



EHS Governing Board Meeting
Wednesday, February 19, 2020, 12:00pm-1:30pm

Agenda

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

- 2. Agenda for Approval** – Chairperson – See Attached
Action – Vote to Approve February Agenda
Motioned: Melissa
Seconded: Mary
Opposed/Discussion: None
Approved!

- 3. Minutes for Approval** – Chairperson – See Attached
Action – Vote to Approve December meeting minutes
Comments?
Motioned: Sue
Seconded: Melissa
Opposed/Discussions: None
Approved!

- 4. Financial Briefing**
 - a. EHS Monthly Financial Review** – Mandy Potts
 - Prelim numbers, but closing out December and ELV year
 - In the middle of program year; we are a little under halfway for federal, but have a lot of expenses to spend, and a lot of supplemental funds once the weather gets better
 - NFS budget: roughly \$850,000.
 - Haven't spent much of the cash portion; have paid some retention bonuses, and only
 - \$20,995 spent
 - Non-cash \$198,608 (in-kind)
 - Total: \$1,489,040
 - Percentage wise, we are at about 35%
 - Overall, doing well. Doing good on enrollment and adding new sites
 - EHS 2-started in March and ends February 29th. We are very close to the end of the program year. We have 90 days past February 29th to pay bills and spend out. Have a lot of training

Next Meeting: April 15th, 2020

CIG – 18 Inverness Place East – Englewood, CO 80112



and projects coming up to spend down start-up money. Just approved about \$30,000 in credit cards spent and giving learning environment money and materials

- \$730,608; little less than half, but doesn't include activities in January and February.
- \$125,000 actuals spent in start-up, but a lot is committed
- NF Actuals-spent \$1,500 in cash
- Overall, are underspent, but have the 90 days past, and have some committed programs and projects starting that will help spend down remaining funds
- Sue-question: NFS share-how will we report not spending funds to OHS?
 - Dashboard (to be sent out)-see financial dashboard. Money from Buell, Dodge, Packard, etc.-we make sure that this money is spent first so it's out the door and don't need to say that we underspent
 - Funding raised so far is for EHS1; EHS2-NFS is still there but will be more in-kind than cash due to the nature of start-up
 - Were intentional in writing this grant to make sure match is not a lot of cash need and focuses more on in-kind match
- Exceeded NFS in-kind match and cash need for general program year
- Examples of kinds of projects that are starting with start-up and supplemental:
 - Elsa/Karen: lots of playground projects (getting resilient surfacing in place, natural lighting, large project in Morgan→moving whole learning environment away from family's home)

b. NFS Fundraising Update – Brooke Shellhorn

- Buell Foundation-\$100,000, general operating. Asked for increase due to increase in service areas and # of children served
- The Succeeds Prize (through 9news)-finalists/winner gets interviews and story shared, is recognized at event broadcasted by 9news, an investment (\$ amount unknown) and connections to stakeholders across CO
- Sperry S. and Ella Graber Packard Foundation of Pueblo (\$30,000)-new Packard foundation; submitted LOI in Jan, received invitation to apply and submitted app in February
- Caring for Colorado (\$100,000)-general operating. But focusing on the family development aspect of EHS programming
- Caring for Colorado recently revamped their funding guidelines, and we were encouraged to apply after a phone call
- Looking forward: plan on establishing connection with the E.M. Christmas Foundation (Pueblo County), the Jack Petteys Memorial Foundation (Morgan County), and possibly the William

Next Meeting: April 15th, 2020

CIG – 18 Inverness Place East – Englewood, CO 80112



G. McGowan Charitable Fund (national but does some grantmaking for homelessness in Denver)

- Tim and Judy met with Daniels Fund, sounds like we'll get invited to apply; some program officers would like to have a site visit with some of our partnership sites in different areas in CO (Mesa county, Adams county)
- Would want to ask big on this funder
- Have been denied by them in the past; previous proposal submitted was not encouraging, but this meeting has been more positive
 - Also fund in Wyoming
 - Signed 2 new sites on business services that currently have EHSCCP; are looking for T/TA partner

Action – Vote to Approve Fundraising Approach

Motioned: Melissa

Seconded: Cindy

Opposed/Discussion: None

Approved!

5. EHS Management Report

a. Program Director's Report – Tim Garcia

- Federal review (focus area 1): occurred as-scheduled. Thank you to those who participated! Sounded like it all went very well! We felt that we provided a very clear picture about how we work; she gave us very positive informal feedback. Overall, as a program, we attempt to instill a culture of continuous improvement. Official report may be received in a few months, but we anticipate a clean report, with maybe some mild concerns, but no non-compliance or deficiencies areas
- One area of concern (common area): qualified teachers
- Under-enrollment on grant 2 (see below)
- Annual self-assessment (based off federal review protocols). In years past, we have held a meeting in each county about these questions. This year, we didn't have the capacity to do that, so we will send out a survey VERY soon. We plan to send to all shared governance members (including PC), and everyone we work with, that will inform our program goals for our continuation application. Questions are based off of Focus Area 2 protocols
- Roshelle Jones (HS program specialist) conducted site visits early February-mid May. Last week, went to sites in Pueblo, Adams, and Arapahoe county. We get very good feedback from her and she is always positive of what we're doing. Next site visit will be in Mesa in the third week of March, and Garfield county the second week of May
- Alliance CORE (data storehouse of ELV and child care management system)-are working to utilize this data to tell the

Next Meeting: April 15th, 2020

CIG – 18 Inverness Place East – Englewood, CO 80112



story of our EHS programs and to help inform our goals.

Working with evaluation group out of Miami-they are conducting initial review of data in system and will dive in deeper and will be answering researching questions. Full report will be in mid-May, which we will share then. Will have more to report in April

- Board membership: currently have 8 members. Are still looking for a membership representation from Adams county and from a parent. Also need fiscal management/accounting expertise representation
- b. Family Engagement Review – Jennifer García Rosendo**
- Conscious Discipline (parent curriculum)-book club conducted last year; this year, we are implementing at sites with grant from CHF after being trained by master trainer in depth. Final component: utilizing CD in schools. Working on developing plans in each county to figure out how to best train parents and teachers. Goal is to reach 90 parents and teachers by November 1st
 - Enrollment: due to new federal grant, we had shifted some sites from grant 1 to grant 2, and we lost some sites from grant 1. Are continuing to focus efforts on family services in enrollment. Enrollment will be discussed later on in the meeting
 - FPA goals: not a metric that most organizations are tracking, but this is one of our goals. Had 79.24% of families complete FPA across both grants
 - New Family Development Credential cohort beginning and will be led by Barb Wacker (Morgan County Specialist)
- c. Early Education & Child Development Review – Ty Johnson**
- Half of our coaches went through transformational coaching in Mesa county. Purpose→deeper dive into approach in practice-based coaching and utilizing strategies that were taught to overcome barriers. Focus of training was about understand those that you coach, where you are in your coaching. Got great feedback
 - Book study will be completed of transformational coaching practice for those coaches that were not able to attend the coaches in person
 - Checkpoint is coming up in March. Working on getting data in Teaching Strategies. Will look different this checkpoint because we have some new sites. Will have to do some manual-ization of the data.
 - Hit goal for widely head expectations for program (exceeding expectations)
 - Sue-level of support-is there a way to classify members by years of programming and partnership to ensure appropriate allocation of resources due to levels of expertise in different people and program levels
 - Continuous quality improvement process has encouraged our focus on the continuation of coaching by looking at the site and their needs. Looks very

Next Meeting: April 15th, 2020

CIG – 18 Inverness Place East – Englewood, CO 80112



different with new sites-there may be a lot of focus on education and maybe not so much coaching, whereas a site that has been with the program for a couple of years will have more intensive coaching

- Large factor in this is turnover in programs. A site may have been with us for 5 years but not have qualified teachers due to staff turnover
- Almost to the point of setting a date with deepening relationships with colleges about teacher qualifications
- Working on creating trainings for staff with contract coaches to use in toolbox of resources. Will be demonstrating key functions to eventually make available to teachers, but will be focusing on our staff first (i.e. lesson planning)
- There has been some turnover at some of our sites, so we're looking to broaden our professional development access to incoming teachers. Cohort in Arapahoe county is starting
- 2 new coaches that have earned their coaching credential; almost to 100% of our coaches having their Colorado Coaching Credential

d. Health Services Review – Karen Melott

- Start-up and supplemental funding-will be getting family style dining materials for sites-will support family style dining with CACFP contract in each site
- Also ordered helmets-all sites will be receiving helmets for their programs
- Karen in Denver next week; will be able to do some trainings and focus on doing hearing and vision screenings that we purchased with grant 2 funds
- Making sure all screenings are being completed and making sure that they're being uploaded into CORE
- All counties will have their own hearing machine to complete hearing screenings; all counties except one will also have a vision machine to help with vision screenings
- Developmental staff trainings has been a focus lately to make sure staff is trained on ASQ's and other developmental screenings
- IFSP-falls under Jenn and Karen; biggest thing occurring (especially on grant 2); there are 8-9 children in Adams county in therapy that do not have a finalized IFSP. Working on awareness with pediatricians. Finding that pediatricians are referring directly to providers rather than putting through Child Find process. We also have multiple people in the IFSP process. Applied for a waiver from grant 2
- Could we write IFSP rather than other organizations-have our staff qualified?
 - Payment of services-public dollars available to have these done rather than families paying their own or

Next Meeting: April 15th, 2020

CIG – 18 Inverness Place East – Englewood, CO 80112



using a copay/insurance method

- Will discuss and review options
- e. Leadership Development Review – Elsa Sackett
- Aquire4Hire-software that makes it easier to post job postings
 - Tested in Pueblo county- hired Child Care Partnership Coordinator (promotion of Veronica); will be hiring new specialist in Pueblo county
 - Aim4Excellence cohort organized; 15 cohort members confirmed (ELV staff and site leadership). Elsa is getting trained in being a facilitator. Plan on taking 9-12 months to completed
 - Peer audit of continuous improvement plan recently completed by all specialists across counties. Looked at the way other staff members completed their checkpoints to support their own entries
 - Adding barriers around playgrounds with start-up and supplemental funds to help make playgrounds safer, as well as adding a speed bump near the entrance of the site
 - Teacher development-large drop at end of school year, but includes floating capacity in infant/toddler learning environments
 - Exit interviews are contingent on the program, but we encourage having them. There is a tracking tool in CORE. Potentially complete survey

6. New Business

- a. Under-Enrollment Plan – Tim Garcia & Jennifer García Rosendo
- i. Are nearing end of program year for grant 2. In grant 1, we have maintained full enrollment for 5 years. Had lapse this fall when we had a lapse in partners, but are now back on track.
 - Note: in original grant, we had 18 months to be fully enrolled. With this grant, we only had about 4 months
 - ii. With expansion grant, we are funded to maintain full enrollment at 110 infants in toddlers. To date, we reported 99 enrolled out of 110. Were notified by OHS that we would be entering into under-enrollment planning phase since we didn't reach full enrollment by the end of June 2019. They did give us extra time because they didn't contact us until January. Roshelle reached out to us to inform of under-enrollment status; had meeting with herself, Mandy, Tim, Jenn, Judy, and John about how the process works, and notify us that this was expected as it is very common, but is intended as an extra support to reach the families that really need the support. We are required to establish under-enrollment plan that is approved by shared governance by March 1st.
 - iii. We are given 12 months to show we can achieve and maintain full enrollment. We anticipate being fully enrolled between the next month-6 months. If we maintain full enrollment, we will be out of this phase in 12 months. If we fail to maintain enrollment, we could be considered as "chronically under-enrolled", and they could reduce our base funding by the number of children that we are under-

Next Meeting: April 15th, 2020

CIG – 18 Inverness Place East – Englewood, CO 80112



- enrolled, but we don't anticipate this.
- iv. John-Roshelle was very positive and focused on being proactive rather than reactive
 - v. Many of these actions [in the action plan] have already started to be implemented prior to the action plan conversation plan with OHS.
 - Currently, Jenn is sending an update on enrollment activity, which says where we are currently on each grant, then we take special note of sites that are below their minimum contract amount
 - vi. Monthly basis-specialists are following up with sites that are under enrolled and coming up with specific action steps to utilize (i.e. sharing flyers with families and friends).
 - vii. February 29th-specialists would re-verify children on waitlist that are considered over-income, and the income of children enrolled at sites, since the poverty guidelines recently increased
 - viii. Increase enrollment by 5 children every month. Are on track for this
 - ix. CIP audit will be conducted by Jenn to make sure action steps are clearly defined
 - x. If under enrolled by September, we will request training to ensure we are fully enrolled.
 - xi. March 31st, Jenn will revisit and revise recruitment plan. Intend to have approved by shared governance by April 30th
 - xii. Monthly basis: specialist will work with sites to project any aging out children and recruit new families
 - Follow-up-are there a lot of children on the wait list that are there that are over-income
 - Grant 2: 6 children over-income on waitlist, but over-income slots are full (specialists have been asked to review and double check that their income is correct)
 - Jenn- mentions as often as possible to OHS that federal poverty guidelines are especially low and this causes a lot of issues with enrollment specifically in EHS CCP because the minimum wage in CO can cause children to be over-income in a two-working-parent household
 - Tim- OHS expected us to be in this place is because of the timing of the implementation. We only had 12 months rather than 18 months-we couldn't speed up our process for getting sites on our grant
 - Feedback from PC-would like to receive monthly update. Will be sending to governance as well
 - Additionally, we didn't have full enrollment capacity contracted until December
 - xiii. **Action: Vote on Under-Enrollment Plan**
 - **Motioned: Cindy**

Next Meeting: April 15th, 2020

CIG – 18 Inverness Place East – Englewood, CO 80112



- **Seconded: Melissa**
- **Opposed/discussion: None**
- **Approved!**

- b. Health Service Plan Update – Karen Melott
 - i. See notes under training
 - ii. **Action: Vote on updated service plan**

7. Training - Jennifer García Rosendo

- a. Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA)
- b. Motion to move health service plan and training to next meeting: Sue
- c. Seconded: Melissa
- d. Opposed: None
- e. Approved

8. Adjournment – Chairperson

- a. **Meeting adjourned at 1:31**

X DocuSigned by:
Tim E. Garcia 2/20/2020
7631694219F0412...

Tim Garcia
EHS Director

X DocuSigned by:
John Goetz 2/20/2020
50692520048E493...

John Goetz
EHS Governing Board Chair