



EHS Governing Board Meeting

December 14, 2016

Meeting Agenda

1. Call To Order / Attendance / Introductions – Chairperson

- a. Call to order at 12:02 pm
 - i. In Attendance: Tim Garcia, Morgan Reuter, Jennifer Rosendo, Mandy Potts, Judy Williams, Ty Johnson, Katrina Boykin, Kristen Habicht, Dale Roth, Sue Renner, Laura Hazen
 - On the phone: Jonathan Godes, Jeff Kuhr, and Henry Roman
 - Absent: Rosemarie Allen

2. Agenda for Approval – Chairperson – See Attached

- a. **Action – Vote** Approve December Agenda 12:04pm
 - i. Sue Renner moved to approve December Agenda
 - ii. Kristen Habicht second
 - iii. Motion adopted

3. Minutes for Approval – Chairperson – See Attached

- a. **Action – Vote** Approve October meeting minutes
 - i. Sue Renner moved to approve minutes
 - ii. Kristen Habicht second
 - iii. Motion adopted

4. Financial Briefing – ELV Mandy Potts

- a. EHS Monthly Financial Review – Mandy Potts – See attached
 - i. First quarter budget year 2
 - 1. Tracking federal share cash and technical assistance
 - a. Total budget for federal share and nonfederal share= 3.8 million
 - b. Tracking separately in blue
 - c. Actuals to date as of Nov. 722,000 (23% of budget)
 - i. On target
 - 2. 2nd column nonfederal share
 - a. 600,000 nonfederal share
 - i. Out of pocket needed
 - ii. In Kind needed
 - iii. Currently little under budget, need to put in In Kind donations and bulk comes out in teacher bonuses this Dec. (will increase shortly)
 - 3. Overall spend 22% (on track for 1st quarter)



EHS Governing Board Meeting

December 14, 2016

4. Feds tracking monthly In Kind (is included)
 - a. Would like to show more than what is needed
5. Teacher bonuses
 - a. Tracked by obtaining credentials ex: CDA and retention (6 mon. later)
 - b. Great feedback about teacher bonuses
 - i. Challenge to explain how they work, paid after etc.
 1. Working on getting it down
 2. Has gone a long way
 3. Had to confirm with regional office was allowed
 4. Raise money outside of gov. to pay for bonuses
 - ii. Will send out rest of budget (just got the numbers in)

5. Director's Report – Tim Garcia

a. Enrollment tracking sheet

- i. New Legacy Charter School now open 11 months
- ii. Yampa Mountain School open 12 months
- iii. Looking for trends in chart
 1. Factors
 - a. Homeless, participating in CCAP, insurance etc.
 2. Need to tighten up and make sure data entry is correct in CORE (all based on CORE)
 - a. Insurance on kids is extremely low
 - i. Wondering if Medicaid is showing up in report
 3. Reminder
 - a. Have 30 days to fill spots for turn over
 - i. Roughly 15 slots continually in flex
 4. CCAP Participation still reflecting low
 - a. Went from 112 to 133 (majority of jump in Pueblo)
 - b. Need to verify that data entry is accurate
 5. Document is pulled from CORE and updated on monthly basis
 - a. Get emailed to gov. council on monthly basis
 6. Low IFSP
 - b. Only show 15 currently enrolled
 - i. Work more with families to understand early intervention
 - c. Working on increasing that number
 - d. Concerned about kids with developmental disabilities

Next Meeting: February 15, 2016

CIG – 18 Inverness Place East – Englewood, CO 80112



EHS Governing Board Meeting

December 14, 2016

- i. Head Start does not allow us to count children who are in process
 - ii. All children are screened for it
 - iii. Family has to follow through too
 - e. Try to focus on this area to meet this standard
 - i. Where gaps are
 - 1. How to support teachers and parents
 - f. Full time child care setting parents concerned not best environment
 - g. Most likely not under enrolled but under identified
 - i. Following ASQ recommended intervals for screening
 - h. Children with special needs are put higher on the wait list to receive services
 - i. Head Start wants 10% enrollment to receive those types of services
 - i. Rejection issues
 - i. Work with them to make sure they have the resources they need
 - ii. Some laws are different for religious organizations
 - iii. Ex: Child needs one on one aide but provider can't afford it
 - iv. Many factors goes into it
 - 6. Several partners not enrolled to minimum number of Head Start slots
 - a. Looking at the provider to see why and through the spring to determine most effective partnerships for this grant
 - i. Looking closer at this for contract renewals
 - iv. External evaluation with the Policy Equity Group: Wrapping up data collection and doing analysis to see final report in the Spring
- b. EHS Family Support Review – Jennifer Garcia Rosendo**
 - i. Been able to report to Head Start we are fully enrolled
 - 1. We enroll 3-10 children every week
 - 2. Two weeks in Nov. we didn't have to enroll any children because we are retaining families
 - ii. Scholarship update
 - 1. First family on it has gone off of it, is now more financially stable
 - iii. Staff
 - 1. Focus is on Nov. family partnership agreements

Next Meeting: February 15, 2016

CIG – 18 Inverness Place East – Englewood, CO 80112



EHS Governing Board Meeting

December 14, 2016

2. Met for 2nd group of Family Development Credential
 - a. Halfway through program
 - b. Going great
 - c. In future do for QI also
3. Policy Council Meeting
 - a. 1st meeting was on Monday
 - b. Very engaged and asking many q's
 - c. Elected all of our officers
 - d. Will meet to have someone attend the Gov. Council Meetings
- c. EHS Comprehensive Services Review – Ty Johnson
 - i. Updates
 1. All counties are working on completing and updating screenings for Head Start standards (45 day requirement)
 2. Pueblo county
 - a. Have a Service Coordinator now
 - b. Veronica Ibarra recommended RN and will be beneficial for Pueblo county
 - i. Bambi Stacy Creek
 - c. 100% for dental
 - d. Goal to get cohesive filling in Pueblo
 3. Aurora Mental health consultation in specifically Arapahoe County (all other programs have it in place)
 - a. Working out details
 - b. Offer education to both families and staff (ELV staff too)
 - c. Rising Star out of service area for mental health services
 - i. State funded services would be geared specifically for
 - d. Make sure no overlap with state
 - i. Use their license supervisor for Arapahoe county
 - ii. Building capacity from it
 4. AIM for Excellence classes are almost over
 - a. Last class this coming week
 - b. All counties are participating in it
 - c. May be first cohort style to get this credential in CO
- d. EHS Quality Improvement Review – Katrina Boykin
 - i. Graduated two cohorts of CDA professionals
 1. Arapahoe county (7)
 - a. Sent in applications yesterday

Next Meeting: February 15, 2016

CIG – 18 Inverness Place East – Englewood, CO 80112



EHS Governing Board Meeting

December 14, 2016

2. Mesa county (16)
 - a. 5 are family child care
- ii. Garfield County
 1. Helping getting them enrolled in school
- iii. Bumping up the use of CORE
 1. Make sure QI's are on it every day to check if kids and staff are checked in
 - a. Including floaters who move from class to class
 - i. Maybe making an app for that
 2. Staff ratios
 3. Spot checks
- iv. 83% are meeting credentials for Head Start now (does not include recent cohort, should be closer to 90% after that)
 1. Last year at around 20%
 2. Retention better too
 3. Family child care really excited about getting their CDA's
 4. Some of the center directors are now paying for their other employees to get their CDA's also

6. Training – Jenn Rosendo

- a. Eligibility, Recruitment, Selection, Enrollment, & Attendance (ERSEA)
 - i. Determining Eligibility PowerPoint
 1. Verifying and documenting
 - a. Conduct in person interview (no longer requirement)
 - i. Don't need to have document to verify info
 2. Age requirement
 - a. Infant and toddler younger than 3 years, up to 4 if developmentally appropriate till end of fiscal year
 - b. Enrolled has to be under 3
 3. Eligibility requirement
 - a. Below poverty line
 - b. Public assistance
 - c. Homeless
 - d. Foster care
 4. Poverty guidelines are very low
 - a. Concerned with minimum wage going up what will look like for full time working families
 - i. Guidelines rarely go up
 - b. Allowed to enroll up to 45% of families over poverty guidelines (have to show reason why enrolled family)
 - i. Currently under 10%
 5. Verifying age

Next Meeting: February 15, 2016

CIG – 18 Inverness Place East – Englewood, CO 80112



EHS Governing Board Meeting

December 14, 2016

- a. Ask for birth certificate but don't want to make that a barrier
- b. Have birth certification form for them to fill out if needed
6. Income
 - a. Use tax forms
 - b. Gets complicated however if family can't provide tax forms we can do current pay stubs (dated within last 3 months, prefer last month)
 - c. Have to have documentation of public assistance
7. Jen looks over verifying eligibly to make sure everything is good
 - a. Do allow to declare lack of documentation for varying reasons
8. Head Start has to re-verify income every 2 years once eligible for EHS then eligible for HS until child ages out
9. Must maintain records and documents
10. Program policies and procedures
 - a. Staff
 - i. False documentation process can lead to determination
 - b. Families
 - i. At risk for being dis-enrolled

7. New Business

- a. ELV Health and Safety Service Plan – Ty Johnson
 - i. Drafted and presented to policy council
 - ii. Help provide a road map
 - iii. Goal: To address the delivery of head start performance standards
 - iv. Program follows most stringent rule
 - v. Our team went thru line by line and made sure met and exceeded federal and state standards
 - vi. They will be changed and modified by our team to address the needs of the community and programs
 1. Make sure in compliance at all times and following most current regulations
 2. Be a great tool to share with all partner sites
 - vii. Policy Council did a great job at reading plan and providing suggestion for page 22
 1. Safety practices for children (lawn care)
- b. EHS Child Care Partners & EHS Non-Compliance – Tim Garcia

Next Meeting: February 15, 2016

CIG – 18 Inverness Place East – Englewood, CO 80112



EHS Governing Board Meeting

December 14, 2016

- i. Part of checks and balances and ongoing monitoring with child care partners
- ii. Puts a process into place to monitor and follow-up
- iii. Is there a process for third party if needed?
 1. This is outlined for scope of work and if not meeting scope of work through their contract (also detailed in QIP or Corrective Action Plan)
 - a. Tied to Head Start performance and what is in their contract
 - i. Ex: Have to use CORE, if not using CORE this is a process of how to fix it within 30 days and if not fixed then possible termination
- iv. In place for “non-negotiables” that are federally monitored
 1. Is being validated through regional office and consultants
- v. Possibly add a policy if the provider feels like we aren’t meeting our guidelines to help them
 1. Outlined in their contract
 2. Want it in writing
 3. What is the appropriate channel
 - a. Refer to contract

8. Old Business – Tim Garcia

- a. Recent Team Quarterly Meeting
 - i. Nov.28 had Family Support week
 1. Thursday of that week had all of EHS team together to go over performance standards, eliminating lot of duplication
 2. Divided different sections among team to present
 3. Idea is through three of these quarterly meetings will go over all standards
 - a. Standards go in effect at different times
 - ii. ELV Staff quarterly meeting
 1. CORE usage (data)
 2. Emergenetics
 3. HR
 4. Marketing

9. Announcements – Tim Garcia

- a. NFS fundraising update
 - i. 300,000 cash need
 - ii. Applications out to several organizations and foundation
 1. Meeting with Jeff Kurr
 2. Look at local communities



EHS Governing Board Meeting

December 14, 2016

- 3. 20,000 so far
- b. EHS CCP Expansion Grant update
 - i. Per Region 8 update at CHSA meeting in November, we will not hear if we are awarded an expansion grant until January 2017.

10. **Adjournment** – Chairperson

- a. Laura Hazen moved to adjourn
- b. Sue Renner motion
- c. Laura Hazen second
- d. Adjourn at 1:31pm

DocuSigned by: ^{DS}
Tim E Garcia 12/15/2016 | 11:46:59 AM MST
8483987D1DE1415...

DocuSigned by: ^{DS}
Laura Hazen 12/17/2016 | 10:41:11 PM MST
9EE3ED07E7BA4C6...