



## EHS Governing Board Meeting

February 21, 2018

### Meeting Agenda

1. **Call to Order / Attendance** – Chairperson
  - a. **Ty, Jeff, Jenn, Morgan, Tim, Mandy, Dale, Kristin, Teresa, Karen, Cindy, Sue**
  - b. **Meeting called to order at 12:08pm**
  
2. **Agenda for Approval** – Chairperson – See Attached
  - a. **Action – Vote Approve February Agenda**
    - **Kristin motioned**
    - **Dale seconded**
    - **Approved**
  
3. **Minutes for Approval** – Chairperson – See Attached
  - a. **Action – Vote Approve December meeting minutes**
    - i. **Dale motioned**
    - ii. **Kristine seconded**
    - iii. **Approved**
  
4. **Financial Briefing** – NFP Mandy Potts
  - a. EHS Monthly Financial Review – See attached
    - Overall on track
    - Have to keep an eye on dollar amount for NFS
      - i. Several grants going out to raise cash dollars for that
    - Counties
      - i. Overall at 42%, closer to 45% once we have our January expenses in
      - ii. Budget with exception of administrative expenses
    - County level year to date budget (based on slots and need- want these to be at 30% right now)
      - i. Overall budget is underspent currently
        - Arapahoe 30%
        - Garfield 15%
        - Mesa 27%
        - Pueblo 30%
      - ii. Based on their not to exceed account
      - iii. Garfield
        - Still around 30 children
        - No one is at their capacity, restricted budget has been low
        - Look at restricted budget why they aren't requesting
        - Also have other resources and funding (ECN)
        - Several homes have been under their minimum
        - Challenge in county because cost of living is so high some families are over income (can only enroll 10% of families over income)

- Still may be living like they are in poverty but because federal poverty guidelines are low they don't qualify
  - Look at community assessment
  - Home providers are still fully enrolled and up to par with standards (continuity of care)
  - Contract renewals discuss are their ranges appropriate (are they too high) and do they need to be adjusted down for their community
- b. NFS Fundraising Update**
- i. Site Visits – Buell and Packard for Pueblo**
    - Two site visits within the past month
      - Buell Foundation (\$75,000) go towards nonfederal share
        - Last year was \$50,000
      - Packard foundation (\$20,000)
        - Same as last year
        - Specifically for coaching for EHS
          - TLC's (group coaching)
  - ii. Action – Vote Approve submission of non-federal grant proposals – Project HOPE, Early Milestones EC Workforce Innovation, Daniels Fund, and CO Dept. of Education**
    - Working with Kristin on Early Milestones EC Workforce Innovation
      - Staffing, coaching
      - Start with a cohort that would be able to access early intervention course work for infant toddler expertise (set those teachers up as teacher mentors)
        - Hopefully using the model forward
    - Daniels Fund
      - Leadership Development Program
        - Business management for site leadership
    - Project Hope
      - Meeting with Katie to see which area of the match we want to work on
    - CO Dept. Education
      - Potential opportunity to expand child care partnerships
      - 2 months away from deadline
      - Focus on out of school time
        - Looking at communities with under performing schools
        - Have to partner with school districts with this
          - Englewood potentially
            - Qualifies and based on size could have 6, only currently have 3
  - **Vote**
    - **Dale moved**
    - **Sue seconded**
    - **Approved**

## 5. Director's EHS Report – Tim Garcia

- a. Federal application
  - Supplemental funding for up to 15 child care sites
    - i. As of Friday turned in everything and waiting for final work
    - ii. Is a possibility if awarded could have a quick spend down (30 days)
    - iii. \$219,000 included nonfederal share
      - All supplies and minor renovations
    - iv. Contract to commit the funds in 30 days then have until Oct. to spend it
      - Most were minor
        - Painting, doors, surfacing
        - Basement project was the longest one
  - Continuation Application due May 1<sup>st</sup>
    - i. Have the proposal up for vote in the April meeting
    - ii. Town Hall meetings are being held in each of the 4 communities
      - Series of discussion questions related to monitoring protocol
      - Open discussion how have process change, improvements etc.
      - Compile information together for review
      - Set action plan for new program year from these results as well
  - Heading into the 5<sup>th</sup> year
    - i. So year from now putting in proposal for another 5 year term
  - Contract Renewals
    - i. On pace to have all of those done 90 days before any of those contracts to expire
    - ii. Give us some flexibility to take a closer look who is a good fit
    - iii. 28 of current 30 are original partners
      - Arapahoe and Pueblo mid-March
      - Mesa and Garfield early April
- b. Family Engagement Review – Jennifer García Rosendo
  - Community Assessment
    - i. Rebecca Spiradis (contractor)
      - Parent Survey has gone out to families
        - Survey was specified for EHS families, next time like to see if there is a difference between EHS and Non-EHS
          - Not sure on budget for 2 different surveys
          - Interested in seeing the difference between the 2
          - Identify what classroom they are in
            - ELV affiliates who are not EHS
          - Sent out paper copies for Rebecca
            - Ensure all families are able

to answer survey

- Community survey out by next week
- Conduct full survey every five years
- Health Options for Preschoolers and Parents (HOPP)
  - i. Collaborating with cooking matters for training for EHS sites around a pop up grocery stores
    - Teach families how to read labels etc.
    - Providing training to staff next month
- Parent Curriculum- Conscious Discipline
  - i. Training with all staff on how to utilize materials in classroom and with families (Kim, QCCP specialist did the training)
  - ii. Modifying home visit form for second home visit to include conscious discipline
  - iii. Social emotional based curriculum
    - Takes the approach of how we can utilize a structure of the brain and how it functions to utilize that to teach children
    - Family pieces allows connection for home and school
    - Action and language phrases
- c. Early Education & Child Development Review – Ty Johnson
  - Have approval for service plan from policy council related to education and child development
    - i. Directed from school readiness goals
  - Approaching checkpoint for Teaching Strategies and CLASS
    - i. Mix with TSG
    - ii. We pay for all EHS children, however not all sites children
    - iii. Tim is certified so partners are able to have extended support in their classroom
      - CO Shines
    - iv. Evaluation of the TLC's of teachers and how they are incorporating what they are learning in their classrooms (semi-anonymous)
      - Michael will be putting all the data together once we get the evaluation back
      - Mesa county went out last week, Arapahoe will be going out next month
  - Use in grants how we leverage EHS, possibly keeping a chart and how many children we are impacting
- d. Health & Disabilities Services Review – Karen Melott
  - Been working with Ty, Kim and Michele to keep up with screenings
  - Sent a letter thru all sites with CORE asking them to purchase scale and measuring tape
  - Working to make sure screenings and ASQ's are getting done (due in March)
    - i. Gone pretty well
    - ii. Been pulling a report weekly to look at it and are seeing growth
      - Lots of growth in Arapahoe county
  - Getting ready for home visits and PTC's

## 6. Training – Tim Garcia

- a. Program Governance
  - Asses where we are as a group
  - Leadership and Oversight Capacity Screener
    - i. Governing body has required composition
      - Fiscal= Dale

- ECE background= Sue, Teresa, Kristin, Cindy
  - Attorney= Laura
  - Enrolled in HS program= Regina
  - All counties are represented except for Garfield county work on meeting that (good question for clarification from HS office)
  - PC council have several representatives from Garfield county
- ii. Policy Council
    - Majority are parents
    - One member in each county is a community partner
  - iii. No conflict of interest with governing body and policy council
  - iv. Working on creating parent committee for each county for each site (look at waiver for this one and follow up with regional office)
    - Arapahoe county each site has one
    - Other counties vary per site
    - Look at county wide parent committee
  - v. Advisory committee's
    - At any point if this group wanted to establish an advisory committee we could
  - vi. Training needs for Policy Council and Governing board
    - Place holder on agenda
    - Have required trainings every year
      - PC council able to hold training every month
      - PC council go thru orientation
    - If have aspects want training on are open to that
      - If no request then choose to review service plan
  - vii. Establish criteria for recruiting and accepting children
  - viii. Procedure for accepting child care sites
  - ix. Procedure for accepting funding, agencies, PC members
  - x. Approval of all major finances for agency
    - Approve budget
  - xi. Selection for financial auditor and responsibility of audit
    - Monitoring agency actions to correct
  - xii. Engaged in reviewing self-assessment, fiscal provisions, corrective action plan, personal policies, approval of results from monitoring
  - xiii. Program staff work with parent committees, PC, participate in recruitment and screening of HS employees
  - xiv. Annual report
  - xv. Financial audit, self-assessment, PIR, monthly financial statements, EHS overview, program enrollment reports, meals
    - Level next currently working on putting together program enrollment reports and condensing meals (HS requires 85% overall attendance)
  - xvi. Long term goals, school readiness goals and monitoring data
  - xvii. (see attachment for all)

## 7. New Business

- a. Annual Self-Assessment - Jennifer García Rosendo
- b. Education and Child Developmental Services Service Plan – Ty Johnson
  - i. Each of the 4 components of service plan- utilize to help guide child and teacher interactions and learning environments
    - Around school readiness goals utilize 0-5 (alignment with

- HS and CO early learning development guidelines)
  - TLC's use CLASS tools to help inform their topics for each session
  - CLASS Tool goal:
    - CLASS observation conducted at a minimum twice a year with effort to reach quarterly
    - Goal behind that to utilize outcomes to inform coaching and professional development plans
    - Used to improve and help grow child and teacher interactions
  - Creative Curriculum for Infant, Toddler and Twos is our evidenced based curriculum of choice
  - My TS for assessment of child growth and development
  - Utilize coaching to support connecting theory to best teaching practices
    - TLC's
      - Still have access to individualized coaching and peer coaching
        - Internal coaches that are certified
  - Utilize ages and stages questionnaire (ASQ & ASQ-SE)
    - Used to inform for social emotional development, behavior and cognitive language, motor skills
      - Lesson planning has improved and some programs are comfortable with uploading them into My TS
- ii. **Action- Vote to Approve Service Plan**
- **Dale moved**
  - **Kristin seconded**
  - **Approved**
- iii. **Dual Roles update**
- Learning gaps but is going well and they are able to have immediate help in each county
  - Weekly meetings set up with county teams
  - Monthly team meetings with everyone
  - Great questions being asked
  - Better to not have so many people coming into smaller programs, led to more effective communication and time management

## 8. Old Business – Tim Garcia

### a. EHS Noncompliance and Corrective Action

- Contacted by regional office in early January asking for documentation for Action plan for background checks
  - All data showed we gradually have had partners submit background checks with HS standards
    - Not instances of lapses for anyone hired after Oct. 2
    - Been able to meet the steps in plan
    - Got on same page in difference of terminology from office in DC
    - Still waiting for official word but spoke with Program Specialist and are unofficially coming out

of corrective action plan

**9. Announcements – Tim Garcia**

**a. 2018 Spring Conferences – RMECC, HS Region 8, CLASS Interact Summit, McCormick Early Childhood Leadership**

- RMECC March 16
- HS Region 8 conference with HS grantees next week
  - Tim will be panelist
  - Tim, Ty, Jenn and Karen and one child care partner Dania Kasim from Rising Star Early Learning Center will be attending
- CLASS Interact Summit applied to present in April in New Orleans and was accepted on April 16 Tim will be leading that session
- National Leadership conference in May (Aim for Excellence)
  - Might not representation because so much going on

**b. ELV Quarterly Staff Meetings/Trainings: March 14-16, 2018**

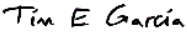
- 15<sup>th</sup> Quarterly
- 16, 17 RMECC
  - All team members attending Friday
  - Some team members attending Saturday

**10. Adjournment – Chairperson**

**a. Meeting adjourned at 1:35pm**


**Next Meeting:** April 18<sup>th</sup>, 2018

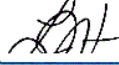
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