



EHS Governance Council Meeting

2/18/2016

Meeting Minutes

Attendees: Cecelia Broder, Juanita Belle, Jeff Kuhr (phone), Henry Ronan, Judy Williams,

Absent: Laura Hazen, Dale Roth, Sue Renner

Guests: None

Staff: Mia Pritts, Tim Garcia, Mandy Potts, Jenn Rosendo, Ty Johnson, Chad Robertson

Minutes By: Chad Robertson

1. **Call To Order / Attendance** – Cecilia Broder called the meeting to order at 12:13pm
 - a. Introduction of the EHS Management team and role
2. **Agenda for Approval** - Chairperson
3. **Minutes for Approval** – Judy Williams reviewed below minutes that took place via email during December 2015 and January 2016; Governing Council acknowledged and had no further questions. Also reviewed that last meeting held in October 2015 the minutes were already approved by Goering Council and signed by Chairperson.
 - a. December notification of Lionel Espinoza resignation
 - b. January notification of new board members and email vote taken – 4 governing council members emailed a yes vote to add Henry Ronan (retired superintendent) and Laura Hazen (practicing attorney)
 - c. January notification to governing council of EHS budget revisions- 4 governing council members emailed a yes vote to approve, and submitted to region 8 for approval. ELV EHS 2015 year end financials were also submitted to board for review, and Dale Roth had discussion with Mandy Potts, ELV Grant, Finance and Operations Director to review.
 - d. February notification to governing council to approve internal promotion of Tim Garcia to EHS Director position – 4 governing council members emailed a yes vote to internal promotion, submitted to region 8 for approval.
4. **Financial Briefing** – ELV EHS team
 - a. EHS Monthly Jan Financial Review – Mandy Potts – see attached
 - b. EHS Budget Review – Mandy Potts – see attached
 - c. Cecelia Broder: Was Region VIII office worried about ELV's spending enough/not enough? Mandy Potts: Initially, yes, which led to this clarifying conversation and that ELV is on track with spending amounts now.

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- d. Discussion on fiduciary insurance for the board-Mandy Potts. Group believes this was covered in initial Council Meeting. Mandy Potts to follow up, which was done and yes ELV insurance, does cover fiduciary insurance for the governing council.
- e. EHS Contractual Agreements Review – CC partnership agreements update (Mandy); Comprehensive services agreements (Coaching, Health, Nutrition, Dental, Mental Health, Disabilities) – Ty Johnson; in Arapahoe County, Ability Connections wants to meet providers and is interested in contracting; Mesa County Health and Hilltop are currently under contract review for January to June, then forward to 2019; in Garfield County ECN is under contract review; in Pueblo, partners are challenging to engage because of lack of capacity, but Henry Roman will help out with connections.

5. Director's Report – EHS Coordinators

- a. EHS Quality Improvement Review – Tim Garcia: First year focus is establishing relationships; now have used data to create QI plans and are currently establishing goals and objectives, identifying resources to reach compliance; Teacher qualification challenging (120 teachers taking 250 courses); purchases helping out a lot, health and safety concerns getting addressed; Spring weather will help to address outside areas, particularly with mountain partners; training plan for leadership is in motion; cost of quality training coming soon;
- b. EHS Family Support Review – Jennifer Rosendo: focus on enrolling children, 240 met in December, but attrition is a challenge. As of Monday at 235; wait-lists are implemented; parent engagement is moving with parent teacher conferences, etc. This is a new practice for providers; policy council is also focus; 2 orientations are coming, which will eliminate burden of travel. Pueblo and Denver will have orientation on April 27; Mesa and Grand Junction on 3/19; Training plan finalized last week around adult learning, coaching, cultural sensitivity; all staff getting certified as life coaches; challenges include EHS eligibility requiring families to be below poverty line; cannot qualify for CCAP because of family issue reporting; undocumented families; 10% must be disabled but providers lack skills and capacities to serve
- c. EHS Comprehensive Services Review – Ty Johnson: in April, ABCD in-service for EHS staff; builds internal capacity while serving consumers; CLASS assessments received; coaching set up for almost all classes in Arapahoe thru partnership with Clayton

6. Training – ELV EHS Judy Williams

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- a. ELV organizational chart review – see attached – reviewed by Judy Williams
- b. ELV EHS Strategic Plan - see attached. Cecelia Broder inquiries about evaluation and would like addressed at next Governing council meeting.

7. **New Business** – ELV EHS Mandy Potts

- a. (action) Acknowledgement of Fiscal and HR Policies and Procedures; Mandy to send policies on procurement, etc. Needs acknowledgement that we're following those policies. Jeff Kuhr question: is this too much detail? Mandy Potts: just need acknowledgement that we're doing something according to policies; no need to review individually or in great detail. Next meeting will submit a list of all HR, Fiscal policies and reviewed to meet EHS requirements for the Governing Council to acknowledge.
- b. (action) EHS budget revisions for continuation grant 1/31/16 through 7/31/16
- c. (action) Non Federal Share match strategy update: 20% match: year 1 applied for waiver, should get it; next 6 months will write for 20% of 20% (approx. \$72K); as of 8/1 there are no waivers for \$600K needs raising annually

8. **Old Business** – ELV EHS Judy Williams

- a. 2015 EHS highlights infographic – see attached


9. **Announcements** – ELV EHS Judy Williams

- a. Dr. Blanca Enriquez is the director of Office Head Start, has requested a site visit with ELV EHS CC Partner in March 2016 - <http://www.acf.hhs.gov/about/leadership/blanca-enriquez>

10. **Adjournment** – at 245pm

Approved by:  February 22, 2016
DocuSigned by: Cecilia Broder, Governance Council Co-Chairperson

Approved by:  February 22, 2016
DocuSigned by: Juanita Belle, Governance Council Co-Chairperson

Approved by:  February 22, 2016
DocuSigned by: Tim Garcia, EHS Director

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From: Medina, Becky
Sent: Tuesday, February 23, 2016 8:41 AM
To: Williams, Judy
Cc: Lainez, Cindy; Robertson, Chad
Subject: FW: CORA and fiduciary insurance info
Importance: High

Fyi...

From: Alimova, Sevara [<mailto:Sevara.Alimova@hubinternational.com>]
Sent: Tuesday, February 23, 2016 8:39 AM
To: Medina, Becky
Cc: Kessler, Steve
Subject: RE: CORA and fiduciary insurance info
Importance: High

Hello Becky,

Yes, the ELV EHS Governing Council is covered under the definition of the policy, subject to the other provisions of the policy.

Thanks,

Sevara Alimova, MBA, CLCS
Commercial Lines Sr. Account Manager
Hub International Insurance Services Inc.
6701 Center Drive West, Suite 1500
Los Angeles, CA 90045
Phone: (310) 568-7640

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