



EHS Governing Board Meeting
Wednesday, April 15, 2020, 12:00pm-1:30pm

Agenda

- 1. Call to Order / Attendance/Introductions** – Chairperson
 - a. Meeting Called to Order at 12:04**
 - b. Attendance: John, Mary, Teresa, Sue, Laura, Mandy, Tim, Jenn, Elsa, Ty, Brooke, Karen, Judy**

- 2. Agenda for Approval** – Chairperson – See Attached
 - a. Modify**-add selection of annual auditor to financial briefing
Action – Vote to Approve April Agenda with addition
Motioned: Melissa
Seconded: Sue
Opposed: None
Approved!

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

- 4. Financial Briefing**
 - a. EHS Monthly Financial Review** – Mandy Potts
 - EHS1-about 8 months into year; as of March, we are about halfway spent. Running a bit behind, but mainly due to a lack of payments starting for supplemental funding
 - NFS-low need for cash as of March 31st-strategic as we try to keep cash need down. Mostly attribute monies spent to bonuses paid
 - NFS non-cash-on target. Decrease of cash need increases need of non-cash need, but no concerns
 - EHS2-tracking very closely; ended February 29th. Had lots of start-up money to spend. Also had delay in hiring
 - Applying for waiver for NFS and extension to spend funds
 - Tim-all messaging that we've received from OHS has been very encouraging and understanding of situations to be flexible and accommodating
 - Auditor: did send out RFP to change auditor. Had old auditor for

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5 years; recommended to change every 3-5 years, and old auditor chose not to bid due to internal changes. Received 4 audit RFP responses. Committee looked over them. Management chose JDF professional group-large background with non-profits; Mandy has worked with previously. Had lots of language about being partner while keeping cost low.

Recommending to go with them

- Question (Judy)-can you share how our timeline has been affected by COVID-19
- Hoping that the timeline won't be affected. We usually have them on site in late April (which won't be happening)-hoping to have lots of virtual testing
- **Action: Motion to approve**
 - **Motioned: Sue**
 - **Seconded: Melissa**
 - **Opposed: None**
 - **Approved!**

b. NFS Fundraising Update – Brooke Shellhorn

- Ella and Sperry Graber Packard fund for Pueblo-had site visit, waiting to hear (\$30,000 for 2 years)
- Denied Caring for Colorado-will talk in June/July to see if we can re-apply in August
- Applied and denied for E.M. Christmas foundation-\$10,000 genop
- Applied 2 Wells Fargo grants-EHS genop; \$20,000
- Mabel Y Hughes Charitable Trust
- John G. Duncan Charitable Trust
- COVID-19 related:
 - CO COVID-19 Relief Fund-\$25,000 general operating
 - Homegrown-support for FCCH in CO-\$100,000 genop
 - CO Womens Foundation-\$10,000 genop
- Jeffco Hope Fund-Community First Foundation-homes and centers in Jefferson County-money would go right into Jeffco homes and centers

Action – Vote to Approve Fundraising Approach

Motioned: Melissa

Seconded: Teresa

Opposed: None

Approved!

5. EHS Management Report

a. Program Director's Report – Tim Garcia

- 26-41 child care partners open on a daily basis; incredible to see how things are changing but how things are also staying the same
- Added new child care partner in Morgan count as of April 1-family child care home provider

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- Renewed partnership with ECPAC on April 1st for EHS2
 - Encouraged to stay as staffed as possible by OHS
- b. Family Engagement Review – Jennifer García Rosendo**
- Are still on corrective action plan for grant 2-sharing updates monthly (April's update was sent over this week)
 - Have been instructed by OHS to support children, families, and providers through this crisis. We are providing payment to providers for children who aren't in attendance; still helping families with diapers, wipes, and formula if needed
 - Conscious Discipline-been delayed to start; putting together opportunities for families to learn
 - Nancy-how have we made progress in the MOU's with different agencies?
 - Currently, we are collecting data about what types of organizations we are already partnering with to support each other, but has not been a priority-Karen may have more to add when we get to health services review
- c. Early Education & Child Development Review – Ty Johnson**
- Working to ensure teachers are still being able to connect with coaches-getting smoother every day
 - Successes in Arapahoe-facilitated a very impactful TLC remotely, and a HV training
 - 82% of children meet widely held-expectations in relation to their peer groups-reported out outcomes
 - Program goals: 85%
 - Have been working to keep CDA's being attained in motioned online
- d. Health Services Review – Karen Melott**
- Been meeting with partners in Mesa county with several health services providers-virtual meetings as well with Adams, Arapahoe, and Pueblo counties. Are continuing to establish new MOU's as needed
 - Making sure we're not doing family style dining or tooth-brushing due to guidance from OHS
- e. Leadership Development Review – Elsa Sackett**
- Been hearing from providers on deciding if they want to apply for small business loans-business services team hosted webinar specifically for child care providers about how these may work from them-featured director of SMA. One EHS provider has already applied and received loan
 - Lots of concerns about staffing; getting creative in ways to distribute hours between staff to work them
 - AIM4Excellence cohort-EHS staff and site leadership. Hopefully will have 1st meeting in-person in June, but have plans to do virtually
 - Continuing to work with Acquire4Hire; hoping for increased usage as things calm down

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- Sue-can you confirm how many sites are closed, and do we know-are we able to give support with trying to stay open by encouraging them to use their head start funds differently?
- We have 26/41 programs functioning as usual with likely lowered attendance
- Have not heard a lot back yet in what programs are thinking in terms of funds, but we are still paying for enrollment-based tuition and reimbursing for food/diapers, wipes, and formula
 - Additional social media efforts: hoping to share “feel good” stories on social media that we’re experiencing-intentional messaging about how we are stronger together
 - ELV is also trying to track as much data as possible through business services

6. New Business

- a. EHS CCP1 Continuation Grant Application (Year 2) – Tim Garcia
 - i. Program goals-sets tone for whole application. If needed, we adjust measurable objectives, and update progress/outcomes and challenges. Have not made any changes to program goals for the past 2 years or so
 - These are long-term goals
 - ii. Program goals, self-assessment action plan (short-term goals), and training calendar are the most important for the application
 - iii. Budget Narrative-nothing specific to share on this
 - iv. Training calendar-see attachment-categories of people impacted. Changes are highlighted
 - v. **Action: Vote on EHS CCP1 Continuation Year 2**
 - **Motioned: Laura**
 - **Seconded: Melissa**
 - **Opposed: None**
 - **Approved!**
- b. OHS Supplemental Funding: Cost of Living Allowance (COLA) & Quality Improvement grant application (EHS CCP1) – Tim Garcia
 - i. **Action: Vote on Supplemental Funding Grant Application**
 - **See below for approval**
- c. OHS Supplemental Funding: Cost of Living Allowance (COLA) & Quality Improvement grant application (EHS CCP2) – Tim Garcia
 - i. **Action: Vote on Supplemental Funding Grant Application**
 - **Approval for all 4:**
 - **Motioned: Sue**
 - **Seconded: Laura**
 - **Opposed: None**
 - **Approved!**
 - **Notes on all the above 4 grant applications:** are more straightforward than continuation-quote numbers directly.
 - Government has given 2% Cost of Living adjustment-adjust salary level by 2% and adjust

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- payments to providers
 - Quality Improvement (supplemental funding): they gave us the amount we could apply for (changed from the past). Do need to provide the name of the provider, address, and needs identified in application due to health and safety needs, but do have flexibility to switch priorities as other health and safety issues come up
 - NOTE: OHS has made funding available for COVID-19 relief funding; \$250 million will be considered by submitting the above applications (we become eligible by submitting these)
- d. Board Membership: Review membership for Kelly Clement
- i. Looking to fill need of accountant position with the departure of Dale Roth
 - ii. Kelly works with Consolidated Investment Group-has had CPA and has volunteered to step in to meet accounting need for the rest of this calendar year as we continue to look for someone in the early childhood field
 - iii. **Action: Vote on EHS Board Membership for Kelly Clement**
 - **Motion to accept: Laura**
 - **Seconded: Sue**
 - **Opposed: None**
 - **Approved!**

7. Training – Karen Melott

- a. OHS & NHSA COVID-19 Response
 - Karen will send out PowerPoint document

8. Adjournment – Chairperson

- a. **Motioned to adjourn:** Sue
- b. **Sue:** Laura
- c. **Opposed:** None
- d. **Meeting adjourned at 1:29pm**

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Tim E. Garcia 4/20/2020
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Tim Garcia
EHS Director

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John Goetz 4/20/2020
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John Goetz
EHS Governing Board Chair