EHS Governing Board Meeting

December 20, 2017

Meeting Agenda

1. Call to Order / Attendance – Chairperson
   a. Karen, Jeff, Tim, Ty, Jenn, Sue, Judy, Laura, Morgan
   b. Meeting called to order at 12:04 pm

2. Agenda for Approval – Chairperson – See Attached
   a. Action – Vote Approve December Agenda
      • Jeff motioned
      • Sue second
      • Motion Approved

3. Minutes for Approval – Chairperson – See Attached
   a. Action – Vote Approve October meeting minutes
      • Jeff motioned
      • Sue second
      • Motion Approved

4. Financial Briefing – NFP Mandy Potts
   a. EHS Monthly Financial Review – See attached
      • Major change is to the scholarship budget (if they aren’t on CCCAP for some reason and supplementing their tuition)
         i. Originally budgeted $100,000 NFS
         ii. Cut down to $75,000 NFS
         iii. Is a need especially in Mesa County, we are temporarily putting a hold on any new scholarships and then will look back at them in the New Year
            • Been overly generous with families being able to access the scholarships and looking at it differently moving forward
            • Eligibility is short-term so they have time to get back on CCCAP
         iv. Once family applies for scholarship are put on tiered basis/process
            • Can get up to 6 months based on situation (significant need)
            • To fill the gap
      • More of a cash need than in-kind need
   b. NFS Fundraising Update
      i. Action – Vote Approve submission of non-federal grant proposals – December: Gary Community Investments/OpenIDEO, January: Buell Foundation, Packard Foundation for Pueblo, Daniels Fund
         • Working with Kristen on IDEO for joint proposal (mentioned as partner)
         • Building a new position between infant and toddler center based care
• Master Teacher type role
• Cohort of at least 12 teachers and leadership cohort along with it
  • Director or Owner (coaching available for both)
  • Work with state for professional credential recognition
  • Corresponding pay scale adjustment to go along with it
• ELV also submitting one on business services
• January same ones applied for last year
  • Daniels NF match more of a focus on school readiness goals and child outcomes tracking/working towards
  • Also Packard and Buell renewal proposals for NF match
• Bill Jager- contact to get a copy of what he has so far, some of these ideas align with what he already has (Tim to contact)
• Jeff moved
• Sue seconded
• Motion Approved

5. **Director’s EHS Report** – Tim Garcia
   a. Director’s
      • Office of HS Professional Development opportunities this Spring
        i. EHS Child Care Partnerships Conference in late February
           • Once find out registration, can open up to board members and policy council (will have update in January)
           • Region 8 sets the agenda (Tim to reach out to be able to present, contact Roshelle)
        ii. Region 8 Leadership Institute in early June
            • Will pass along when we know registration capacity
        iii. May 1st annual application due
            • Have ready for review in April meeting
        iv. Self-Assessment and Mid-Point check in meetings
            • Conducting more as a Town Hall with HS monitoring protocols to guide those questions
            • Use that to inform our Action Plan for Continuation
            • Have done by end of February
        v. Program Specialist from HS region 8
           • Roshelle will visit March 20-23 in Mesa County
           • Annual Site visit at our office on May 4th
              • Board member to be available
              • PC member to be available
           • Start at our office with follow up etc. then would like to go out and see Arapahoe sites in one day
        vi. EHS Overview Report (Dec. 12)
• Now have 175 CCAP children
• Up to 138 income eligible children
• Current enrollment= 240 without any turnover to address
• Insurance dropped to 128 from 143
  • Attention was on CCCAP if expiration alerts were missed
    • Have providers take a closer look
    • Need have to have date updated and director has to personally go in and do that
      • Make sure directors/owners know how to read the alerts and give it attention
      • Possibly making it a mandatory field would make it mandatory for everyone (not mandatory for the state)
• IFSP
  • Lost several children from aging out, currently have 9 that are in process (lengthy process)
  • Few parents were offered the process and declined
  • Possibly adding a column to add qualified, denied process
  • After several months of declining, moved forward with the process
    • Also looking at children who transitioned
    • Head Start requires us to serve 10% of the children over the course of the year to be in compliance
  • Still think some sites struggle working with children with special needs
  • Struggle with having parent to stay on board (have to go thru several appointments)
  • Sites good about letting them come on site to do the tests at center or home

b. Family Engagement Review – Jennifer García Rosendo
   i. Had cohort of 7 staff and 1 contract staff last year that went thru Family Development Credential (7/8 received credential, all ELV staff received it)
      • Going through 2nd cohort right now- 50% thru the lecture portion and 30% thru the homework
      • Collaborating with Denver Great Kids Head Start
      • Making great connections and
ii. Loreen Trainer- Trainer for Healthy Options for Preschoolers and Parents
   • Helped make plan for Head Start sites
   • New Year Resolution package (eating healthier etc.)

c. Early Education & Child Development Review – Ty Johnson
   i. Started Teachers Learning and Collaborating (TLC) groups in ¾ counties, Garfield starting soon
      • Letting facilitators know it’s about thorough implementation
      • Using SOLAR Assessment from Head Start to gear TLC’s
   ii. My Teachstone in middle of recertification (CLASS)
      • Utilizing CLASS tool all year round
      • Leadership team making an informal calendar as a checks and balances for utilizing CLASS tools
   iii. Working on putting together digital coaching library (access for all 4 counties)
   iv. Participating in some trainings with Clayton
      • Deeper Dive in Data
      • Professional Development into Programs
      • Trying to set up an additional one for trainers and asked to be considered for participating
      • Asked if we can do them in all four counties because of our relationships in the counties
   v. Director Learning Communities
      • Still have Arapahoe county one
      • Learning on intentional reflection and hopefully will trickle down into teaching staff and teams
      • Goal is to have it in all counties again
      • Ty and Vicki seeing on intentional topics and outcomes to create a framework
      • Leadership turnover= 3 out of 17 centers, 1 home
      • Of 30 partners 28 are from the original group, 14 of the 17 centers have the same director
      • In 3 centers that have switched over directors has been a positive change
      • Ty with her group has been reviewing Service Plans
      • ELOF secondary frame of reference
      • School readiness goals (coaching logs)
      • Service Plans are overall Head Start (ELV plans on how we meet the standards)
   vi. Aim4Excellence
      • Opportunity to pilot new interface McCormick is using to deliver their modules
      • Testing out with our group and asked for our partnership for new participants to thru new modules
      • Specialists supporting those participants with help from Tim and Ty
      • Cohort is 12 in our network and can earn the credential at no cost ($1,700 per person value)
- Have 1 year to complete however would like feedback quickly

d. Health & Disabilities Services Review – Karen Melott
   i. Visited Arapahoe, Pueblo and working to meet sites in Garfield in January
   ii. Sent out new forms for Health Screenings
       • Have new forms when going to doctor to have information we need to get
       • New to the providers
   iii. Reaching out to nurses for sites in Arapahoe for needs for screenings
   iv. Touching base with sites on food programs with newer sites
   v. CACFP- touching base and making sure everyone is one board with the sites
   vi. Kim and Karen worked together to modify screening forms in accordance of needs for every county

6. **Training** – Jennifer García Rosendo
   a. ERSEA (hold off until next meeting)

7. **New Business**
   a. New Board Membership – Chairperson
      i. Pueblo representation- Cindy Bernal
         • Serves on EPIC board
         • Lots of connections and in site in community
      ii. State Licensing Supervisor- Theresa Ribble
         • Supervises licensing contracts that cover Garfield and Mesa County
         • Covers half of service area
         • Worked in licensing in metro area as well (based in Denver but manages work across state)
      iii. Action – Vote Approval of new membership
           • Cindy Bernal
             • Sue motioned
             • Jeff seconded
             • Motion Approved
           • Teresa Ribble
             • Sue motioned
             • Jeff seconded
             • Motion Approved

b. ERSEA Service Plan - Jennifer García Rosendo
   i. Approved last year based on the information of how we are enrolling
      • Reviewed in June
      • October reviewed selection criteria
      • Changed approved prior to being eligible (ended up not being income eligible)
      • Selection criteria- identified few issues in community that weren’t reflected on selection criteria this year
   ii. Action – Vote Approval of ERSEA Service Plan
       • Sue motioned
       • Jeff seconded
       • Motion Approved

c. PFCE Goals - Jennifer García Rosendo
   i. Worked to make goals more SMART
8. **Old Business** – Tim Garcia
   a. EHS Noncompliance
      • Background checks- received notice in late August going into Corrective Action period
      • Submitted in October our Corrective Action Plan to submit and was approved
         • Formally submitted and spoke to Roshelle about it and won’t act on it before Corrective Action period is closed
         • Will ask to see documentation after
      • Corrective Action period ended last Friday (15th)
      • Roshelle isn’t alarmed by it at all
      • Already scheduled out visits for late Spring to sites
      • Tim will follow up as to what next steps are, formally close loop
         • Hopefully next time have more concrete update
         • Left under the impression on right track

9. **Announcements** – Tim Garcia
   a. ELV Quarterly Staff Meetings/Trainings: December 4th-7th
      • Family Development Credential Cohort, QCCP meetings, and ELV wide meetings
         • Kim lead 4 hour Conscious Discipline training
         • Emergenetics
         • CORE training with Tristan
         • Self- Assessment and Data
         • Annual PIR Accuracy (importance of accurate data in CORE)

10. **Adjournment** – Chairperson
    a. Sue adjourned at 1:25pm

**Next Meeting:** February 21st, 2018
CIG – 18 Inverness Place East – Englewood, CO 80112