EHS Governing Board Meeting

Meeting Agenda

1. Call to Order / Attendance – Chairperson
   a. Morgan, Tim, Ty, Teresa, Judy, Dale, Karen, Kristin, Jenn, Mandy, Cindy, Laura, Sue
      i. Meeting called to order at 12:07pm

2. Agenda for Approval – Chairperson – See Attached
   a. Action – Vote Approve April Agenda
      • Move training until after new business so we can do voting items
      • Dale moved
      • Kristin seconded
      • Approved

3. Minutes for Approval – Chairperson – See Attached
   a. Action – Vote Approve February meeting minutes
      b. Dale moved
      c. Kristin seconded
      d. Approved

4. Financial Briefing – NFP Mandy Potts
   a. EHS Monthly Financial Review – See attached
      • Federal budget (does not reflect supplement, will update to reflect and will increase by $175K)
      • 3.1 million (blue column) and have spent 1,956,000.
         • Paid out a lot of salaries, bonuses and teachers so good projection for rest of the year
         • Will have some savings but on target and a little underspent but on target
      • NFS budget
         • Cash vs. non-cash
            • Cash
               • Need cash for specific items that can’t be paid thru federal funds
               • We are covered and had some carried over but never hurts to have more
            • Non-cash
               • $400,000 have to do in non-cash items (discounts, supplies, volunteer hours etc.)
               • More than met this last year but haven’t had all the paper work in and discounts yet to show increase
   b. NFS Fundraising Update
• **Action** – Vote Approve submission of non-federal grant proposals – Daniels Fund
  • Currently working on grant with Daniels fund for $50,000 non-federal share match with focus on leadership development and quality improvement aspects (due next month)
    o Sue moved
    o Laura seconded
    o Approved

• Had a lot of energy going into Cont. grant however, did get news on a few grants submitted
  o Packard Foundation not awarded this time around (was awarded last year for Pueblo)
    ▪ Will apply again in May and present differently
    ▪ Have new staff that want it framed differently
    ▪ The Pueblo community has always had a feeling of being imposed upon by Denver, I think we need to better market the ELV efforts and stress that the project is Pueblo located and driven by staff and programs involved. ELV Denver is providing an opportunity that Pueblo has not previously had, they provide support and opportunity for Pueblo, but is locally driven (Cindy)
  o Rocky Mountain Health Foundation submitted MCPH as a partner and not awarded at this time but in process of scheduling time to get feedback (Mesa specific however most state wide as well)
    ▪ Seems like a challenge with Mesa and Pueblo
    ▪ Learned from Pueblo that they have foundation changes and they want Pueblo based initiatives
      ▪ Emphasize this is in Pueblo
    ▪ Get team down there involved in support
    ▪ Mesa wanted to see on the ground people as the face and reframe to make it clear that these are coming out of partnerships from their area
  o Have to work to engage with partners in the community that we are there and giving money to the community
  o Try to look at other organizations that have a similar frame work to ELV
  o Point out that we are leveraging their investment in the community

5. **Director’s EHS Report** – Tim Garcia
  • CLASS interact summit in New Orleans
    • Tim presented and was well received (how we use CLASS Infant/Toddler tools in our program)
      o Session focused on how professional development lead to program development
      o Made good connections
      o Had interest in CORE with documentation
  a. Family Engagement Review – Jennifer García Rosendo
    • Focusing a lot on contract meetings and have met with 28 providers so
Community Assessment
- received the final community assessment
- received insights we can put into Cont. app and guide our work
  - IFSP
    - Have to have 10% of children with special needs and we have always met this goal however Jenn’s goal is to have at least 24 children with special needs
    - Assessment has highlighted this and recognized challenges (Ex: family resistant and will not follow thru with the process)
- Ty and Jenn presented application to present at Illuminate Conference in December
- 3rd session of FDC will be lead next week, 2 ELV staff trained and 9 Great Kids Head Start
  - Good networking and facilitation of conversation

Early Education & Child Development Review – Ty Johnson
- Did get most recent assessment completed in all four counties (goal is 85% and children showing 89.1%)
  - Means that they are on course and on task
  - Is not mandatory to do this for non-EHS children however pushing for this site wide
  - We track this information on an individual child basis
- Refining and getting intimate with coaching groups
  - Teachers are finding the benefits out of these learning communities
  - Use peer to peer approach in learning groups
  - Waiting on one more county survey and putting together graphs on teachers direct experience
    - Look at potentially connecting to CLASS scores teacher retention, child outcomes, wages, learning environments
- Working with TTA to set up trainings with staff to refresh skills
- Will be focusing on increasing Ty’s skills on CLASS tool to be a strong supporter (train the trainer)

Health & Disabilities Services Review – Karen Melott
- Been here the last few days meeting with sites in Arapahoe county to see where sites are at with health and disabilities in the new grant year (also will be visiting Pueblo sites before)
  - Received great feedback and suggestions

Training – Jennifer García Rosendo
a. Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA)
- Training on determining eligibility
  - Two main criteria
    - Age and income
      - Must be under the age of 3 at enrollment and have either a birth certificate or birth affidavit form
      - Transition for preschool begins at 2.5 years old
      - Income eligible is very complicated
        - Automatically eligible if current income below poverty level
        - Allowed to have 101-130%
          - Allowed to have extra 10% over
income
  o Also eligible if qualify for public assistance or homeless (follow McKinney-Vento Homeless Assistance Act)
  o Foster care or kinship care automatically eligible
  o Must have proper documentation for all of the above

- QCCP Specialist must conduct an in person interview via telephone
  - Must create record and have documents
  - After eligibility move into enrollment process
    o Is it not the length of time on waitlist it is based off of the highest need
    o Work off points and have 2 different waitlists
      - Work with sites to have at least their minimum
      - Then work to meet minimum-maximum range

- Eligibility Verification form reviewed
  - Income worksheet always most complicated
    o Collect W-2 if possible
    o Have to check how the family was deemed eligible
    o Do allow for families who do not have documentation to self-report
    o Then approved by Jenn

- Selection Criteria reviewed

7. New Business
   a. EHS Annual Continuation Application – Tim, Jenn, Ty
      i. Action- Vote to Approve EHS Continuation Application
         - Sue moved
         - Laura seconded
         - All in favor- Approved
         - Every May 1st application due to Head Start and need PC and Board approval before submission
         - Reviewed Narrative
           o Section B is the narrative description of update and service delivery for program area
           o Section C narrative update for governance and PC
         - Reviewed Program Goals (new format-now list school readiness goals into goals and not separate)
           o Are measurable objectives and progress outcomes specific enough
             - These are the same goals since the beginning and will rewrite next year since it is the end of the 5 year term
           - New instructions program goal is a large umbrella and as you funnel down you go into the SMART framework
             - Next time talk about investment into CORE and providers using that regarding the CIP (specifics with
tools and instruments and how we are doing it)

- Self-Assessment Action Plan reviewed
  - This time had focused areas like all other grantees and aligned with HS Performance Standards
  - Conducted Town Hall meetings in each of the counties with discussion questions that we needed feedback on for next steps and growth
    - Worked out well as a format and might go back to a similar format every couple years
  - Summary of feedback framed into goals
    - Split into several content areas
  - Construction funding is due to underspent money and Supplemental funding is in progress
    - Working to have some funds always there so don’t have to shift anything around

- Budget Narrative
  - Trying to have the cash need to be smaller
  - Travel is out of state large conference registration, regular travel in state is under other
  - Personnel budget keeps growing
    - Moving around people’s salaries to relieve some of that cash need
      - Has been more challenging to raise nonfederal share when asking for FTE
  - Contractual
    - Layered tuition budget moved some to nonfederal with scholarships and discounts
    - Can see half of our budget goes directly to providers
    - Other half goes to health, quality improvement etc.
  - Professional Development
    - Lots of building internal capacity to support that
  - Staff retention bonus
    - Pay out every 6 month that are qualified and one-time bonus to administrators
      - Currently measuring the EHS teachers retention since beginning of program year
      - Last year on PIR retained over 70%

- Training and Professional Development Calendar

- Scope of Work
  - Parent family and engagement goals being built in otherwise will be consistent to what we are already using
  - Working to make CIP smaller as there are too many objectives (working to make it 25 to focus on as some are already in their contract)

b. Annual Site Visit for Regional HS Office
   i. Will be here from 9-3pm visit sites and meet
   ii. Ask if anyone from Governance or PC would like to be here
      • Laura can be here in the morning
      • Kristin will be participate in the afternoon site visits
8. Old Business – Tim Garcia
   a. EHS Noncompliance and Corrective Action
      • Now officially behind us
      • Didn’t receive notice until last month
      • Is this a national issue for Head Start? (doesn’t line up with any state licensing)
      • An objective that would stay on Goals and Objectives for CIP

9. Announcements – Tim Garcia
   a. Community Assessment
      • Received final community assessment and Jenn reviewed a draft, received final copy 30 minutes before meeting
        • Ex: One of the highest needs for families is around budgeting and financial (managing finances)
          • Looking into every county being training in financial social work
        • Ex: high number of families had food insecurities issues but a low number of families received SNAP or WIC
      • Looked at CCCAP and CO Shines
        • Pueblo low numbers who accept CCCAP who have CO Shines ratings
        • Good to use for grant writing
   b. Personnel Changes
      • Few changes within staff
        • Sam Sinkhorn provided marketing support has moved on but is still working on a contractual basis
        • Clinton Plenert was in accounting with CIG and provided support has moved on
          • Most everything has moved to NFP partners
        • Francisco Chavez was on the Sales staff but still have Michael Taylor and looking to hire a new Sales Manager

10. Adjournment – Chairperson
    a. Laura motioned
    b. Kristin seconded
    c. Meeting adjourned at 1:26pm

Next Meeting: June 20th, 2018
CIG – 18 Inverness Place East – Englewood, CO 80112