



EHS Governing Board Minutes

Wednesday, December 18, 2019, 12:00pm-1:30pm

- 1. Call to Order / Attendance/Introductions** – Chairperson
 - a. Meeting called to order at 12:08**
 - b. Attendance:** Ty, Elsa, Jenn, Tim, John, Dale, Mandy, Brooke, Melissa, Laura, Karen, Judy

- 2. Agenda for Approval** – Chairperson – See Attached
Action – Vote to Approve December Agenda,
 - Motioned: Laura
 - Seconded: Dale
 - Opposed: None
 - Approved!

- 3. Minutes for Approval** – Chairperson – See Attached
Action – Vote to Approve October meeting minutes
 - Motioned: Laura
 - Seconded: Dale
 - Opposed: None
 - Approved!

- 4. Financial Briefing**
 - a. EHS Monthly Financial Review** – Mandy Potts
 - Grant 1-\$3.4 million federal share with 240 slots; required to have 20% NFS match (cash and in-kind donations) about \$800k- total budget= \$4.2 million
 - Have spent &715,000 federal share, and NFS \$3392; in kind= \$135,353, total budget \$854,000
 - Grant 2-continuation application has already been approved and submitted; 110 slots; federal share \$1,643,000; \$300,003 in start-up funding available; NFS \$486,000 match; total= \$2,433,206 budget
 - Have spent \$364,449 to date-we are very underspent, but due to the fact that we were hiring, doing work in new counties, in the onboarding stages. Most contracts didn't start until October and November, so they will start to go up. We are making plans to spend extra money (about \$300,000 to reallocate)
 - \$48,902 of start-up budget has been spent (supplies and capital improvement projects, with more on the horizon). No NFS cash

Next Meeting: February 19th, 2020

CIG – 18 Inverness Place East – Englewood, CO 80112



spent as of now. First bonuses for new sites will begin in May

- In kind- \$96,000
 - Program dashboard-this is for the first grant program year; may broaden this to the calendar year since we have 2 program years
 - RFP for audit services for 2020 is out!; will be presenting responses to RFP to board once this closes
 - ELV management will be making a recommendation on which proposal to go with, but the board ultimately approves
- b. NFS Fundraising Update – Brooke Shellhorn
- Joslin-Needham Foundation-LOI
 - Greenlee Family Foundation-LOI

Action – Vote to Approve Fundraising Approach

- Motioned: Dale
- Seconded: John
- Opposed: None
- Approved!

5. EHS Management Report

a. Program Director's Report – Tim Garcia

- Week of Jan. 13-ELV Focus area 1 monitoring event (OHS comes out to review how we implement both grants and ensure that we are in compliance with the head start performance standards). Currently have 8 web meetings; 5 meetings scheduled Monday-Wednesday, with one calling focusing on one section of FA1. If no follow-up activities are requested on Wednesday, then there will be no calls on the Thursday
- Monday-program design and management-opportunity to invite PC and board members to this meeting. Is anyone able to attend? January 13th at 9:30am. Questions are available ahead of time. If you are able/willing to participate please let Tim/Brooke know!
- EHSCCP Brittany Hasemann was invited to speak at the 10/18 Region 8 ACF Roundtable on Improving Access to High Quality Child Care where ELV Executive Director, Judy Williams also participated on a speaking panel. Then Ms. Hasemann was invited to speak at White House Summit on Child Care and Family Leave last week where she was introduced by the President of the United States. Judy Williams and Sue Renner attended the event with her.
- Program Year mid-point meetings will be scheduled in each county between late January and mid-March. This process is

Next Meeting: February 19th, 2020

CIG – 18 Inverness Place East – Englewood, CO 80112



part of our annual self-assessment and we will be extending invitations to Governing Board members to participate.

- ELV conducts a health and safety screening at all EHS Child Care Partner sites as a part of the gap analysis before a participation agreement is offered. Then they are conducted by site staff regularly and by ELV annually as a part of the ongoing participation and these inform continuous improvement plans and supplemental funding applications. All of these screening results are available upon request.
- RFP out for program evaluation (on website); Tim can send to anyone. Primarily focus on data that already exists in Alliance CORE. Deadline for this is by the end of this week.
- We have received clarifying questions, but have not received any full proposals yet

b. Family Engagement Review – Jennifer García Rosendo

- Grant 1: fully enrolled on December 1, 2015, and remained fully enrolled until August 2019. Due to new circumstances, we lost about 60 slots between August and September, and were able to report full enrollment on October 1st and November 1. We may be 1 slot under enrolled but specialists are working very hard to fill it
- Grant 2: We are enrolled to 89. Have 110 available. New programs are signing on. For the first time since receiving expansion grant, we have enough contracted slots to be fully enrolled. Hoping to be able to report full enrollment in January
- Quarterly meeting took place last week. Latter half of the week was regular trainings, but the beginning of the week, staff attended Conscious Discipline training for parent curriculum (via grant from the CHF)

c. Early Education & Child Development Review – Ty Johnson

- In conversations with organization to meet needs of newest staff to be ready to apply for coaching credential certifications (near an agreement)
- Teaching and learning environments
- Curriculum
- Child screening and assessment
- Parent and child engagement in child's learning environment
 - Goals include:
 - 80% of children meet widely held expectations through TSG (currently at 90.4%); creative curriculum is recommended but we also support other research-based curriculum
 - 75% staff retention (currently at 76%)
 - Make sure teachers have access to

Next Meeting: February 19th, 2020

CIG – 18 Inverness Place East – Englewood, CO 80112



coursework to meet and exceed EHS qualifications

- All ELV staff work to hold and maintain certifications in infant and toddler certifications
- d. Comprehensive Services Review – Karen Melott
- Start-up funds from grant 2, we have been using outside resources and community partners to complete screenings. Have recently purchased hearing machines for each county, and put in a purchase order for vision machines (hearing and vision screenings must be completed within 45 days of enrollment in EHS)
 - This was led by previous issues with having longer waits for screenings and issues with infant screenings (partners wouldn't screen children under 6 months)
- e. Leadership Development Review – Elsa Sackett
- Start up and supplemental funding for both grants. Making sure money is being spent wisely. Learning environments across all counties received assistance in age-appropriate classroom materials
 - Potentially having ECHO (natural environments for children) playgrounds created in up to 10 sites across counties
 - Leadership development office hours available for site leaders and specialists
 - Make websites available for sites on grant 2 that did not have a website already → working with the ELV business services team
 - Involving acquire4hire to make available to all ELV affiliate and EHS sites (early phase, will have updates next meeting)

6. New Business

- a. EHS Governing Board Membership
- i. Departing member-Dale Roth. Member of board for about 5 years. She will be with the board through January; we need a new member with fiscal or accounting expertise. If you need anyone or if anyone comes to mind, please introduce them to us!
 - ii. Candidate for new member: Executive Director of Morgan County Family Center (also the ECE council)-Mary Gross
 - Has been incredibly open to collaborating since the beginning and is very willing to support ELV in any way possible
 - Is a former EHS parent
 - iii. **Action: Vote on prospective new member, Mary Gross**
 - **Motioned: Laura**
 - **Seconded: Melissa**
 - **Opposed: None**

Next Meeting: February 19th, 2020

CIG – 18 Inverness Place East – Englewood, CO 80112



- **Approved!**
- iv. **Note-still in need from someone Adams county!**
- b. Governance Service Plan Update
 - i. Not a lot of updates made; biggest changes around clarifying language, and multiple areas where policies and procedures repeated what the performance standard was
 - ii. Previous plan said that no more than 2 individuals per site could participate in PC→took this language out
 - iii. NOTE: there is reimbursement available if you are an EHS PC member (i.e. mileage reimbursement)
 - iv. **Action: Vote on updated service plan**
 - **Motioned: Dale**
 - **Seconded: John**
 - **Opposed: None**
 - **Approved!**
- c. Family and Community Engagement Program Service Plan Update
 - i. Not a lot of major changes; did identify parent curriculum (pg. 6)→conscious discipline. Any questions, let us know!
 - ii. Changed the way EHS is mentioned to consistently say Early Head Start-Child Care Partnerships
 - iii. Initial grant-trying to leverage as many community resources as possible. CFSA2.0→we have loosely used this tool for the past 4 years; we have now decided to not use this as it is not a family friendly tool for families to fill out. We created a family friendly tool that we will be solely using from now on (ELV Strengths and Needs Assessment)
 - iv. Pg.13-broken link has been fixed
 - v. **Action- Vote on updated service plan**
 - **Motioned: Dale**
 - **Seconded: John**
 - **Opposed: None**
 - **Approved!**
- d. **Additional updated service plans**
 - i. Some service plans do not require approval from governance board
 - ii. All service plans can be found at <https://www.earlylearningventures.org/early-head-start-service-plans/>
 - Most recently updated: 1302.20 (education), 1302.1 (governance), and Appendix A

7. Training

- a. Governance, Leadership & Oversight Capacity - Jennifer García Rosendo
 - Page 2-three categories (practice/procedures currently in place, fully implemented and need assistance?)
- Next Meeting:** February 19th, 2020
- CIG – 18 Inverness Place East – Englewood, CO 80112



- Describes how shared governance structure fits together (i.e. policy council, governance board, and parent committees)
- Policy council→request that each county has 2 parent/ members, and 1 community member. Require 50% of PC to be parents, right now, we have 66.67%
- Pg. 5→intentionally left “selects delegate agencies” because this is not applicable
- Pg. 7-participate in the recruitment and screening of EHS employees-decided that this was something that we need training on
- See also-annual report clarification (pg. 8 #12)
- See also: #17, pg. 13
- Pg. 14
 - We will follow-up with program officer on clarification, and if needed, we will request training
- Another note: we have a new T/TA from Region 8 office (Megan); got the opportunity to meet during quarterly
- We are open to suggestions and feedback about this!
- Reference to legal and fiscal responsibility (because governing board is in charge of this)
- When we got new grant, we did update the fiscal policy to reflect accurate value

8. Adjournment – Chairperson

- a. **Motioned:** Dale
- b. **Seconded:** John
- c. **Opposed:** None
- d. **Meeting adjourned** at 1:22

X DocuSigned by:
Tim E. Garcia 12/20/2019
 762456424050412

Tim Garcia
 EHS Director

X DocuSigned by:
John Goetz 12/20/2019
 50692520048E493...

John Goetz
 EHS Governing Board Chair