1:26pm

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Next Meeting: August 15th, 2018
CIG – 18 Inverness Place East – Englewood, CO 80112