



## EHS Governing Board Meeting Minutes Wednesday, August 17, 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 12:02 p.m. on August 17, 2022.

### II. Attendance & Introductions

#### Board:

John Goetz (Chairperson)	Sue Renner	Laura Hazen
Mary Gross	Melissa Schierland	Shawna Jewell
Teresa Ribble		

#### ELV Staff:

Tracey McKinney	Kailee Smith	Tim Garcia
Jennifer Garcia Rosendo		
Mandy Potts		

**GUESTS:** Jill Korenek - JDS

#### We have QUORUM

**INTRODUCTION: Mandy:** Jill is with JDS professionals; lead on the audit and will present in a few minutes.

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

**Tim Garcia:** I would like to propose a shift in new business; recommend overall financial brief 30 minutes; new business 10 minutes. Ty on vacation; Jenn not feeling 100%. Strike DEI from this agenda. Reduce Training to 10 minutes.

1. **Action – Vote to Approve August Agenda as corrected**
2. **Motion:** Laura Hazen
3. **Second:** John Goetz
4. **Opposed:** None.
5. **APPROVED**



## EHS Governing Board Meeting Minutes Wednesday, August 17, 2022 – 12:00-1:30 pm

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

- A. Action – Vote to approve June 2022 Minutes
- B. Motion: Laura Hazen
- C. Second: John Goetz
- D. Opposed. None.
- E. APPROVED

### V. Financial Briefing (20 Minutes)

**Jill Korenek - JDS:** Issued unmodified opinion; presented accordingly; substantially different in the past—now 3 pages. Discloses processes and requirements that we conduct as part of the audit.

Had to complete Uniform Guidance audit—within 30 days of release. In process of switching system, so some delays. Report will be submitted based on requirements;

No disagreements with management;

Do not have any findings that have to be reported as part of the compliance audit. Nothing to disclose to the board.

Review management judgement as reasonableness; no audit adjustments;

When we issue an opinion; reviewed internal controls; we do walk-through; cradle to grave review of financial statements; Element of unpredictability – during field work, we ask for additional information.

Board should feel good on day to day operations

**ELV Final Financial Statement:** Look at cash flow, you can see the change; gives overall perspective

**Liabilities** went down to \$650K; had PPP Loan that was forgiven; Accounts Payable (AP) down substantially due to year end services, invoices; had 2-month lag on EHS program;

**Total Revenue:** up almost \$7.4 M compared to \$6.4M; significant increase in Non-Federal Shares (NFS);

One-time COVID that didn't re-occur.



## EHS Governing Board Meeting Minutes Wednesday, August 17, 2022 – 12:00-1:30 pm

Very lean from admin and fund raising perspective—for every \$1 we spend, \$.92 goes to the cause.

Page 8: change in net assets; \$755K net income; Spent more cash than we brought in; grants receivable, used cash and expected reimbursement drive the negative balance.

Overall, cash \$391K decrease.

Page 10: Risks and Uncertainties have to keep in for now

Last day of the year: are we over FDIC limit; we were over by \$939K

Page 12: tax exempt status; status changed during 2021, so that is included

**QUESTION/COMMENT: Sue Renner:** Federal grant is not considered restricted. Can you explain how that works? **ANSWER: JDS:** when you expend \$1...you meet the restriction at the same time you're seeing the revenue; from a policy standpoint, if restriction is met at the same time, it's being met from an unrestricted standpoint.; gov't funding used to be ... now can be contribution;

They want you to meet milestones. Move away from spend a dollar, receive a dollar.

**QUESTION: Shawna Jewel:** can you give us more detail on 501c3; what are the benefits;

**ANSWER: JDS:** 501c3 private foundation or 501c3 public charity; private – more compliance and go through with a formula perspective, so a lot more requirements; **public charity** – rule of thumb 33.3% of income is coming from general public. Money you get from Merage...with federal funding and other sources, is that going to...calculate 33.3 = 5 year lookback; whatever money we receive in 2022, it looks at 2021 and four years previously. Compute what percentage is general public;

**Pro:** not as much requirements; taxes; a lot of foundations cannot grant to a private foundation; we have more opportunities for more grants;

1. **Action: Vote to acknowledge audit results:**
2. **Motion:** Melissa Schierland
3. **Second:** Shawna Jewel
4. **OPPOSED:** none
5. **APPROVED.**

### A. EHS Monthly Financial Review – Mandy Potts

Qualified as low-risk – have to show 5 years of low risk before they offer milestones and are in a good position.



## EHS Governing Board Meeting Minutes Wednesday, August 17, 2022 – 12:00-1:30 pm

Four months in the grant; a little below the benchmark; don't see any problems spending the funds; had \$400K of COVID and this is the last of the COVID dollars; projects, scholarships to families, rent, utilities, so money is coming through

\$1.5M spent;

**Supplemental:** we submitted a COLA increase of \$2.8M; we also have money set aside for Quality Improvement (QI), but we track those separately.

Non-Federal Shares: we have paid one-month of incentives in June; teacher retention, CDA credential, and admin bonus (\$47K is teacher incentive/admin); non-cash = discounts; ask vendors and providers to pay 20% in-kind;

Conversation to waive NFS requirement and didn't want to get in habit of not collecting the in-kind. Would like to not get in the habit of not having it as a requirement; we could have waived it, but felt we should continue.

### B. NFS Fundraising Update – Tim Garcia

#### **Grants Awarded:**

Upper portion shows what we've been awarded

Only change is CIRCLE grant represented from the state; intended to support multilingual screening kits to be available for partners and families along with on-line access

#### **Pending grants:**

Applied for Denver Foundation: from Deant family fund; 3-year grant \$100K per year; focus on anti-bias supports for learning environments;

1. **Action – Vote to approve fundraising approach**
2. **Motion:** Sue Renner
3. **Second:** John Goetz
4. **Opposed:** None
5. **APPROVED**



## EHS Governing Board Meeting Minutes Wednesday, August 17, 2022 – 12:00-1:30 pm

### VI. EHS Management Report (30 Minutes)

#### A. Program Director's Report – Tim Garcia

- Staffing, we don't have as much attendance – Ty on vacation, Elsa had a conflict, and Judy is ill.
- Kailee Smith just health services credential; includes 40 PD hours across 12 modules and had 4 months to complete and was well within that; required by Office of Head Start (OHS)
- Still have an opening in Arapahoe & Adams County; we did see applicant pool increase and are confident to fill those shortly; hope to have someone on as soon as September.
- ELV applied to Local Coordinating Organization Morgan Family Center and have been awarded that designation, but we do not have a contract yet. Have a community plan due October 1, 2022; Working with Mary Gross, who is part of our board as well;
- **COMMENT: Mary Gross:** we're excited; we were understaffed and appreciative for ELV; have now hired a staff
- Every August, we work on Program Information Report; quantify our previous program year and submitted to OHS; bigger data undertaking to represent our work every year. Should be available by the end of the month.

#### B. Family Engagement Review – Jennifer Garcia Rosendo

- **Enrollment:** fully enrolled; on vacation last week and came home to 20 enrollments, so our team has been working hard to process enrollments; April OHS added SNAP to eligibility;
- Small snag with foster care; recent law was passed and wants to ensure families of origin are part of the child's life as they are in the foster care system; Kailee facilitated several conversations across the state; Arapahoe county, we do not need signature; Adams and Morgan still waiting on their response; Mesa and Garfield counties require signature from Department of Human Services; slows enrollment a little
- **PODCAST:** excited to report that we've recorded two so far; would like to build up and have 6; registered dietician (RDN) meets children where they're at; cultural and diversity lens. No such things as good/bad food, just food. Some has more nutrition than other; have her scheduled in October
- We are working with Colorado Dept of Education to get CD course on PDIS system. More 45 teachers have signed up and of those, 9 have gone through the complete process which includes an action planning form; they've completed 12 hours of training in the last 3 weeks; we're collecting data.
- **JOHN GOETZ:** how do I sign up for the PODCAST; **JENN:** we will send out information when we are ready to release



## EHS Governing Board Meeting Minutes Wednesday, August 17, 2022 – 12:00-1:30 pm

### C. Early Education & Child Development Review – Ty Johnson

- Within TSG 84.9% of children are meeting widely held expectations; well ahead of national average
- Aggregating coaching evaluations; received feedback
- Curriculum resource committee how to engage; using language that impacts their school readiness
- We were down 1.5 FTE, have expanded with ECPAC by adding an additional coach; 20 hours per week, work with teaching team and families; puts us back on track to cover 1.5 FTE

### D. Leadership Development Review – Tim Garcia for Elsa Sackett

- Have five ELV staff up for renewal for AIM4 Excellence; national director credential
- Collecting data on CoP; EHS experience and what they will look like
- Incentive guidelines have been updated on website; all five program areas on how the incentives can be earned
- NEW: Separate guideline for FCCH, new
- Second CIRCLE grant that ELV granted; financial coaches ... starting in October
- QI funds; working toward natural playgrounds

### E. Health & Safety Review – Kailee Smith

- End of July: 72% all enrolled with all screenings completed; slightly down from June (75%)
- Dental screenings Jan – present 336 screened 123 not enrolled in EHS
- **Delta Dental:** out of 123 not enrolled in EHS, we were able to cover 48 with the grant; we have incentives for partners based on dental homes for all enrolled children at their sites; cut off August 31; End of September purchase oral health;
- July: first HAC – ELV Adams Arapahoe, Mesa, licensing; co-chairs = Karen Melott and Liza Reyes in Pueblo county; planning, facilitating, and notes; next meeting January 2023; looking to increase participation with external partners
- Circle grant for ASQ materials; partners receive Spanish & English versions; specific partners will receive kits; hard copy of questionnaires, CD-ROM with ability to upload, but will give them access to ASQ online; connecting ASQ online with Alliance COR; hope to have it going by end of year



## EHS Governing Board Meeting Minutes Wednesday, August 17, 2022 – 12:00-1:30 pm

### VII. New Business (10 Minutes)

#### A. Governance, Leadership, and Oversight Capacity Screener

- Should be something we do in our April meeting; nice summary of what shared governance is intended to support
  
- Three columns for each question and where 90-day timeline comes into play
  - agree that practice or procedure is in place –
  - will be in place –
  - need more support

Would like to schedule time with John and Nancy (PC) and bring the results back to the board;

Head Start reference is linked for reference

1. composition of the group; licensed attorney, fiscal, communities represented; only one we are not meeting is an active member in Adams County

2. Do we have enough parent representation? Policy Council

Looks at things like conflict of interest; do we have parent and advisory committees. Not required, but if we do, are they following the criteria?

Self-assessment opportunity

Monthly reports we make available to you on a regular basis

Jennifer and I will meet with John and Nancy to go through this and we can share with the group.

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

### VII. Training (20 Minutes) – ELV QCCP Program Governance Orientation – Jennifer Garcia (see attached)

- Our mission is to support access to high quality, affordable child care



## EHS Governing Board Meeting Minutes Wednesday, August 17, 2022 – 12:00-1:30 pm

- Started with business services model and expanded with Early Head Start Partnership
- Business development powered by Client Support – using CORE and our Resource Platform
- Leadership Development; powered by CCP in each county; work with director and owner to build a strong, sustainable business model
- Teachers; credentialed coaches – in many cases are our CCPs; they wear many hats
- We work around developing families; CCP – enrollment and participation in EHS
- We work with families – family partnership agreements – goal-setting process
- Community development – service coordinator – leverage community-based organizations to meet the whole child’s needs
- Funded to serve 350 kids (20 centers; 18 FCCH) across six counties; guess over 2,000 families, but suspect our leveraged events make that number much higher
- HEAD START HISTORY: -- see slides

### VIII. Adjournment – Chairperson

1. Action – Vote to adjourn the board meeting
2. Motion: Teresa Ribble
3. Second: Laura Hazen
4. Opposed: none
5. APPROVED

Meeting adjourned at 1:26 p.m.

DocuSigned by:  
*John Goetz*  
50692520048E493...

DocuSigned by:  
*Tim E. Garcia*  
7631594219F0412...