



EHS Governance Council Meeting Minutes October 27 & 29, 2015

Attendees (10/27/15): Dale Roth, Cecilia Broader, Juanita Belle

Attendees (10/29/15): Sue Renner, Burnie Zercher, Jeff Kuhr (via conference call)

Guests (10/29/15): Roshelle Jones, Region VIII Program Specialists

Staff (10/27/15): Lionel Espinoza, Courtney Sonnkalb, Judy Williams

Staff (10/29/15): Lionel Espinoza, Courtney Sonnkalb, Judy Williams, Vinny Badolato

Minutes By: Lionel Espinoza

Call To Order / Attendance

The October 27th meeting was called to order by Juanita Belle at 12:07 PM.

The October 29th meeting was called to order by Lionel Espinoza at 12:10 PM.

Agenda for Approval

On October 27, 2015, motion to approve the agenda was made by Dale, seconded by Cecilia. Motion Carried.

On October 29, 2015, motion to approve the agenda was made by Burnie, seconded by Sue. Motion Carried.

Minutes for Approval

On October 27, 2015, motion to approve the e-mail vote for the September 24, 2015 Governance Council was made by Dale, seconded by Cecilia. Motion Carried.

On October 29, 2015, motion to approve the e-mail vote for the September 24, 2015 Governance Council was made by Burnie, seconded by Sue. Motion Carried.

Financial Briefing

On October 27th and 29th, 2015, Courtney Sonnkalb, Senior Accountant, reviewed the August and September 2015 financial statements for ELV-EHS and noted that spending will show big improvement with the October 2015 financials. Similar to the July 2015 financials, compensation expense is not up to date.

On October 27th and 29th, 2015, Lionel Espinoza presented the 2016-2017 EHS Balance of Funds Continuation Grant application for the remaining six months of the initial 18 month budget period for review and discussion. He indicated that since this application was presented at two Governance Council meetings this week, approval will be sought via email on Friday, October 30, 2015.



EHS Governance Council Meeting Minutes October 27 & 29, 2015

The narrative portion of the Early Head Start Application consists of responses to nine questions, as outlined below. Summarizing the content for each question, Lionel presented the three documents that would be included in the final application, ELV-EHS School Readiness Framework, an Operations Timeline, and the EHS-CC Partner Program Overview (EHS-CC Partner schedule, budget, contract amount).

1. Program narrative providing a brief status update on implementation and operation of the program and a description of projected changes for the final six months of the budget period, including any requests for change in scope, if applicable. See section below for additional information on changes in scope.
 - a. Up to thirty-seven licensed child care centers and family child care homes are participating in ELV's innovative 5 tier model, described below, to increase program quality as well as school readiness for all children and families.
 - i. **Level 1: Strong Business** - focused on developing and implementing a strategic business plan and budget that will ensure, amongst many things, competitive wages for teachers and teacher assistants and the delivery of high quality school readiness programming.
 - ii. **Level 2: Sound Leadership** - focused on increasing communication between directors, classroom staff, and families and enhancing directors' understanding of how to impact classroom quality with sound leadership.
 - iii. **Level 3: Prepared Teachers** - focused on increasing teacher and teacher assistant understanding of child development and implementation of research-based best practice.
 - iv. **Level 4: Engaged Families** - focused on empowering parents by increasing their confidence when navigating community services and resources; and second, by establishing how teachers and parents communicate.
 - v. **Level 5: Community Involvement (comprehensive services)** - ELV will partner with multiple community agencies in each of the four counties to deliver comprehensive services for children. Through these partnerships, focused educational opportunities and supplemental consultation will be afforded to parents and center staff.

With an emphasis on establishing trusting relationships with potential EHS-CC Partners as well as community agencies needed in becoming fully operational, ELV has been met with much operational success, including but not limited to:

- Hiring four Family Specialists in Mesa, Garfield, and Arapahoe Counties. For Pueblo County, ELV is contracting with Catholic Charities to secure these functions. Three QI Specialists have been hired for Arapahoe, Mesa, and Pueblo Counties. For Garfield County, ELV is contracting with the Early Childhood Network to secure these functions.
- Releasing an RFP to secure contracts for providing comprehensive EHS services in the four counties.



EHS Governance Council Meeting Minutes October 27 & 29, 2015

- Establishing 80 percent of the required program governance structure
 - Executing 26 EHS – CC Partnership Contracts, with an additional 10 still in process
 - Secured agreements with community colleges in each of the four designated services areas to support participating teachers in taking near 300 ECE courses needed in meeting the minimum credentialing requirement no later than July 1, 2016; and
 - ELV is contracting with The Policy Equity Group to conduct an evaluation on the entire EHS implementation, which will be complete by July 31, 2016.
2. Program schedule for each delegate and/or partner for the partnership model and for direct operations for expansion, if applicable, specifying the number of children, classes/groups, days and hours of operation, and home visits for each program option.
- a. Of the 36 EHS-CC Partners that will provide EHS services to children and families in Arapahoe, Garfield, Mesa, and Pueblo Counties, two are currently not open for a 5-day week and two are not currently open for 12 months. However, as part of the quality improvement process, ELV Quality Improvement Specialists will be working with these programs to ensure they meet the needs of EHS children and families prior to July 31, 2016.
3. A detailed budget and budget justification describing the proposed uses of funds for operations and for training and technical assistance by object class category. Note the amount of training and technical assistance funding is significantly higher than within the first budget period than the annual amount of 2.5 percent. Explain the proposed use of these funds for attainment of credentials, professional development, training and other activities.
- a. Early Learning Ventures is requesting \$1,845,000 to provide comprehensive services to 240 children and families in Arapahoe, Garfield, Mesa, and Pueblo Counties from February 1, 2016 – July 31, 2016. Of the \$1,845,000, \$1,476,000 is budgeted for program operations and \$369,000 is budgeted for Training and Technical Assistance. ELV's Non-Federal Share match will be \$461,250. Table 1 below provides an overview of allocations by each budget category.



**EHS Governance Council Meeting Minutes
October 27 & 29, 2015**

Table 1: EHS Continuation Grant Application Overview

February 1, 2016 - July 31, 2016 EHS Budget						
CATEGORY:	Federal Share Amount	T&TA	Total Federal Award	Non-Federal Share Amount	# Employees	Total 6 Month Expense
Personnel	\$345,047	\$0	\$345,047	\$86,262	14.05	\$431,309
Fringe Benefits	\$110,415	\$0	\$110,415	\$27,604		\$138,019
Travel	\$0	\$6,224	\$6,224	\$1,556		\$7,780
Equipment	\$0	\$0	\$0	\$0		\$0
Supplies	\$1,452	\$0	\$1,452	\$363		\$1,814
Contractual	\$993,513	\$216,430	\$1,209,943	\$302,486		\$1,512,428
Construction	\$0	\$0	\$0	\$0		\$0
Other	\$25,574	\$146,346	\$171,920	\$42,980		\$214,900
Total Direct Costs	\$1,476,000	\$369,000	\$1,845,000	\$461,250	14.05	\$2,306,250

4. Details of the contract with delegate agency and child care partner in the contractual line item of the budget and in the narrative, including the number of slots, contract amount and budget.

- a. ELV anticipates entering the remaining six months, February 1, 2016 – July 31, 2016, with 36 signed contractual agreements (19 licensed centers and 17 licensed family childcare homes) with 68 total classrooms. Of the anticipated 36 contractual agreements, Lionel is presenting an additional 10 EHS-CC Partnership contracts today for approval.



**EHS Governance Council Meeting Minutes
October 27 & 29, 2015**

5. A detailed listing of the documents budgeted for payment to each child care partner (contracts, sub-recipients and delegate agencies) in contractual object class category of the budget and an accompanying budget narrative summarizing the total amount to be paid to child care partners and the amount budgeted for subsidy replacement costs for children losing their subsidies during the budget period.
 - a. The documents reflecting EHS-CC Partner budgets, payments for layered funding, and subsidy process for children losing their subsidies are reflected in the contract, scope of work, and budget mentioned above under question #4. These documents have been uploaded to the Head Start Enterprise System for further review.

6. Projected amounts of other funding that support services to Early Head Start children, including Child Care and Development Fund (CCDF) and Child and Adult Care Food Program (CACFP) funds in the Other Funding section of the budget, and a description in the budget justification on how these funds support the program.
 - a. As part of levels 1 and 2 of ELV's School Readiness Framework, Quality Improvement Specialists are currently conducting an operations audit of all 36 EHS-CC Partner programs to identify gaps in becoming EHS fully operational by, July 31, 2016, as well as to establish the foundation for each program creating a 3-5 year strategic plan. As part of the strategic planning process, QI Specialists and each program's director will create a formal budget to ensure sustainability of their business model. Essential to sustainability is how to leverage existing public funding dollars such as childcare subsidy, CACFP, and State Quality Improvement initiatives.
 - b. For the remaining six months of the 18-month start-up period, ELV will be working closely with local agencies, in each county, overseeing other public funding dollars to evaluate the feasibility of leveraging funds with EHS to maximize efficiencies and implementation effectiveness. Thus far, ELV has established relationships with each county's Department of Human Services and has openly discussed contract for slots with regard to childcare subsidies. Additionally, in the context of each program's overarching business model, ELV Quality Improvement Specialists are currently working with each of the 36 EHS-CC Partners to determine the best approach for implementing the CACFP and leveraging the funding to support the food programs. Further, ELV has established relationships with local Early Childhood Education Councils to leverage existing State and Race-to-the-Top dollars in an effort to raise program quality across the entire program. Since ELV's dollars are restricted to infant and toddler



**EHS Governance Council Meeting Minutes
October 27 & 29, 2015**

classrooms, capitalizing on this opportunity is critical for children's long-term success as they enter preschool.

7. Sample of applicable contracts, i.e. delegate agency, center-based child care partner and family child care partner.
 - a. These documents have been uploaded to the Head Start Enterprise system. In addition to contractual agreements, ELV has also uploaded the documents used as part of the application process that each of the EHS-CC Partners participated in while being considered for a long-term agreement.

8. A brief description of any challenges encountered with partners and efforts to preserve these partners.
 - a. As ELV enters the next six months of the EHS-CC Partnership Award, we do not anticipate any major challenges that would preclude becoming fully operational. The anticipated challenges include teacher credentials and supporting EHS-CC Partnership sites with competing local and state initiatives. As reflected in the previously revised and current EHS budgets, ELV is allocating a significant amount of dollars toward support teachers in meeting credentialing requirements. Understanding that some teachers may not achieve the desired success in a formal college setting, ELV has begun soliciting bids to offer an accelerated traditional CDA program in each county. With a dual approach, 100 percent of teachers are expected to meet EHS credentialing requirements. With regard to competing local and state initiatives, existing EHS-CC Partners are participating in other ECE initiatives. While leveraging funding to enhance learning experiences for children is positive, it often creates duplication in efforts as well as competing objectives. In this regard, ELV has been working with local agencies in each of the designated counties to compare objectives and eliminate duplication for EHS-CC Partners. Much success has been realized thus far, but in order to sustain progress, much time will be devoted to keeping the discussion at the forefront of all conversations.

9. A description of proposed changes to partners, including efforts to identify replacement partners and program design modifications planned as a result of these challenges.
 - a. ELV does not anticipate any changes to the existing 36 EHS-CC Partners identified during the initial 12 months. However, in the event a change in EHS-CC Partners occurs, ELV has in place a sound contracting process for recruiting and contracting with new programs.



EHS Governance Council Meeting Minutes October 27 & 29, 2015

As mentioned under question #4 above, of the anticipated 36 contractual agreements ELV will secure for the remaining six months, 10 are being presented today for review and approval, six from Mesa County, three from Garfield County, and one from Pueblo County. These programs were added as part of round two during October 2015 to ensure ELV was able to fill the 240 EHS slots. The Garfield County programs include Caring Kids Preschool, Blue Lake Preschool, and Grand Valley Center for Family Learning School, totaling 20 EHS slots. The Mesa County programs include Grand Valley Childcare and five family childcare homes (Lil' Peaches, Little Imaginations, Aunt Patty's Childcare, Country Care, and Country Kids), totaling 24 EHS slots. The Pueblo County program includes one family childcare home, Yolanda Gonzales, with 3 EHS slots.

Director's Report

Lionel Espinoza reported the following:

- There are currently 26 licensed programs that have signed contracts with ELV to provide EHS services in Arapahoe (5), Garfield (5), Mesa (8), and Pueblo (8) Counties. Within the 26 programs, there are 53 classrooms and near 103 teachers. Including the additional 10 programs, there are 67 classrooms and over 110 teachers.
- As mentioned during the grant application overview, ELV has hired four Family Specialists for Mesa, Garfield, and Arapahoe Counties. In Pueblo County, ELV is contracting with Catholic Charities to secure these functions. Also, ELV has hired three Quality Improvement Specialists for Arapahoe, Mesa, and Pueblo Counties. In Garfield County, ELV is contracting with the Early Childhood Network to secure these functions. In addition, ELV is currently trying to fill a vacancy for one Quality Improvement Specialist, two Family Support Specialists, and one Health Coordinator. All positions are expected to be filled by the end of the 2015 calendar year.

New Business

Lionel Espinoza summarized the new 10 EHS-CC Partnership sites in Garfield (3), Mesa (6), and Pueblo (1) counties for questions, discussion, and approval. Motion to approve the eight (8) EHS Contractual Agreements was made by Burnie Zercher, seconded by Dale Roth. Motion Carried.

On October 27, 2015, motion to approve the 10 EHS-CC Partnership sites was made by Cecilia, seconded by Dale. Motion Carried.

On October 29, 2015, motion to approve the 10 EHS-CC Partnership sites was made by Sue, seconded by Burnie. Motion Carried.



**EHS Governance Council Meeting Minutes
October 27 & 29, 2015**

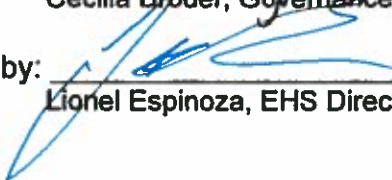
Lionel summarized the 2016-2017 Balance of Funds Continuation Grant Application for questions, discussion, and indicated that approval would be sought via email on, Friday, October 30, 2015.

Adjournment

Motion to adjourn the October 27, 2015 meeting was made by Dale. The meeting was adjourned at 1:35 PM.

Motion to adjourn the October 29, 2015 meeting was made by Burnie. The meeting was adjourned at 1:31 PM.

Approved by:  _____ December 8, 2015
Cecilia Broder, Governance Council Co-Chairperson

Approved by:  _____ December 8, 2015
Lionel Espinoza, EHS Director