Meeting Minutes

Attendees: Mia Pritts, Vinny Badolato, Chad Robertson, Tim Garcia, Juanita Belle, Judy Williams, Kelli Etter, Dale Roth, Clinton Plenert, Sue Renner, Cecelia Broder, Henry Roman, Mandy Potts

Absent: Laura Hazen, Jeff Kuhr

Minutes: Chad Robertson

1. Call To Order / Attendance – Chairperson
   Called to order 12:08p

2. Agenda for Approval – Chairperson – See Attached
   a. Moved to Vote by Dale Roth; Second by Cecelia Broder; Vote yes by 5; Vote no by 0
   b. Approved 12:09p

3. Minutes for Approval – Chairperson – See Attached
   a. Action – Approve February Meeting Minutes
   b. Moved to Vote by Dale Roth; Second by Sue Renner
   c. Vote yes by 5; vote no by 0; Approved at 12:09p

4. Financial Briefing – ELV Mandy Potts
   a. Introduction of Foundation Staff Accountant and his role with ELV
   b. EHS Monthly February Financial Review – Mandy Potts – see attached: Year 1 funding to be spent down by Jan 1, submitted to EHS and waiting for approval; about $800K of first $3M left over; all but one center is paid through; direct deposit implemented; Additional $1.8M coming, meaning two “project years” happening at same time; Sue asking to clarify on two years concurrently: Mandy, 18 months of cash up front, October offered supplemental funding of ½ year; as of August ELV moves into 12 month cycle; Dale clarifying dates of funding ‘windows’; Jan and Feb spent almost $500K to providers; Dale asking what approval process is; Clinton; take batch, compose summary sheet, Judy signs and reviews (Tim will take over soon), taken to Cheryl, Senior Accountant, then to Rebecca, Senior Controller; 90% using Core to support documentation;
   c. Update on ELV single financial Audit: year-end financial package delivered; EHS office pulling samples now;

Next Meeting: TBD
CIG – 18 Inverness Place East – Englewood, CO 80112
d. **Action** – Approval of 2/1/16 through 7/31/16 EHS budget – see attached; Moved to Vote by Dale Roth; Second by Sue Renner; Vote yes by 5; Vote no by 0; budget approved at 12:50p

5. **Director’s Report** – ELV Tim Garcia – see attached EHS data report  
   a. EHS Quality Improvement Review – Tim Garcia. Capacity (children served) is 1700 of all sites at any given time, so impact is that much larger than just 240 required by grant; Breakdown of capacity, staffing and such snapshot; no questions; teams working to streamline QIP (Quality Improvement Plans) for 32 sites, gauging how far along each is regarding compliance; target for QIP completion is 3/18; Internal Health and Safety Committee formed to prioritize facility improvements; anticipating 15 sites getting projects done;  
   b. EHS Family Support Review – productive meeting with region 8 head office re:enrollment reporting; previously reporting actual enrollment, not taking advantage of 30 day cushion; reporting already fixed to reflect full enrollment; Policy Council—3/19 is policy council orientation for Mesa/Garfield, Jenn facilitating; will work concurrently with this council, sort of first round okay-ers, but without any legal or fiscal authority;  
   c. EHS Comprehensive Services Review – contracts still in the works, close with Mesa County Services; waiting on signatures; Arapahoe is closest to agreement next with Ability Connections; ECN will cover Garfield, although details need to be worked out; Pueblo furthest away from contract; in discussion with Otero Community College; Ty working with Henry  
   d. Hiring: positions offered and accepted= QI in Garfield, Family Support Specialist also filled in Garfield, QI in Arapahoe filled; QI Coordinator to be filled, but 3 interviews next week

6. **Training** – ELV Tim Garcia: American Society for Quality came and presented to QI team + partner site directors; two weeks from now 3 day training from HS office; Sue question = what level of depth is conference? Tim, varies, but we’ll have 10 attendees going who will spread knowledge gained to larger audience of ours;  
   a. ELV EHS Evaluation Overview – Policy Equity; Kelly Etter; ELV model is unique to the country re: shared services, and is getting attention; Kelly was on national call and shared ELV model, and all folks were very impressed; before and after comparison is highly valuable; Sue question: what does “over time” mean? Kelly, almost a year—9 months or so to allow for change to track; Sue Question: fidelity to model can we capture ELV tool-use? Judy acknowledges that some came into grant using tools, while others are new to them. Can we compare them somehow?

Next Meeting: TBD  
CIG – 18 Inverness Place East – Englewood, CO 80112
7. **New Business** – ELV Tim Garcia  
   a. EHS announcement to release a new opportunity for RFP for EHS Child Care Partnership expansion. ELV intends to apply to expand in Colorado as well as expansion to another stated: official info out on May 2, by which time we’ll have plan of how and when to approach, application due date July 1; Vinny, proposal/”work” is largely done because our grant is written, it’s more a matter of modifying to fit new areas

8. **Old Business** – ELV Tim Garcia  
   a. Update on Acknowledgement of Policies and Procedures - see attached

9. **Announcements** – ELV Tim Garcia  
   a. Dr. Blanca Enriquez, Director of Office Head Start visit to 2 ELV Child Care Partnership sites on 3/31/16 (Arapaho County), Rising Star and Kids Castle

10. **Adjournment:** 1:31p

Approved by:  
Cecilia Broder, Governance Council Co-Chairperson  
3/18/2016 | 6:50:14 AM PT

Approved by:  
Juanita Belle, Governance Council Co-Chairperson  
3/17/2016 | 7:58:41 PM PT

Approved by:  
Tim Garcia, EHS Director  
3/17/2016 | 3:50:08 PM PT

**Next Meeting:** TBD

CIG – 18 Inverness Place East – Englewood, CO 80112