EHS Governing Board Meeting

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
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

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- 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

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- 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

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- 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 1\textsuperscript{st} (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 Garcia 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**

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