



**EHS Governing Board Meeting**  
**Wednesday, December 16, 2020, 12:00pm-1:30pm**

**Agenda**

- 1. Call to Order / Attendance/Introductions** – Chairperson
    - a. Meeting called to order at 12:01pm**
    - b. Attendance: Ty, Tim, Elsa, Jenn, Brooke, Mandy, **John, Kristin, Melissa, Kelly, Karen, Teresa, Mary, Sue, Laura**
  
  - 2. Agenda for Approval** – Chairperson – See Attached  
**Action – Vote to Approve December Agenda**  
**Motioned: Melissa**  
**Seconded: Kristin**  
**Opposed: None**  
**Approved!**
  
  - 3. Minutes for Approval** – Chairperson – See Attached  
**Action – Vote to Approve October meeting minutes**  
**Motioned: Kristin**  
**Seconded: Melissa**  
**Opposed: none**  
**Approved!**
  
  - 4. Financial Briefing**
    - a. EHS Monthly Financial Review – Mandy Potts
      - i. EHS1: started Aug 1<sup>st</sup>, 2020. Nothing major to report
      - ii. EHS2=underspent, but have a couple of projects coming up; will spend more as we spend supplemental projects and begin our COVID projects and spending
    - b. COVID/Supplemental update: committed all EHS1 supplemental money; working on getting all projects finished. Realized we had some savings in COVID money (\$30 in COVID, \$60k in regular)→will be allowing child care facilities and families to apply for COVID relief revenue grants to mitigate lost revenue
    - c. Working on COVID and Supplemental for EHS2; about halfway there
    - d. Faith Lutheran-recently finished ECHO playground-John-looks very good; just waiting on training to use it
    - e. Kelly-total budget numbers comparable to actual? Would be helpful to have YTD estimate on budget sheet as well-help understand where we are as to wear we should be
      - i. See as percentage?
        - Maybe
          - Currently, EHS 2 we're about 50% spent, and we
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should be 75%

- Add column for estimated spend
  - Wondering how far we're off and how far below from where we should be (number wise)
    - Mandy will include at bottom with notes in the future
- f. Supplemental Funding Impact – Mandy Potts/Elsa Sackett
  - i. See above
- g. NFS Fundraising Update – Brooke Shellhorn
  - i. Caring for Colorado-received \$50k grant to implement EHS services in all counties
  - ii. Pueblo Day Nursery-meeting with late January (\$5k to support age appropriate take home activities for Pueblo sites)
  - iii. Looking forward: Buell in January, Kellogg, and Albertsons Foundations (rolling)
  - iv. Submitting concept paper to the Daniels Fund in hope of receiving invitation to submit full proposal
  - v. **Action – Vote to Approve Fundraising Approach**
    - Motioned: Kelly
    - Seconded: Kristen
    - Opposed: none
    - Approved!

## 5. EHS Management Report

- a. Program Director's Report – Tim Garcia
  - i. Planning annual self assessment-collecting data usually during town hall. Last year we conducted survey. Each of the past 5 years we have focused our questions based off the OHS monitoring protocol used when auditing our program (went through focus area one review this past January). Will use both monitoring protocols to create questions. This year, we will be utilizing interview feedback of all programs and partners
    - Won't have developed until later this month; will send info out
  - ii. Focus area 2: have been notified that we will be reviewed during this program year (now-September 2021). Will receive 45 day notice. Earliest: early February. As of now, they have modified Focus Area 2 to be conducted remotely, but is usually conducted in-person
- b. Family Engagement Review – Jennifer García Rosendo
  - i. Enrollment; received email last week with update. Reported full enrollment on both grant grants for the first time in a very long time (likely since before we received second grant)
  - ii. Currently at 240 on grant 1 as of today
  - iii. Conscious discipline: going incredibly well (everyone invited)-working with Amy Spiedel, who has recorded sessions for us that we can

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share out

- iv. Had a bit of money left over from a grant and were able to provide some of our families in need with Kroger gift cards
- c. Leadership Development Review – Elsa Sackett
  - i. Teacher retention about 79% (compared to 76% this time last year)
  - ii. Given a couple of different trainings in ELV's webinar breakout series about budgeting and business management. Available on our website
  - iii. QCRG (outside evaluation group) finished their evaluation; results will be shared during this Friday's webinar; has some very interesting info; feel free to sign up!
  - iv. Have some additional savings from COVID funds, so we can offer some COVID related grants to programs
    - Working on EHS2 spend down
  - v. Working through Aim4Excellence
- d. Early Education & Child Development Review – Ty Johnson
  - i. Coaches and teachers have done incredibly well adjusting to full virtual world of coaching and have been improving and thriving at great rates. They are still able to customize their coaching and collaborate coaching through TLC's. Specialists have been doing a wonderful job with frontloading the work and following up with teachers as their capacity allows
    - 70% of teachers are qualified; recently the council for professional recognition decided that virtual observations are now allowed to be completed which will allow more teachers to be qualified (~85%-90%)
  - ii. TS Gold was very good-helped by observations seen by parents (rather than teachers), which shows great communication between specialists, teachers, and families
    - Goal is 85%; currently at 81%
  - iii. Started Swivel committee (Swivel-robot that allows 20way communication into learning environment; looking for virtual presence in learning environment
  - iv. Piloting in 10 sites
    - Teresa-have about a dozen teachers who are missing observations? Aware of licensing's waiver?
      - Yes, they are applying for these
  - v. Kristin: ECE112: can you tell us a bit about this?
    - In partnership with Kristin, we have completed 112 and grades are being posted; had 13 successful teachers, with 10 being EHS teachers who are now EHS qualified
- e. Health Services Review – Karen Melott
  - i. Still unable to complete screenings. Encouraging parents to schedule physicals and keeping up on immunizations. Report shows that

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we are staying in the 80%-90% immunization rate. Still doing lots of COVID information sharing and encourage to stay in contact with health department. Had a couple of site closures

## 6. New Business

- a. Human Resources Service Plan Updates – Ty/Elsa
  - Shifted language, clarified noncompliance procedures
  - Make sure that staff update their staff handbooks regularly
  - Background check update (accommodate for multiple states)
  - i. **Action: Vote to Approve Updated Service Plan**
    - **Motioned: Kristin**
    - **Seconded: Melissa**
    - **Opposed: None**
    - **Approved!**
- b. Child Care Partnership Coordinator – Health and Safety – Tim
  - PC and governance responsibility to approve hiring decision for EHS work as stated in the head start act
  - Not far enough along to ask to approve a specific candidate; will instead ask for approval of approach to hiring
  - A good number of candidates have a higher degree, some have experience in ECE and some not. Some have higher degree in education then some experience with disabilities
    - Send questionnaire as first screening to those who may seem like a match, then schedule interview if still interested
      - Interview team: Karen, Ty, Elsa, Tim, Judy
        - Karen, Ty, and Elsa do first interview, Judy and Tim do second interview, followed by reference and background checks
  - REMINDER: if anyone is interested in participating in interviews, please reach out to Tim!
  - i. **Action: Vote to Approve pool of candidates and process**
    - **Motioned: John**
    - **Seconded: Mary**
    - **Opposed: None**
    - **Approved!**
- c. Program Management & Quality Improvement Service Plan Updates – Elsa/Tim
  - i. Small tweaks to wording
  - ii. Noncompliance appendix-updated way to begin to identify concerns and start process with management

## 7. Training

- a. PFCE (Parent, Family and Community Engagement)

– Jennifer García Rosendo

Please see PowerPoint presentation

Melissa-can tell us about alternative pathways for ELV and how many sites

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apply

Only received CO Shines pathway for FFCH or sites whose entire learning environments participate (17 FCCH, 2-3 centers)

Not automatic?

Correct-they still need to submit CO Shines application

**8. Adjournment** – Chairperson

- a. **Motioned:** Melissa
- b. **Seconded:** Laura
- c. Opposed: none
- d. Meeting adjourned at 1:26pm

X

DocuSigned by:

*Tim E. Garcia*

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Tim Garcia  
EHS Director

X

DocuSigned by:

*John Goetz*

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John Goetz  
EHS Governing Board Chair