



**EHS Governing Board Meeting**  
**Wednesday, October 20, 2021 – 12:00-1:30 pm**  
**Wednesday, October 27, 2021 – 10:30-11:00 am**

**Agenda**

**I. Call to Order – Chairperson (5 minutes)**

John Goetz called to order the EHS Governing Board Meeting at 12:02 p.m. on October 20, 2021.

Tim Garcia called to order the EHS Governing Board Meeting at 10:33 a.m. on October 27, 2021.

**II. Attendance**

**Members:**

John Goetz	Kelly Clement	Kristin Habicht
Sue Renner	Melissa Schierland	Cindy Bernal

**Staff:**

Judy Williams	Tim Garcia	Ty Johnson
Mandy Potts	Elsa Sackett	Kailee Smith
Jennifer Hinderliter		Tracey McKinney
Jennifer Garcia Rosendo		

**III. Agenda for Approval (October 2021) – Chairperson – See Attached (5 minutes)**

**Action –** Vote to Approve October Agenda

**Motion:** Kelly Clement/Cindy Bernal

**Second:** Kristin Habicht/Sue Renner

**Opposed:** none

**NOT APPROVED:** October 20, 2021 did not have quorum

**APPROVED:** reached quorum on October 27, 2021

**IV. Minutes for Approval – Chairperson – See Attached (5 minutes)**

**Action –** Vote to Approve August meeting minutes

**Motion:** Kelly Clement/Cindy Bernal

**Second:** Kristin Habicht/Melissa Schierland

**Opposed:** none

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**QUESTION:** Sue Renner: Can we identify speakers like Jill Koreonek (presented audit information in August meeting) as a guest instead of a staff? **ANSWER:** Tim: I think that is a great idea. Yes, we will identify any guest speakers/presenters as guests during roll call moving forward.

**V. Financial Briefing**

- **EHS Monthly Financial Review** – Mandy Potts (10 minutes)
  - Fully spent EHS1 grant that ended July 31, 2021--finishing up projects and payments
  - We are fully consolidated now; we were awarded five (5) months of funding to get EHS1 and EHS2 grants fully consolidated
  - Budget shows that we are only **23% spent**, but that benchmark is over a seven (7) month span – that should be about 58%
  - Trending shows underspent in Total Federal Shares but we had a lot of spending for EHS1 to close that out. Now that we are fully consolidated, we will see spending go up
  - Just started talking about funding projects for the consolidated grant; we have \$150K set aside for Quality Improvement (QI) projects
  - Total \$863K spent as of September (7 months into it); short on NFS
- **NFS Fundraising Update** – Jennifer Hinderliter (5 minutes)/Tim Garcia
  - We have a big decision coming up; Rose Community Foundation; we're likely to get it and it would support Adams and Arapahoe County
  - Asked for \$100K—hope to be fully funded
  - Mandy: note that we've exceeded our NFS
  - **QUESTION** Kristin: Delta Dental has NFS. I would think all of them would be NFS. Can you help me understand? **RESPONSE:** Jenn H: Those are bigger grants and only a portion goes to our EHS program. Grant for Delta Dental would deliver screenings to non-EHS in the classroom.
  - **COMMENT:** Tim Garcia: we had a clarifying question about travel in our Policy Council meeting. It seemed the travel line item was a little low -- \$2,500. That line item is for out-of-state travel and conferences. Any in-state and site visit travel is budgeted under "Other" which has about \$30,000 set aside.

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- **QUESTION:** Melissa Schierland: Have you guys seen or heard anything about the additional funding or how they are going to implement the funding that is going to be released? **COMMENT:** Sue Renner: Child care and the issues surrounding it are still not getting the focus that it needs nationwide, but we have made great strides here in Colorado. There are several opportunities like the Colorado Preschool Program and Universal Preschool, of course Colorado Child Care Assistance Program (CCCAP). It's just challenging for providers to tap into all of those sources of funding and be able to manage them well enough to take advantage of them all. Coreen Edwards out there in Mesa County comes to mind and I think she is the best example of using the various funding sources to be successful. Of course, she is also one of our EHS sites as well. We have the Care for All Children Campaign, the  
**Action –** Vote to Approve Fundraising Approach  
**Motion:** Kristin Habicht/Melissa Schierland  
**Second:** John Goetz/Cindy Bernal  
**Opposed:** none.  
**NOT APPROVED:** October 20, 2021 did not have quorum  
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**VI. EHS Management Report**

- **Program Director's Report –** Tim Garcia (5 minutes)
  - This is the Program Information Report (PIR) that we send to Office of Head Start (OHS); Kelly, may not have seen it. Last year we weren't required to do it. Then, it was on hold due to the pandemic—wish the data would have been collected. It would be interesting to see that during the pandemic.
  - Reflects EHS work strictly quantitatively; this is the first report since we've combined grants. It used to require more manual work because we were trying to manage data for two grants.
  - Report is due August 31, 2021 each year based on most recent program year; this information covers March 1, 2020 – February 28 2021
  - **Section A** shows general information about the grant, point of contact, contact information, etc. and cumulative enrollment included--families who are currently enrolled plus families who are no longer enrolled in the EHS program

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- **Section B** shows the program staff and qualifications
  - Shows volunteers—less opportunities to volunteer due to the pandemic
  - Education and Child Development Staff—breaks down by advanced degree, baccalaureate degree, associate degree, Child Development Associate (CDA) credential, those with no qualifications
  - Home visitors and Family Child Care provider qualifications
  - Includes demographic information, languages spoken and staff turnover
- **Section C** Child and Health Services
  - Shows number of children and families with access to insurance, dental and medical services, and immunizations.
  - Shows resources families have requested surrounding employment, job training, federal assistance, community and partnerships.
- **Section D** Grant level questions—coaching, family services staff qualifications, formal collaboration agreements
- Wanted you to have access to the report.
- Let us know if you identify something surprising to you or wonder if any information is inaccurate or you think we should pursue as continuous improvement.
- **QUESTION:** John: How many are providing input to that report? Does everyone or is it just one person. **ANSWER:** Tim: most of the team and based on data put into CORE. End of year we have reports generated to input data into the report.
  
- **Family Engagement Review** – Jennifer García Rosendo (5 minutes)
  - Big thing happening for families--American Rescue Act--\$37K specific to providing rent/utility assistance to our families; we've spent about \$17K. High need for our families
  - Next big topic. One new way to engage with family. Parent interest survey—shows resources they are interested. What we found is that families are not necessarily looking for EHS services, but more general child care services. Kind of a backward way of getting access to EHS services.
  - Based on the data, I can prioritize my outreach to – housing, food and nutrition – family something and challenging behavior. Hopefully, we can look at a more micro level within counties and sites

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- Been actively working on Policy Council recruitment. During our last meeting we had two new interested members, and one new member.
- November 8, we will have our orientation if anyone needs a refresher. I'll send it out to you all.
- We've started our anti-bias work. Ty connected us with training technical assistance team to do more work.
- No questions.
- **Early Education & Child Development Review – Ty Johnson (5 minutes)**
  - Quick high level update
  - Some communities are allowing external partners in their sites; some are not. Some of our staff have returned to on-site support along with virtual delivery of our services as well. We didn't want to disturb the progress so far
  - TLCs are underway
  - Mile High Learning for CDA cohort is going very well. Starting to work on different partnerships so rural areas have access to similar partnerships.
  - Child outcomes-measured by TS Gold. Managed by partners and support and assistance
  - 85% of children meeting widely held expectations—
  - Next check point due November 21. Hope we continue to be on track.
  - Teachers who are qualified – sitting at 82%. Great considering current climate of our work force. This is a huge, huge testament to your Specialists advocating for them to continue progress
  - Continuing to offer video recordings of implementing
  - No questions
  - **Kristin COMMENT:** Early Childhood Statewide CC faculty have agreed that every prior learning assessment credit—if students enroll in college...have a current CDA, they will get credit for ECE 101, so they wouldn't have to take that. This is statewide.
- **Leadership Development Review – Elsa Sackett (5 minutes)**
  - Teacher retention is a struggle this year. Anecdotally along with numbers on dashboard—everyone experience great resignation. Seeing what we can do to support sites through that.

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- Develop center directors – AIM4EXCELLENCE renewals. 13 working on this at the moment. Getting ready for program assessment or x scale (home vs center)
- Communities of Practice – every 8 weeks—budget in this round, staff retention in the next round.
- CIP checkpoints—providers taking action. Team is doing well at the moment.
- I need action plan for on-going assessments – planning to offer this
- Have internal staff working to do EHS handbook to see how we are doing to get EHS into staff and family handbooks.
- We have a very close to done QCRG; hope to have it available to share before meeting in December **John:** good news that it's coming to our next meeting.
- **Health & Safety Review** – Kailee Smith (5 minutes)
  - Dashboard we are approaching expectations
  - We've been seeing a slight decline each month since June for overall screenings—hearing, vision, dental, and developmental
  - Garfield County not going into sites; some Pueblo partners have opted out. It's getting them to update CORE regarding the screenings.
  - Annual training is out and some Specialists have implemented with partners. Feedback has been positive. Hope to receive more constructive criticism.
  - Health & Safety Checklist; getting feedback to make it useful and efficient for our partners.
  - **QUESTION:** John: What would Garfield County have to do so we can have our Specialists back in the centers? **RESPONSE:** Kailee: not 100% sure. Michele has been advised that per Public Health Orders visitors cannot go inside. Have to keep postponing or indicate in CORE we cannot go in due to Public Health Orders. **John:** been working with Michele. So you're saying all other counties are allowing them in? **Kailee:** yes. 1-2 in Pueblo have identified that they don't want us on site right now, and we will respect that. It's marked it in CORE.

#### **VII. New Business**

- **EHS/CCP Continuation Application-** Tim Garcia (10 minutes)—*see attachment*
  - This is an annual process that we go through to maintain funding from

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- OHS. We are still on 5-year term, but submit each year
- First year is always a heavier lift; we set new program goals for 5-years— We are submitting for year four, so no real drastic changes. Biggest change is full consolidation.
  - Largest budget line item is in contractual because it reflects tuition reimbursement; see bulk of funding going to our partners
  - Question from Policy Council for travel—Travel line item is what we budget for out-of-state travel if we have that opportunity.
  - All in-state travel falls in “Other”
  - Program goal doesn’t change; Measurable OBJ can change; did choose to change one—around family engagement. Year one goal wasn’t as helpful, so we updated it; next two columns id our challenges.
  - Nice summary to see progression as program goals change over the course of the five years.
  - Self-assessment action plan; drill down further in short term how to meet objectives in program year. We just added more details to go along with strategies—we added responsible team members, resources, and potential barriers. This helps to see how it ties together to support objectives. Sets the tone that may change in the narrative. Any minor changes here would be reflected in the narrative.
  - No questions
  - **Action-** Vote to approve
  - **Motion:** Kelly
  - **Second:** John
  - **Opposed:** none
  - **NOT APPROVED:** October 20, 2021 did not have quorum
  - **APPROVED: reached quorum on October 27, 2021**
- **Transition Service Plan-** Jennifer García Rosendo (10 minutes)
    - Thanks to the feedback, I tried to make the changes easier to follow. There wasn’t a lot of changes, but there were some big changes
    - Page 7: Appendix. These forms and guidance have been completely revamped. Looked very similar to Self-Assessment Action Plan. We found it was a little too abstract for teachers to know what is required of them, so revamped forms.

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- Transition forms more intentional; per Head Start, transition has to begin six months before third birthday—currently, it's the teacher, projected teacher, parent, and Specialists. Turnover is huge, so we cannot confirm that prospective teacher will still be in that program in six months
- Decided to do transition between Specialist and family—were they planning to stay with the program? Looking for a different school as an option
- At 60 days, that is when we pull whole team—prospective and current teachers
- Inserted chart of topics to discuss six months, 60 days, and 30 days.
- New transition plan. Think it's much more clear what a teacher is supposed to do and where.
- Schedule for new classroom—identifies accommodations needed. What's needed prior to transition. Any special needs teacher needs to prepare for—equipment, training (medical admin);
- We will have a documented result of how that transition occurred. Transition will occur; we do have room to allow them to stay past their 3<sup>rd</sup> birthday...currently, elongated stay is brought to ERSEA meeting. But this is a lot more formally documented. We can clearly see.
- **Action-** Vote to Approve Transition Plan
- **Motion:** John Goetz/Cindy Bernal
- **Second:** Kristin Habicht/Melissa Schierland
- **Opposed:** none
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### **VIII. Training**

- **Parent Family & Community Engagement Training** - Jennifer García Rosendo (15 minutes)—See attached slides
  - Talk through to support FE. It is within PC role to support FE.
  - Video: will share out the link after the meeting so you can watch on your own time. Why FE is an important pieces to EHS program.
  - They hired parents to be teacher in EHS program.---see slides
  - Head Start Definition of Family Engagement – see slides
    - Interactive process





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- Positive and goal-oriented relationships
- Shared responsibility
- Guiding principles:
  - Two threads run through every aspect (purple arrow at the top)
  - Positive & goal oriented relationships
  - Equity, Inclusiveness, Cultural and Linguistic Responsiveness
- Program Environment
  - Feel welcomed, valued, and respected.
  - Every family feels like they belong
- Family Partnership
  - Want program staff to value each family unique expertise.
  - Don't want to be the only ones setting goals; want families to be involved in that process
- Teaching and Learning
  - Help parents understand their role as child's first and most important teacher
  - Community Partnerships: Builds collaborative relationships
- Access and Continuity
  - ERSEA process: ensures children are enrolling and maintaining that enrollment
- Family Outcomes:
  - Family well-being: want to make sure they are safe and healthy (physical and mental health services); food access; stable housing;
  - Positive parent child relationships: warm relationships that nurture their child's health, development, and learning
  - Conscious Discipline: reached 500 participants;
  - Family Engagement events; activities that promote PARENT CHILD –sharing importance of sharing stories and shared amongst families and children--felt connected within their own family
- “In the absence of a village”; (article);
- Parent café; invited to meet with other families
- Parent committee, member once you are enrolled in EHS program (reference families as advocates and learners.
- **John:** Made me think all the things we are missing; can't do PTC, family night, no café's because we're not able to let people in the building yet.

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Parent comes to the door, can't let them in. Still do PTC by phone, but still struggling with COVID. **Jennifer:** many creative ways to engage families and I know there are a lot of programs that would like to have more community building. We do the best we can to support providers, community, and families within the constraints provided. We've had a lot of great activities across the state. I'd be happy to share. **John:** we just cancelled fall festival.

- **Miscellaneous:** John: What can we do to get more members so we don't have a similar situation as today? We need more membership at the meetings. **Tim:** I'll reach out to the other members and see if we can get at least one to spend more time with us. **Kelly:** If there are conflicts, maybe reschedule.

**IX. Adjournment – Chairperson**

- October 20, 2021 at 1:26 p.m. meeting adjourned.
- October 27, 2021 at 11:07 a.m. meeting adjourned

DocuSigned by:  
*John Goetz*  
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DocuSigned by:  
*Tim E. Garcia*  
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