



EHS Governing Board Meeting

June 21, 2017

Meeting Agenda

1. **Call to Order / Attendance** – Chairperson
In office: Jenn, Tim, Jeff, Ty, Shawna, Clinton, Mandy, Kristin, Laura, Morgan
On phone: Henry, Jonathan
Meeting started 12:03pm

2. **Agenda for Approval** – Chairperson – See Attached
 - a. **Action – Vote** Approve April Agenda
 - b. **Laura moved to approve April agenda**
 - c. **Kristin seconded**
 - d. **Agenda Approved**

3. **Minutes for Approval** – Chairperson – See Attached
 - a. **Action – Vote** Approve April meeting minutes
 - Jeff motioned, Kristin seconded, and approved.

4. **Financial Briefing** – ELV Mandy Potts, EKS&H Lisa Meacham
 - a. ELV Single Audit
 - Lisa- everything was recorded in proper period
 - Will be some changes in next couple years
 - Qualitative stand point confident with accounting of this organization
 - No difficulties encountered when performing audit
 - Smoother than first year
 - 1 journal entry posted
 - Record a receivable and income related to indirect cost
 - Catches up revenue
 - Dec. 31st 2016
 - No disagreements with management
 - Will obtain a representation letter, stating that Judy and Mandy have reviewed financial statements
 - No findings or issues to report
 - Supplemental information has been included in audit
 - Page 16
 - One page summary of audit and audit results
 - Clean audit opinion
 - Did not identify anything significant from compliance or internal
 - Very good!
 - Page 17
 - Last year found 3 findings
 - Each one of findings was corrected during 2016

- page 3
 - Higher level review
 - End of Dec. total assets
 - Cash increased 219,000 (increase grant revenue, payments and collections)
 - 406,000 restricted cash (HOP etc.)
 - 418,000 grants receivable (decreased)
 - Collecting cash flow faster than previous years
 - 280,000 payroll funding
 - ELV prefunds of when payroll actually occurs
 - 355,000 total liability (half of balance last year)
 - Timing issue- managing cash flow much more timely in 2016
 - 2500 deferred (Race to the Top funding)
 - Increased of total net assets increased
- Page 4
 - Total revenue 2016- 5.9 million
 - Increase of 2.7 million in revenue
 - Majority if all was in federal grant revenue
 - Full year of things being up and running
 - Non federal grant decreased
 - Winding down of HOP
 - 94,000 membership revenue (increased)
 - Expenses (natural categories)
 - Total 5.3 million (increased)
 - Driven by grant activity
 - Salaries increased (travel, people etc)
- Page 9 note 3
 - Functional expenses
 - Donors look at this information
 - 4.7 million (87% of total expenses) program services
 - 96% in 2015 going towards program services
 - Very strong ratios, nothing to be concerned about
- Page 4
 - Increased in net assets
- Page 5
 - Statement of cash flows
 - Cash provided by operating activities
 - Not having to borrow money etc.
 - Cash went up by 296,000
- Page 6
 - Notes to financial statement
- Page 7
 - Two items that are coming up and effective in next two years
 - Provide better information to users
 - New revenue recognition guidance
 - Long term contracts

- No major changes, just updated for current year
- Page 12
 - Reporting that is required for Federal Awards and Compliance testing
- Page 18
 - Schedule that shows the amount of EHS expenditures encouraged during 2016
- b. EHS Monthly Financial Review – Mandy Potts – See attached**
 - Page 9
 - Management in general is indirect money (half used to put back into programs)
 - Activity thru April 2017
 - As of April (9 months into it)
 - 70% of spending (on target)
 - Nonfederal (63%)
 - We're not counting the space that providers are in-kind providing for children (1.2 million with space)
 - Met and exceeded with that number
 - Still have cash need to pay for salaries and scholarships, teacher bonuses
 - Looking how to allocate for next year
 - Go with market rate for each of those spaces?
 - Far exceed it so far, easiest way to get qualified
 - Report as using all of it
 - Met and exceeded volunteer hours for in-kind
 - Will have some savings (looking to put back into program) plan on spending it
 - New Grant (Buell 50,000)
 - Use for cash need for scholarship and bonuses
 - Hope help going into contract renewals
 - Do look at financials and that following guidelines, contingent on clean audit (should get check soon)!
 - Motion accepted financials
 - Laura motion
 - Kristin second
 - Motion adopted
- c. NFS Fundraising Update**

5. Director's EHS Report – Tim Garcia

a. Tim

- need to have everyone renewed by Aug. 1st
 - Changes to that, mostly in terms of new performance standards
 - Clarifying language
 - be clearer about how we speak about the work
 - Sent out to each child care partner this year, won't meet in person until mid- July
 - On pace, some meetings already scheduled
 - Meetings throughout each of the counties in July 10-14
 - July 19-21st Mesa county
 - Went well last year meeting face to face with

Leadership team

- Think will go even better this year (end of startup phase)
- Charlotte Ralf had decided to close business, gave us notice, since then might stay open but not going to continue with us
- Linda Reynolds closing business and moving
- Have R-5 high school in grand Junction working with as of Aug 1st (puts at 30 for new program year)
- Anticipate everyone else with renew (good retention)
- HS New Director Initiative (UCLA) had to apply to, 48 participants
 - Yearlong program but in person part
 - Great program, facilitated by UCLA professors
 - Interesting the emphasis they put on mental health, social health as managers
 - Self and team
 - Berkman report, connection with Myers brigs and Emergenetics
 - Effective behaviors (positives, improvements, strategies)
 - Paired with mentor for action plans for next year (Venice, California)
- EHS Overview
 - Seen steady increase over months
 - Decrease in CCAP and current enrollment
 - IFSP
 - Measuring 10% of enrollment wrong
 - 10% of overall enrollment (24 children for us)
 - Goal to have always 10%
 - Enrollment
 - Fully enrolled (30 days to fill open slot)
 - Big reason for fall in enrollment and CCAP
 - Teen parent programs (graduated, out for summer)
 - Families in school temporary suspended until start school again after summer
- b. Family Engagement Review – Jennifer García Rosendo**
 - Working on writing parent and community engagement goals
 - Based on HS goals (family services)
 - PC members and invite Gov. council members (meeting next Tuesday)
 - Each head start agency had to adopt research based curriculum classes for families
 - In process of identifying those for us as well
 - Anyone wants to participate let Jenn know
 - Looking at current enrollment forms for new program year
 - Updated without as much duplication and to make process easier for families
 - Just wrapped up last class with team at 11 today for FDC
 - Have to submit portfolio
 - Once approved will receive credential
 - Second cohort next year with rest of staff and communities
 - Hoping providers take it as well

- c. Early Education & Child Development Review – Ty Johnson
 - Currently staff going thru coaching credential process (support towards classrooms and be recognized in CO)
 - All taken required class, filling out paperwork
 - Currently 4 coaches credentialed
 - TTA in third series of practiced based coaching and training for Aug. 1 to implement intensive coaching (individualizing)
 - Webinars monthly (2 ½ hours)
 - Going well
 - Working on reflection with teacher and professional dev. Plan
 - Make sure looking back to goals and EHS grant
 - Coaches participating in new Teaching Strategies Gold called My Teaching Strategies
 - Will do cross training with teachers so they know how to work with it
 - User friendly
- d. Health & Disabilities Services Review – Ty Johnson
 - In contract renewals with vendors
 - Will be effective 8/1, go out prior for review
 - Request for proposals around coordination of services
 - Like to have an agency, individual do county oversight (Jeff?)
 - Great opportunity for us to have that as their specialty
 - Working to make better methods

6. Training – Jenn García Rosendo

- a. Parent Family & Community Engagement (PFCE) Service Plan
 - EHS content areas and promotes (listed on PFCE)
 - Have family engagement activity monthly with each site
 - Worked with them and met them where they are at
 - Big piece around parents as child's first teacher
 - Volunteers
 - Guidelines around as parents volunteer and career opportunities
 - Dual Language Learners
 - Attendance
 - How important it is for the children
 - Reviewing and selecting parent curriculum
 - How identify PFCE priorities (strength and needs assessment with families)
 - Opened up to all parents as well
 - Just PC participating now
 - Goal setting process and how to do it (not a requirement just need ot be offered)
 - Strategies how to support children with special needs
 - MOU's
 - Confidentiality
- b. In-Kind – Morgan Reuter
 - Still need Jonathan and Rosemarie's

7. New Business

- a. ELV Restructure
 - i. Ty's role too large for one person to manage, need to piece out better, new role allows her to focus on EHS and education piece
 - ii. Mandy now with NFP partners- consultant now
 - ELV is Mandy's client

- iii. Mia- position had so many pieces
 - Now split up across team instead of trying to find a new person
 - iv. Quality Improvement
 - More embedded throughout and activity around it more start up
 - Healthy and Disability service coordination bigger priority moving forward
 - Ty now responsible for Early Education and Child Development
 - Big change, contracting out health and disabilities support
 - QI's now reporting to Ty
 - v. Next year looking to do more blended roles
 - 1 point person for each site who provide family support, QI and in some cases coaching
 - Already been piloting it in Pueblo
 - Provided a lot more collaboration
 - Eliminate communication issues
 - Having one go to person can simplify it
 - Better for family child care homes
 - Work to make sure good transition
 - Staff teaching staff
 - Next quarterly focused largely on it and meeting tomorrow
 - Have point person within each county
 - vi. Burnout
 - Need to get capacity on board for health and services management
 - Want to be thoughtful and intentional about the right need
 - We are thinking of adding another position or two but not sure what position is
- b. EHS Selection Criteria
- i. Weighted wait list (not based on how long but how many points)
 - Added highlighted pieces
 - Changed child's age to 2.5 (will consider if under 3 and in need of services)
 - Prenatal substance abuse/exposure
 - Toxic stress (adverse childhood experiences)
 - Parent is incarcerated
 - Progress thru CIP
 - ii. **Action** – Vote to approve updated EHS Selection Criteria
 - Motion Laura
 - Kristin Second
 - Accepted

8. Old Business – Tim Garcia

9. Announcements – Tim Garcia

- a. EHS-Child Care Partner Updates
- b. CHSA Meeting
 - Interested invitation always there (Lakewood)
- c. PFCE Workgroup
- d. Parent Curriculum Workgroup

10. **Adjournment** – Chairperson

- a. Kristin moved to adjourn the meeting
- b. Laura and Jeff seconded
- c. **Meeting adjourned 1:32**

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7/17/2017 | 8:46:47 AM MDT

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Laura Hazen
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7/17/2017

Next Meeting: August 16, 2017
CIG – 18 Inverness Place East – Englewood, CO 80112