



**EHS Governing Board Meeting**  
**Wednesday, June 17, 2020, 12:00pm-1:30pm**

**Agenda**

1. **Call to Order / Attendance/Introductions** – Chairperson
    - a. **John may not be able to lead meeting;** any volunteers?
      - **Kristin, Sue?**
        - Sue will lead, but she has to hop off a little before one; she will lead until then
    - b. **Meeting Called to order at 12:06**
    - c. Attendance: Sue, Kristin, Karen, Laura, Brooke, Elsa, Jenn, Mary, Melissa, Tim, John, Ty, Cindy, Kelly, Theresa
      - Introduction for Kelly-coworker with Consolidated Investment Group; has lots of experience in investment and has helped ELV through the years
  
  2. **Agenda for Approval** – Chairperson – See Attached  
**Action – Vote to Approve June Agenda**  
**Motioned: Melissa**  
**Seconded: Cindy**  
**Opposed: None**  
**Approved!**
  
  3. **Minutes for Approval** – Chairperson – See Attached  
**Action – Vote to Approve April meeting minutes**  
**Motioned: Melissa**  
**Seconded: Laura**  
**Edits: add Melissa to Attendance**  
**Opposed: None**  
**Approved amended Minutes**
  
  4. **Financial Briefing**
    - a. EHS Monthly Financial Review – Mandy Potts
      - EHS1-as of May (not finalized); have 2 months left in the year; are spending along and have had a lot of work on supplemental and will likely have some savings.
      - Spent very little cash as of May which is good; moving funds around and allocating funds as needed to help with NFS cash need
      - Are fully spent as of now; had a bit more than \$100,000 to reallocate; go over funding every other week and decided to allocate more to supplemental projects (ECHO)  
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- EHS2- year 2 started March 1<sup>st</sup>; had 90 days close out period from year 1, which ended on February 29<sup>th</sup>. Had a lot of construction and start-up material projects that we had to wait until spring. We are now 100% spent; were very down to the wire. Last pull of money was on May 28<sup>th</sup> (wasn't able to access funds after May 29<sup>th</sup>). May have to ask for a NFS waiver for this year, but not for next year-we are low on cash but the cash need was small. Did end up spending the full \$2.4 million
  - Can send pictures of start-up projects if wanted
    - Many projects are on the ELV Facebook page
  - Not much has happened for year 2; spent about \$200,000 so far, mainly payroll. This will pick up as the program year goes on. Only had a couple of payouts; mainly salary and contract payments
  - Bonuses are paid out in May, so this will also assist in spend down for EHS1 and EHS2, though we don't have many credentialed teachers for their bonuses in EHS2
  - In the middle of our audit at the moment; working with JDF professional group; not many updates at the moment. At the testing phase. Will have our audit to present and approve at our August meeting
  - Finance Dashboard-increase in NFS (\$1 million); have lots of outlets and processes in place to capture this amount. Most of this is non-federal share in-kind (rather than actual cash). At 40% for the year at the moment; ahead of where we should be
  - Case NFS goal: \$179,000; recently received \$75k from Buell and \$25k from Packard, which put us over the 50% mark
  - Sue-question about COVID19 relief funding from EHS-is this for each grant? And how would we go about spending these dollars?
    - Was based on a formula (about \$870 per child); we didn't have to apply with a narrative or plan, but are fairly positive that this money is coming to us and how to spend it. We are sending a survey to partners asking them how they would (potentially) spend money. Option to purchase cleaning services/supplies, unrestricted cash for enrollment revenue, utilities/rent. Opening it up to them to see what their highest needs are, on top of other supplies we have already sent out
    - Documenting how we arrived at decisions for uniform guidance in our supplemental funding meetings
- b. NFS Fundraising Update – Brooke Shellhorn**
- Goodwin Family Foundation-Mesa County; asking for \$10,000 for general operating; funds would only be used for EHS operations in Mesa County. Received, enthusiastic response

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when Karen talked to program officer for us to apply

- Bacon Family Foundation- asking for \$10,000 for general operating; funds would only be used for EHS operations in Mesa County. Focused a bit more on our health services that we provide, as they lean more towards funding health.
- Kettering Family Foundation-submitted LOI last year and was invited to submit full proposal; was denied for \$20,000 general operating. Their LOI deadline is approaching for this year and we would like to have a conversation with a program office to see if we can apply again this year
- Aid to Agencies-Arapahoe County Government; will benefit our Arapahoe County sites-\$25k
- Submitted grant report for the Dodge Family Fund and hope to reapply for funding in the coming months

#### **Action – Vote to Approve Fundraising Approach**

Motioned: John

Seconded: Melissa

Opposed: None

Approved!

## **5. EHS Management Report**

### **a. Program Director's Report – Tim Garcia**

- Participated in federal monitoring event early this year (focus area 1 monitoring event) for both grants; focus area 2 will happen in the following year or the year after.
- Did receive summary report for our January report
- Only received one area of concern (no corrective action needed)→we had less than 100% of our EHS teachers qualified; this is a struggle across the country so that is why it has not elevated to a correction
  - Concern for us-the summary doesn't not feel accurate to our true programming; the number is not accurate. Think it's because the alternate pathway to CDA (college courses) was not recognized. Will be following up with OHS to make sure this still qualifies
    - This wouldn't have changed anything about the report results
- Overall, very positive report
- Applied for expansion opportunities in November (competition grants); applied to provide Head Start in Garfield, Mesa, and Pueblo counties, and EHS in South Carolina
- Have not received official notice, but we were told that organizations that were qualified were contacted in mid-May for negotiations, so it is unlikely that we will be awarded
  - Sue-can we get reviewer's feedback?
    - Yes, but we cannot until we have official word

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## of denial

- OHS forecasted expansion opportunities; forecasted to post in mid-May. Did not move from forecasted state. Been told not to expect cuts but also to not expect expansion
  - Kim Martinez, Child-Care Specialist in Pueblo resigned; re-evaluating our capacity there; talking to community partners to see if they have contracting capacity
  - Mesa county-the space designated for the ELV mesa county team is no longer available-is being used for volunteer space. Exploring other options for office space. Things are progressing with Hilltop Family Resource Center. Would be the first time that all 5 of our team members would be working out of the same space
  - Nearing the end of our program year (ends July 31<sup>st</sup>)-all of our partner agreements expire then, so we are in the process of renewing our partners' agreements.
  - Updating scope of works and enrollment ranges. Anticipate offering agreements to all 41 partners; last year we chose to not renew with 3 of our partners. Won't be able to have any renewal meetings in person; will be doing video format
  - Region 8 Head Start-annual conference (virtual now); is held next week. Usually there is a limit per grantee, but this time we are able to offer to the whole team. Let us know if you have interest; you can choose sessions you would like to attend
  - June 23, 24, 25
- b. Family Engagement Review – Jennifer García Rosendo**
- Placed on corrective action plan for grant 2 for enrollment
  - We can report full enrollment if we reported today; been putting in lots of hard work
    - Grant 1: we are at 225 (two of our school sites went on summer break, which puts us down 32 students for the summer)
  - Working directly with families who are facing hardships and impacts from the pandemic.
  - Specialists are working a lot with families around attendance, but are honoring families who are worried about COVID exposure-families are not required to attend
- c. Early Education & Child Development Review – Ty Johnson**
- Doing chapter 3 on transformational coaching next week
  - Specialists are connecting with teams; was slow going at first but has picked up as connections are getting stronger and sites are gaining capacity
  - Working with teachers on guiding through adverse childhood experiences, etc.

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- Lots of webinars
  - Teaching Strategies Gold Checkpoint coming up July 31<sup>st</sup>-there was some impact from COVID-19; hoping there isn't much of an impact this time, but are looking forward to building on the progress that we will see
  - 75% of staff are credentialed coaches; waiting to hear about the status of 4 coaches' applications
  - Working with Kristin about how we can help teachers overcome barriers to accessing their higher education classes
    - Sue had to step out; John will be conducting the rest of the meeting
- d. Health Services Review – Karen Melott
- ELV hosted webinar that co-hosted the Colorado Department of Public Health that helped child care providers figure out what's going on as they reopen
  - Sharing recommendations we've gotten from CDPH, licensing, etc. on pick-up and drop off.
  - Able to purchase no-touch thermometers; all sites have gotten these
  - Sites were able to go back to their full license capacity and have been receiving guidance on how to stay fully enrolled and follow social distancing
  - Working with health services team to see how we can follow guidelines and continue screenings at site
  - Updating health and safety training for the upcoming year with our updated policies and procedures and updates with food programs that we work with
- e. Leadership Development Review – Elsa Sackett
- Launched Aim4Excellence cohort! First meeting was on June 4<sup>th</sup> online; hopeful that this will meet in person in the future, but are confident to host the next 8 meetings virtually if needed
  - Teacher retention-4% higher than we were at this time a year ago; currently at 93%
  - Evaluation data-working to see if have been able to retain teachers within the program (rather than site specific); will have the results shortly and will share
  - 10/23 of centers trained on Acquire4Hire software-worries about COVID-19 helped prompt training. Heard that it is much better than their previous hiring methods
  - Expecting to see 20/23 of centers using; a couple of them cannot use Acquire4Hire because they are attached to a school district
  - Positive feedback has been received vs. other hiring systems

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used in the past. Hoping to get other centers using this by August

- Start-up funding (EHS2): worked hard with sites and specialists on contractors who were doing all the work and enabled all projects to wrap up on time
- Supplemental funding (EHS1): have some savings and can repurpose these monies to give ECHO sites more funds for their outdoor learning environments (5 sites)
- ELV Webinars: Alisha Mullins and Elsa will be presenting some business modules that they were trained on by OHS; will be doing some budgeting modules, and if approved, will share out resources on HR, marketing, etc.

## 6. New Business

- a. ERSEA Service Plan (Eligibility, Recruitment, Selection, Enrollment, and Attendance)
  - i. Review on an annual basis to make sure it aligns with our program activities
    - ERSEA Service Plan-pages 13-14; made some changes to recruitment; added very specific EHS-CCP activities to help recruitment; in response to enrollment action plan which we were put on in January
    - Pg. 16-selection criteria-only added “parent is enrolled in one of ELV’s teen parent programs”
      - Melissa-is there a difference between family eligible for CCCAP/TANF vs. approved?
        - A family who has not gone through the CCCAP process yet but we know are eligible based on finances and experience or are in the midst of the process and are in the midst of approval
  - ii. **Action: Vote on approval of ERSEA Service Plan**
    - **Motioned: Melissa**
    - **Seconded: Laura**
    - **Opposed: None**
    - **Approved!**

## 7. Training – Jennifer García Rosendo

- a. OHS Shared Governance
  - PowerPoint to be shared out

## 8. Adjournment – Chairperson

- a. **Motion to adjourn: Melissa**

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**b. Seconded:** John

**c. Opposed:** None

**d. Meeting Adjourned at 1:29pm**

X DocuSigned by:  
*Tim E. Garcia* 6/22/2020  
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Tim Garcia  
EHS Director

X DocuSigned by:  
*John Goetz* 6/22/2020  
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John Goetz  
EHS Governing Board Chair