



EHS Governance Council Meeting Minutes September 24, 2015

Attendees: Sue Renner, Dale Roth, Juanita Belle, Burnie Zercher

Absent: Cecilia Broader (excused), Jeff Kuhr (excused)

Guests:

Staff: Lionel Espinoza, Courtney Sonnkalb

Minutes By: Lionel Espinoza

Call To Order / Attendance

Lionel called the meeting to order at 12:06 PM.

Minutes for Approval

Lionel indicated that the July 27, 2015 meeting minutes will be submitted for approval during the October Governance Council Meeting.

Financial Briefing

Courtney Sonnkalb, Senior Accountant, reviewed the July and August 2015 financial statements for ELV-EHS and noted that compensation expense was not up to date for July and August. In addition, reimbursement for compensation related to EHS has not been drawn down. It is expected that this will be the same for the September statements, with October reflecting up to date numbers. Going forward we expect that financials will be completed more timely to provide a more complete picture of activity.

Lionel Espinoza presented the 2015-2016 Revised Budget Narrative for review and discussion with the intent that the revised budget would be submitted to the Region VIII office for final approval. The total amount being proposed for revision is \$3,215,800. Of the \$3,215,800, \$3,142,000 is from the original award that includes \$190,000 in start-up and \$73,800 from a supplemental award received on March 30, 2015. Primarily, the EHS program was not fully operational on day one of the award, resulting in a high variance in many budget categories. It took more time than originally anticipated to hire all EHS staff as well as establish contractual agreements with childcare partners. Additionally, costs associated with Shared Services Alliance Service Agreements was lower than originally projected.

As ELV worked through the contracting process with up to 35 childcare partners, we were able to obtain a more accurate understanding of each program's needs. ELV is proposing to reallocate funds, as described below, to better reflect the costs and resources needed to become fully operational by, July 31, 2016.



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Budget Category	Original Federal Share Allocations	Projected Federal Share Allocations	Projected Variance
Personnel	\$718,831	\$514,621	-\$204,210
Fringe Benefits	\$201,226	\$164,679	-\$36,547
Travel	\$7,488	\$14,839	\$7,351
Equipment	\$100,000	\$0	-\$100,000
Supplies	\$33,679	\$304,286	\$270,607
Contractual	\$1,804,000	\$1,489,989	-\$314,001
Construction	\$0	\$0	\$0
Other	\$350,576	\$727,386	\$376,810
Total Federal Costs	\$3,215,800	\$3,215,800	\$0

Broad explanations for the differences in each of the budget categories are listed below:

- **Personnel:** reflects \$204,210 less than originally budgeted. The majority of the variance is due to timing of hiring EHS staff as well as removing three positions that were previously allocated. While the projected amount is less, it does reflect allocations for four additional staff that were added to ensure capacity for successful EHS implementation.
- **Fringe Benefits:** reflects \$36,547 less than originally budgeted, but still aligns with percentages related to personnel costs
- **Travel:** reflects \$7,351 more than originally budgeted. The line item is being increased to support attendance of EHS staff at three national conferences.
- **Equipment:** reflects \$100,000 less than originally budgeted. This amount reflects start-up dollars. ELV will not be purchasing any equipment for the 2015-2016 year
- **Supplies:** reflects \$270,607 more than originally budgeted. This line item is being increased to support increased supply needs for 32 EHS-CC Partners. Items such as curriculum materials and subscriptions, classroom supplies, playground materials, and training materials for EHS staff will be needed to support implementation of EHS services for children and families in the four designated counties
- **Contractual:** reflects \$314,001 less than originally budgeted. This line item has decreased primarily because EHS Childcare Partners did not begin receiving layered tuition reimbursement until July 2015. While this line item shows a decrease in allocation, there are additional items being proposed to support ELV in becoming fully operational by July 31, 2016. In addition to the \$7,750 per child cost, we have added a 15% fluctuation rate for CCAP children. We have also added contractual agreements such as legal, program evaluation, annual report, and one-time screening services in four counties, and fiscal consultation.



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- **Construction:** no change
- **Other:** reflects \$376,810 more than originally projected. This line item is being increased primarily to support up to 100 teachers taking approximately 371 college level courses in meeting the minimum credentialing requirement by July 31, 2016. To this end, the increased costs include tuition, books, and childcare for teachers, stipends for completion of required EHS functions and coursework and trainings and substitute teachers. In addition, increased costs account for the full implementation of CLASS in all EHS classrooms, a national director certification program for 32 directors, various membership fees, recruiting and parent education in all counties, and increased travel needs to all four counties

Lionel Espinoza presented the eight (8) EHS Contractual Agreements listed below that will be needed to become fully operational by July 31, 2016.

Contractor	Scope of Work	Amount
Policy Equity	- Program Evaluation	\$94,140 (\$37,560 in 15/16)
Clayton Early Learning	- Training and Coaching for EHS staff - Pre CLASS Assessment	\$158,245
Hilltop Health Services (Mesa County)	- Provider Outreach - Leadership Support - Teacher Professional Development - Family Support	\$96,003 (\$48,428 in 15/16)
Early Childhood Network (Garfield County)	- Provider Outreach - Leadership Support - Teacher Professional Development - Family Support / Director Coaching - Evaluation	\$124,514 (\$55,074 in 15/16)
Jean Boyack (Fiscal Consultant)	- EHS Fiscal Policy Development	\$5,600
Kay Franklin (Fiscal Coach)	- EHS Systems Development	\$3,000
Cara Lawrence (Attorney)	- Contract Development	\$12,000
Catholic Charities Diocese of Pueblo, Inc.	- Family Support Specialist Functions - Family Recruitment - Parent Education	\$67,413 (\$19,663)



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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 45 classrooms and near 100 teachers
- The results of the recent Federal Baseline Monitoring Observation did not reveal any surprises for EHS implementation. The Monitoring Observation was relatively consistent with ELVs recent Gap Analysis that was conducted during the contracting process
- ELV conducted a Kick-Off Event in each of the four counties to officially launch EHS services. In Mesa County, attendance reached nearly 100 and the event generated TV coverage from two networks

New Business

Lionel Espinoza summarized the EHS Contractual Agreements 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.

Lionel summarized the 2015-2016 Revised Budget for questions, discussion, and approval. Motion to approve the 2015-2016 Revised Budget was made by Dale Roth, seconded by Burnie Zercher. Motion Carried.

Lionel opened a discussion to identify a regular meeting date and time to support full participation of all members. The third Thursday of each month from 12:00 – 1:30 PM was proposed and will be confirmed with those not in attendance.

Adjournment

Motion to adjourn the meeting was made by Dale Roth. The meeting was adjourned at 1:30 PM.

Approved by: 
Cecilia Broder, Governance Council Co-Chairperson October 7, 2015

Approved by: 
Juanita Belle, Governance Council Co-Chairperson October 7, 2015

Approved by: 
Lionel Espinoza, EHS Director October 7, 2015