



**EHS Governing Board Meeting**  
**Wednesday, February 15, 2023**  
**12:00 – 1:30 p.m.**

**MEETING MINUTES**

**1. Call to Order / Attendance/Introductions – Chairperson (5 minutes)**

**A.** The EHS Director called the meeting to order on February 15, 2023 at 12:06 p.m.

**B. Attendance:**

**Board Members:**

Sue Renner                      Cindy Bernal                      Mary Gross                      Shawna Jewell  
Kristin Habicht

**ELV Staff:**

Tim Garcia (EHS Director)                      Judy Williams                      Christian Andrade  
Kailee Smith                      Jennifer Garcia                      Ty Johnson  
Mandy Potts                      Elsa Sackett-Warren

**QUORUM REACHED**

**2. Agenda for Approval – Chairperson – See Attached (2 minutes)**

Tim Garcia recommends to move Health & Safety Service Plan review and approval to Immediately follow the Fundraising.

**A. Action – Vote to Approve February agenda with modifications**

**B. Motion:** Cindy Bernal

**C. Second:** Sue Renner

**D. OPPOSED:** none.

**E. APPROVED**

**3. Minutes for Approval – Chairperson – See Attached (2 minutes)**

**A. Action – Vote to Approve December 2022 Meeting Minutes**

**B. Motion:** Sue Renner

**C. Second:** Cindy Bernal

**D. OPPOSED:** none.

**E. APPROVED**

**Next Meeting:** April 19, 2023 | Teams Meeting



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**4. Financial Briefing (10 minutes)**

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

In good position for the year—80% spent, final projects happening. Audit starts in March.

Non-Federal Share (NFS) is at 70%--waiting on paperwork for in-kind projects.

Final COVID funds closing March 31, 2023—are fully encumbered and final purchases/projects are happening. COVID Revenue Relief was fully spent in December 2022.

**QUESTION: Sue Renner:** timeline is off from grant year for COVID? **ANSWER: Mandy Potts:** Office of Head Start (OHS) received money and then there was a delay until grantees received it. It did not align with the program year. COLA this year will likely be in the 5% range and Quality Improvement (QI) numbers are coming.

**B. NFS Fundraising Update – Tim Garcia**

Kellogg grant ended December 31, 2022 but this program year report is due end of March 2023. Once we submit the final report, we can pursue reapplication.

Buell ends April 30, 2023. New proposal has been submitted.

Dodge Family Fund: expect to receive – will focus on credential incentives and should hear final decision in March 2023.

Pueblo Packard Fund: hope to be funded again. We've received funding previously, but did not receive funding last year.

**COMMENT: Judy Williams:** believe request this year was for \$125K, but only \$75K NFS match. **QUESTION: Sue Renner:** Can the stat funds for expansion be used for match? **ANSWER: Tim Garcia:** do not believe so since it is expansion and indirectly federal funds. Cleanest in the long run.

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**Action – Vote to Approve Fundraising Approach**

**Motion:** Cindy Bernal

**Second:** Shawna Jewell

**OPPOSED.** none.

**APPROVED.**

**5. EHS Management Report (20 minutes)**

**A. Program Director's Report – Tim Garcia (4 minutes)**

Approaching end of five year funding term on February 28, 2023. Renewal meetings are happening with our Child Care Partners and community. We're negotiating tuition rates, enrollment ranges, and specific needs with partners. We expect 38 to renew and six potential new partners to consider with state funded expansion once renewal agreements are in place. Expansion timing matches new program year.

**Staffing:** one Pueblo Specialist resigned. That job opening has been posted. State expansion afforded us four new positions—one Coordinator, two Child Care Partnership Specialists, and one Grant Specialist.

**6. New Business (30 Minutes)**

**Health & Safety Service Plan – Kailee Smith**

Titles, roles, organizations standardized language and edits to ensure inclusiveness. Bigger changes: moved information on reporting to concerns, closures, etc. to Region VIII Specialist.

Other changes highlighted on Page 27 are not changing. Last Page—developing COVID mitigation policy which is now required to have one and is in process of being developed. Final rule has been released.

**QUESTION: Sue Renner:** reporting staff issues to grant manager? How does that work with personnel, policies, and privacy issues? Significant incidents? How does this work with partnerships/private businesses? **ANSWER: Kailee**

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**Smith:** Anything with abuse or neglect, reporting to agency. Language was in service plan more general (affecting health and safety of children) so didn't change. For a while, we tracked closures due to illness, not sure the level of detail we report. **COMMENT: Tim Garcia:** No longer tracking COVID closures, but that was a temporary requirement. **COMMENT: Kailee Smith:** I can make the language more clear. **COMMENT: Tim Garcia:** Kailee reached out to Theresa Ribble for guidance. Would board feel comfortable approving with changes, or prefer to see it and then approve?

**Action – Vote to Approve Health Program Service Plan with suggested changes**

1. **Motion:** Cindy Bernal
2. **Second:** Shawna Jewell
3. **OPPOSED:** none
4. **APPROVED**

**5. EHS Management Report – cont'd (20 minutes)**

**C. Family Engagement – Jennifer Garcia-Rosendo**

Missed some meetings due to trainings. Expects to do a train-the-trainer (Portage?). Emily from Mariposa Center has been offering Trauma-Informed Practices training for ELV Staff. Thinking about extending it to providers.

Enrollment is full. We have a healthy waitlist. We are now shifting our focus to attendance.

Pueblo Day Nursery grant requesting funds to support families.

Second round of Packard Funds for Conscious Discipline. There were only 60 participants on PDIS from July – December 2022. We had 93 in January 2023, so picking up some steam.

**Family Engagement Friday** podcasts have launched; they come out every Friday. We've recorded 40 so far. This week's topic is public health on cleaning

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home after family illness. **COMMENT: Sue Renner:** Congrats on podcast innovation! Any way to bring up with OHS would be great since this is easily scalable. **COMMENT: Jennifer Garcia-Rosendo:** CHSA is running it in their next newsletter. **COMMENT: Tim Garcia:** it was in January's newsletter.

**D. Health & Safety – Kailee Smith**

January screenings: 42 children had deadlines in February/March – 292 children to base it on – 78% complete. Hearing & Vision – 92%; Developmental – 90%; Dental – 88%.

This year 472 EHS children had dental screenings as well as 202 that extended beyond EHS—22 of those from Delta Dental grant that started second year in November 2022.

Still providing incentives based on number of children with identified dental homes in CORE. Can also provide screenings to non-EHS children. This looks a little different based on the county.

**CIRCLE Grant:** we purchased ASQ starter kits and distributed in English and Spanish. Karen Mellott, Mesa County Coordinator, and Kailee are conducting ASQ Online training in January for our partners.

We're working on API (computer interface) between ASQ Online and CORE. Hope to have that complete by March.

We have a potential collaboration with ABCD on healthy steps program to connect developmental screenings and health.

**Health Services Advisory Committee:** had our first meeting in January 2023 with 13 attending. We discussed resources and next steps for those that don't qualify for Part C. We had guest speakers from 211

**E. Early Education & Child Development – Ty Johnson**

Continue to support workforce as state initiatives evolve, increasing capacity, trying to create more flexible points of entry for potential employees. Hoping to

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adjust qualified staff requirements as state requirements shift.

Still support CDA for teacher qualifications as well as college alternative (equivalent) pathway. Also exploring ways to expand options around Pyramid Plus, EQIT, etc., with specific parameters and would require PDP proving that work meets or exceeds CDA/college courses.

Front loaded capacity and ELV Staff well-credentialed for this change. Five staff members who can assist with workforce qualification. In assessment window with 73% of data entered and is due March 9, 2023. Only six sites that we need to complete CLASS observations for to get to 100% infant/toddler CLASS complete. Many in process of recertification. TLCs are very successful. Working on framework, syllabus to come. Each year get closer to recommended implementation. Virtual participation has gone well. Sites already contacting Ty to sign up teachers for the next round. New hire in Arapahoe County doing well with site relationship building and training, is helping with Arabic translation.

**7. Adjournment – Chairperson (1 minute)**

**Action: Make a Motion to Adjourn the meeting.**

**Motion:** Cindy Bernal

**Second:** Sue Renner

**OPPOSED:** none.

**APPROVED.**

Meeting adjourned at 12:58 p.m.

DocuSigned by: 2/15/2023  
*John Goetz*  
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DocuSigned by: 2/20/2023  
*Tim E. Garcia*  
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