



EHS Governing Board Meeting Minutes Wednesday, April 20, 2022 – 12:00-1:30 pm

I. Call to Order – Chairperson (5 minutes)

John Goetz called the meeting to order the EHS Governing Board Meeting at 12:04 p.m. on April 20, 2022.

II. Attendance

Board:

John Goetz (Chairperson) Sue Renner Teresa Ribble

Laura Hazen

ELV Staff:

Jennifer Hinderliter Tracey McKinney Kailee Smith

Tim Garcia Jennifer Garcia Rosendo Ty Johnson

Mandy Potts

We have QUORUM

III. Agenda for Approval (April 2022) – Chairperson (See Attached) (5 minutes)

A. **Action – Vote to Approve December Agenda**

B. **Motion:** Laura Hazen

C. **Second:** Sue Renner

D. **Opposed:** None.

E. **APPROVED**

IV. Minutes for Approval (February 2022) – Chairperson – See Attached (5 minutes)

A. **Action – Vote to approve February 2022 Minutes**

B. **Motion:** Teresa Ribble

C. **Second:** Laura Hazen

D. **Opposed.** None.

E. **APPROVED**

V. Financial Briefing (20 Minutes)

A. EHS Monthly Financial Review – Mandy Potts

- EHS Consolidated budget: we are working to spend down funds



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- Last day of grant is February 28, 2022, but we are in 90-day close out period. We are finalizing projects; expected to be spent
- Fully consolidated grant started March 1, 2022
- **QUESTION: SUE:** COVID money. Is that reflected in this? **ANSWER: MANDY:** it is a separate bucket. We have until March 31, 2023 to spend those funds
- **COVID Budget:** We received \$524K; the formula they used was based on the number of EHS slots; As of February 28, 2022 we've only spent \$58,737. We have a couple of projects that we used COVID funds for, but most is Rent and Utilities for struggling families back in December 2021 and January 2022; now, we're focusing on what to spend COVID funding on;
- We don't have extra funds for projects;
- We have funding meetings to discuss spending for COVID; we've somewhat paused or are cautious on what we spend the money on because the Office of Management and Budget (OMB) haven't given us clear guidance on how to spend COVID dollars; any other projects we tried to put in our current budget.
- Once we are finished with invoices, our next meeting in June we will put a slide show together to show the Board some of the completed projects; we spent almost \$300K on projects and an additional \$300K in COVID and show any savings we have due to COVID (not traveling)

1. **Action:**
2. **Motion:**
3. **Second:**
4. **OPPOSED.** None
5. **APPROVED.**

B. NFS Fundraising Update – Jennifer Hinderliter

- No new grants since we met last time
- Should hear back from Buell in next week or so; very likely we'll get that again
- King foundation, haven't heard anything, so probably won't get that one
- Circle grant; ASQ screening kits with a variety of languages

1. **Action – Vote to approve fundraising approach**
2. **Motion:** Laura Hazen
3. **Second:** Teresa Ribble
4. **Opposed:** None
5. **APPROVED**



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VI. EHS Management Report (30 Minutes)

A. Program Director's Report – Tim Garcia

- We started new program year on March 1, 2022 after we consolidated.
- You may recall approaching the end of the year (February 28, 2022) we had partnership agreements to review. We had five to review. All but one signed new contracts and that was because they closed their doors, which we anticipated. We had 42 partners last year. Now we have 38 partners.
- Although the number of partners decreased, we were able to expand slots within our current programs, so we maintained full enrollment.
- Still open to new applications; offering orientations to EHS to those to see if the applicants are a good fit.
- Recent meeting with Region VIII; she confirmed mask requirements will not be monitored by Office of Head Start (OHS); they are still in the performance standards; Kyree said we may see edits to those standards in the next 6-8 weeks; she recommended we do not monitor COVID requirements within our programs.
- We hope to have a final update from OHS by next meeting;
- Kyree will be visiting a new grantee soon. They have been in Utah for a while but now have been awarded a grant in Mesa and Garfield County; took over RMSER service area; Kyree will do site visits and meet with our team in Mesa County as well, but will not be visiting any of our EHS partner sites.
- We received notification from OHS that COLA apps are now open. The increase is up to 2.28%; ours should come through by June meeting; would like to have both COLA and project status available for review during that time.
- Universal Pre-K discussions; new Office of Early Childhood is ready for Governor Polis' signature. There's a lot of local coordinating organizations; my understanding is that councils will lead the conversation around facilitating applications; Tim is trying to participate at local level for our six counties; been in a couple so far. Timeline > has to be conducted by the end of the first week in May. Not sure whether ELV may pursue that designator as a local coordinating organization, but we are open to our councils on how we can support that effort to make Universal Preschool Program effective.
- **SUE RENNER COMMENT:** The concept is that an intermediary between state and communities will exist; they want to layer more funding like infant/toddler dollars so parents have more of a one-stop shop when parents apply for supports and services; one unique thing is local entities have some sort of role in getting funding from the state and getting it out to providers; the way Colorado Preschool Program was set up it was through the school districts. The new preschool program will not be administered through the school districts; it will



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focus on mixed delivery system. The state wanted a fresh start with who intermediaries are. Some communities like Telluride and Summit County have their own funding; ultimately, they can have an important role getting funding from state to providers; last, they will be responsible for making sure there is adequate supply. ELV has an opportunity. **TIM GARCIA COMMENT:** build back better could get approved, may roll out through local coordinating organizations; **SUE RENNER COMMENT:** buried in the bill was language around universal application; have parents go to one site to submit application and see if their child is eligible for Head Start, Early Head Start, Universal Preschool, etc.

JOHN GOETZ COMMENT: it will be interesting how this will play out; is it going to be more funded in Denver area and not in mountain area?

B. Family Engagement Review – Jennifer Garcia Rosendo

- As of today, we have 333 enrolled and 16 who have dropped in last 30 days which brings us to 349. We can hold an additional 10 slots for those who qualify for McKinney-Vento Homeless Act.
- I attended week long ERSEA training by OHS; clarified policies and great networking; it was all virtual, but was a great training
- We have started with our community assessment; we requested some proposals from a couple of different organizations; one was WAY out of our budget. Another organization did not have the capacity. So we contracted with Rebecca who did our first assessment, so she has been working diligently; this last week she sent over the survey for us to approve.
- Excited to report that I'm working to see if we can have Conscious Discipline (CD) on PDIS. We are hopeful to get that self-paced course on the PDIS system
- Dashboard: we are below expectation for family partnership agreement; we check in with families on a yearly basis to ensure goals are relevant during this time period. We have until June 1 for these conversations to happen. Being at 58% is a good thing
- Family Engagement events; goal was 60 for the whole year; numbers appear to be low at this point in the year, but we expect to meet or exceed it by the end of the year.

C. Early Education & Child Development Review – Ty Johnson

- Teacher qualification; numbers have changed significantly due to <inaudible>; unfortunately, we have had several sites experience high turnover. This impacts our number of EHS qualified staff
- Data entry for some of our sites based off what I know from a couple of our sites; data is not in there; may be closer to 68% versus 66%. That's both good and an opportunity for us to work with our partner sites.
- Teaching Strategies Gold (TSG) data we have met that particular area for the sake of numbers at 86%; we have taken a deeper dive. Now they have assigned



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an intentional specialist to their programs. WE have been able to host Lena. I meet with her monthly, sometimes weekly. Our staff had good question related to creative curriculum and <inaudible>.

- We have a number of staff who have updated credentials
- Our approach to CDA, we continue to support cohort, college courses; we have ran into some language barriers; Sue Kantsteiner has been working with the Council for professional recognition and how they view dual language learners;
- We have a few sites going through Colorado Shines rating; unfortunately, they are behind. Windows were supposed to open in April, but might not open until June
- After conversation with a couple of staff; how can we work in a book study around <inaudible> there is some language lost around how we use the word curriculum; we have a committee and we have conversations on what it could look like; all a work in progress; we want to increase our efficacy around curriculum
- **SUE RENNER:** I was wondering if you can give us more insight into teacher qualification; retention seems out of sync to me; we're retaining the teachers, but their qualifications are going down? **TY JOHNSON:** just to clarify. The teachers who are identified as needing to get qualified are the ones represented; some due to language barriers are in the process of re-testing. The retention piece, Tim can explain.
- **TIM GARCIA:** There are some of our Dashboard goals that start at 100 and work their way down; some start low and work their way up. Teacher retention, we look at EHS teachers ID'd as EHS teachers as of January 1, 2022 and we are only tracking those; we have a type; goal is 75, dashboard says 90. We're at 92 now and will continue to decrease; as the year progresses, we look at all teachers whether they were hired after January 1, 2022 or not
- **SUE RENNER:** So the goal is that teachers will meet qualifications? and we currently have 66% meeting that.
- **TIM GARCIA:** yes, by the end of the year; **SUE RENNER:** in general, childcare staffing is such at a critical stage. These partnership sites are getting almost double the income; we really need to be sure the programs are valuing these staff members; these dollars are going into things like qualified staff; if we start seeing this number slipping, we need to address that; also, CORE usage. They are getting a lot more revenue coming in for these kids; if they aren't using CORE, we can't see attendance ... finding out where they need support; we don't want to lower our expectations; **TY JOHNSON:** as our coaches are talking with partners, they are talking about this; they are also taking into account the competing priorities so leadership at these sites aren't thinking "I need to check this box" and are going in and really doing what they are entering in CORE.



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Whatever is in CORE is what is being accounted for, and what is not, it's not accounted for. We've been able to identify that and talk more in detail. **TIM GARCIA:** 66% qualified; Also, 100% of our staff are on a Professional Development Plans and have goals and are set within 12 months. We'll see Family Engagement events, starts at 0 and works its way up. That will get stronger and stronger as program year progresses. We will be sure to include NFS in future dashboard.

D. Leadership Development Review – Tim Garcia for Elsa Sackett

- Elsa is presenting at National Shared Services Conference; hoping to learn about additional Human Resources and finance tools to help our partners
- 10 of 13 AIM4Excellence renewals are complete (national director credential); we will begin to review soon to see who is due for upcoming year
- ELV completed training via Life Labs; anyone with supervisor/manager responsibilities; she's (Elsa) has been good about pointing out when we are using some of those new strategies
- On track to complete 21-22 QI projects as planned; hopes to present some photos of projects completed this past year in the next meeting
- Updating process for 22-23 includes QI and COVID funding
- Trying to gauge interest for new business series for home providers; do we have any new interest or any wanting to continue with the follow on module
- Facilitates CoP with both FCCH and centers; those will continue in April and May; take break in summer
- Directors CoP has been steady; looking to adjust times for FCCH to see if we can increase participation

E. Health & Safety Review – Kailee Smith

- Dental screenings are below where we need to be; we have contracts finalized to help with screenings, so I hope to see an increase in completed screenings
- Currently have 60 enrolled in EHS who have completed dental screenings; we have 20 (?) non-EHS
- **Delta Dental:** we have started purchasing oral health materials for our partner programs
- Circle grant for ASQ materials; we hope to get partners starter kits in English and Spanish; we had some requests for Arabic and <inaudible>
- Checklists have rolled out; feedback has been positive; looking to start advisory committee; first meeting to start in July; still looking to recruit health professionals, families enrolled in EHS, and we have had others express interest in participating.



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VII. New Business (10 Minutes)

A. Health services service plan

- Most edits were grammatical and consistency in language
- We updated page 2; update to county meetings. Made sure the names and periodicity is accurate
- Page 6: added some strategies to help children be more comfortable with vision and hearing screenings; added some language on how often we need to complete screenings—by 45 days of enrollment date; dental by 90 days. After that, annual screenings are required
- Other edits included updates from last year that were never incorporated in the service plan
- Page 19 includes tip over hazards; page 24 we added emotional abuse; toilet training policies and processes.
- That's the bulk of the updates—included procedure for when/if a child fails a hearing or vision screening. We want to re-screen about 6 weeks later. We would refer to a pediatrician, audiologist, or ophthalmologist as appropriate if a child needs a referral

1. **Action – Vote to Approve Health Services Service Plan**
2. **Motion:** Laura Hazen
3. **Second:** Teresa Ribble
4. **Opposed:** None
5. **APPROVED**

B. ELV/EHS Pay Scale: Tim Garcia

I have an attachment you didn't receive; (Attached)

- Before, we had a lot of confusion around pay scale on how incentives were applied; we had the same starting point for all Specialists and added a point if they had a Master's degree or other credentials, did they maintain credentials, etc. It led to a lot of confusion. **The** Coordinator scale wasn't formally reflected in it before;
- We wanted to build in certifications to the base and not part of the incentive
- We propose starting April 20, 2022 and after that we have three starting points. **Two** for Specialists and **one** for Coordinator;



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- **Specialist 1:** We don't have an applicant pool for Specialists with a Bachelor's Degree; so we opened it up and made it is a requirement to obtain a degree, family development credential and Colorado Coaching Credential
- **Specialist 2:** these applicants already have degree but have to commit to Colorado coaching credential
- **Coordinator;** already have 4-year degree but have to commit to credentials within 18 months
- We're not proposing anything that is outside what we already have; just a different starting point; we are open to feedback and questions
- We had a couple of other levels for Specialist and Coordinator – Master's Degree; we weren't requiring that of anyone (came out during PC)
- **JOHN GOETZ:** can it be that each ... this is the minimum...\$47.5K for Specialist I If you are paying more at your facility, is that okay? **TIM GARCIA:** I think that is okay. If it varies from this, it's up to our partners and it's their business decision.
- **TERESA RIBBLE:** is the degree for a specific content area?; **TIM GARCIA:** concentration in early childhood; We use the language "or related"; so if it's a 4-year degree that isn't related...primarily, OHS Performance Standards does not specify, so we don't require it; all of the coaching offered as part of EHS Services has to be offered by someone with that 4-year degree; **TERESA RIBBLE:** would experience be a consideration as well? **TIM GARCIA:** Unfortunately, that can only be considered to a certain degree; those offering PD has to have that 4-year degree; if they have experience and willingness to complete the degree, that's where the experience definitely helps. **TERESA RIBBLE:** thanks for clarification **TIM GARCIA:** I'd be happy to send job description if you would like to be able to look at that as well. Do you remember the Performance Standard, Ty? **TY JOHNSON:** not off the top of my head.

1. Action – Vote to Approve Pay Scale for Specialists and Coordinators

2. **Motion:** Teresa Ribble

3. **Second:** John Goetz

4. **Opposed:** None

5. **APPROVED**

VII. Training (20 Minutes) – ERSEA Training – Jennifer Garcia (see attached)

- Office of Head Start looks more closely at enrollment documents; I think we have a very strong process so that everyone is representing family income as accurately as possible
- Eligibility Criteria has really only two factors: age & income
 - Income
 - Eligible for Public Assistance



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- McKinney-Vento Homeless Assistance Act
- Foster/kinship care
- Child's Age: must be under 3 at enrollment; proven by birth certificate or ELV developed birth affidavit; if used, not end of story; specialists work with families to obtain birth certificate
- We have a process for handling intentionally fraudulent records;

LAURA HAZEN: I appreciate the distinction between homeless; things that seem common place are not always accessible to others.

- We have an ERSEA meeting weekly; we serve the neediest of the need. We have selection criteria and document very sensitive situations; parents with highest number of points are enrolled first.
- Each provider has a range of slots. We work off of a waitlist and focus on the providers who have not met their minimum number of children. We know that they have to have a certain number of children enrolled in order for EHS to be beneficial and financially feasible.
- After that, we focus on families that are attending 26-32 hours. That means they are not attending every day for 8 hours, but they would benefit from EHS services. They would still meet the 1,380 hours of services that the performance standard outlines.
- **Screenshare:** Jennifer Garcia shared her screen and walked through the Eligibility Verification Form.
- We are required by law to have a process to report fraudulent activities. If a staff member or partner has been fraudulent in the information they provided, the party who is aware of the activity has to report it to me or Tim (Garcia). They are protected by the Whistleblower Act.

VIII. Adjournment – Chairperson

Action – Vote to adjourn the board meeting

Motion: Teresa Ribble

Second: Laura Hazen

Opposed: none

APPROVED

Meeting adjourned at 1:29 p.m.

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