AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Acknowledgment of County Manager Signature; System

Action Requested: County Manager Signature

Parties to the Agreement: Colorado Department of Human Services

Term Begins: October 1, 2017 **Term Ends:** 6/30/2018 **Grant Contract #:**

Summary:

Approval of application sought. Continuation of grants to improve early childhood systems and quality improvement.

Fiscal Impact: $51,270 grant

Submitted by: Margaret Wacker **Submitter's Email Address:** mwacker@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:
Continuing funding for existing programs. No concerns, included in 2017 adopted budget. ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 4/19/2017

County Attorney Review: (●) Required ( ) Not Required

Comments:
ok - gs

Reveiwed by: GUNCOUNTY1\gstuhr Discharge Date: 4/26/2017 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 4/26/2017

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted: 0

Agenda Date: 5/2/2017

Revised April 2015

Gunnison, CO 81230
225 N. Pine St.
Gunnison County Department of Health and Human Services
Tel: 970-641-0209
Fax: 970-641-8346

Transmittal Letter

To Whom It May Concern,

1) Gunnison County is applying for funding for Systems Building and Colorado Shines Quality Improvement on behalf of the Gunnison Hinsdale Early Childhood Council (GHECC), which serves Gunnison and Hinsdale Counties.
2) This organization is willing to comply with all work requirements and other terms and conditions as specified in this RFA.
3) Included in this application are: this Transmittal Letter, the required components of the Systems Building application, the required components of the Colorado Shines Quality Rating and Improvement Application, and the budgets for both Systems Building and Colorado Shines Quality Rating and Improvement System Application. Attachments include: Membership List and member Memorandum of Understandings; Bylaws, Operating Agreement, and Organizational Chart, Strategic Plan, Waiver submission, Systems Building Budget, Statement of Work for Systems Building, Statement of Work for Quality Improvement, Department of Health and Human Services Letter of Support, and the Quality Improvement Budget.
4) See signature below of an individual authorized to commit Gunnison County to the proposed work.
5) Gunnison County is a governmental organization.
6) To the best of my knowledge neither Gunnison County nor any Gunnison Hinsdale Early Childhood Council employees, agents, independent Contractors, nor proposed subcontractors have ever been an excluded provider, nor convicted of any criminal charges, nor actions involving moral turpitude.
7) This application shall remain valid for a minimum of one hundred eighty (180 days) from the date of the award.
8) The Gunnison Hinsdale Early Childhood Council will work with the Office of Early Childhood to continue the current contract for Systems Building and CCCAP QI funding and besides that the GHECC does not have any pending contracts, bids, or applications with the State of Colorado.
9) There are no identified conflicts of interest related to this RFA.
10) No services will be provided outside of the state of Colorado or United States.

Thank you,
Matthew Birnie, Gunnison County Manager

4-26-17
Matthew Birnie, Gunnison County Manager — Date

4/21/17
Margaret Wacker, Council Coordinator — Date

Component (B) Required Application Components for the Early Childhood Systems Building Funds

A. REQUIRED APPLICATION COMPONENTS

The following components must be included in your application. Each component will be evaluated for completeness.

1. Early Childhood Systems Building Grant Required Application Components

Rules require that any Early Childhood Council seeking State Department funding must submit the following application information is noted in Section 7.717.B and must be submitted in order to be awarded funds for this section of the RFA:

a. The Council's designated service area, as defined in § 7.717.3;

The service area includes Gunnison and Hinsdale counties. The service area of the Gunnison Hinsdale Early Childhood Council is representative of the various public and private stakeholders in the local community who serve children to the extent practicable (see attached membership list). No two early childhood councils serve Gunnison and Hinsdale counties.

b. The Council's current membership, including proof of a Memorandum of Understanding signed by the members representing each mandatory stakeholder group, as defined in § 7.717.4, A (4);

Below is the current list of members, including contact information for 7 of the Mandatory Stakeholders. The GHECC current membership and proof of MOU is attached (see Attachment A):

Gunnison Hinsdale Membership List 2017			
Name	Mandotory Stakeholder Group or other	Organization	Contact Information
Margaret Wacker	Council Staff and Parent	Council Coordinator	
Corrine Jaeger	Council Staff, Parent and Other	Pyramid Model Coach and Quality Improvement Coach	
Lynna Frymoyer	Early Care and Education	Tenderfoot Child and Family Development Center, Pyramid Model Coordinator	tfootdirector@gmail.com; 970-642-1949
Jen Burks	Early Care and Education	Stepping Stones	
Nancy Pierce	Early Care and Education	Seasons Schoolhouse	
Ben Poswalk	Early Care and Education	Paradise Place	
Jessica Rutherford	Early Care and Education	Little Red Schoolhouse	
Jennifer Kennedy	Early Care and Education	Gunnison RE1J School District - Kindergarten and Preschool Director	
Leslie Nichols	Early Care and Education	Hinsdale RE1J School District	
Lily Fyler	Early Care and Education	Hinsdale RE1J School District	
Jen Orth	Early Care and Education	Tenderfoot Child and Family Development Center	
Rita Adkins	Family Support and Parent Education and Parent	CCCAP Coordinator and TANF Case Manager for the County Department of Health and Human Services	rita.adkins@state.co.us; 970-642-4660
Lana Athey	Family Support Parent Education, Parent, and Council Staff	Nurturing Parenting Program Coordinator and Assistant Council Coordinator	
Kim Bemis	Healthcare	Women Infants and Children, Department of Health and Human Services	kbemis@gunnisoncounty.org; 970-641-7911
Valli Funk	Healthcare	Gunnison Valley Hospital, Lactation Specialist	
Carie Mitchell	Healthcare	Gunnison RE1J School District Early Intervention Part C and Pyramid Model Coach	
Dee Shuler-Woodard	Healthcare	Part C Coordinator and Early Intervention Provider	
Phil Chamberland	Local Government	Board of County Commissioners	pchamberland@gunnisoncounty.org; 970-641-0248
Carol Worrall	Local Government	County Department of Health and Human Services	
Marilyn Cheever	Local Government	Child Welfare Manager for the Department of Health and Human Services	
Kristin Coughlin	Mental Health and Parent	Local Mental Health Provider and Early Intervention Provider	kristincoughlin@gmail.com; 720-381-2543
Wendy Beukelman	Other: Faith-based organization	The Lighthouse Family Resource Center	
Matt Aronson	Other: Higher Education Institution	Western State Colorado University Professor of Sociology	
Kym McNamara	Other: Library	Gunnison Library District	
Megan Dziekan	Parent and Other	Parent of a 0-5 year old and Case Manager at Mentors	mmckinley@gunnison.com; 970-641-5513
Meghan Dougherty	Resource and Referral or other Agency providing support to Families	Collaborative Management Program, Family Advocacy and Support Team Coordinator, Department of Juvenile Services	mdougherty@gunnisoncounty.org; 970-641-7665

c. The registered business name, certificate in good standing with the Colorado Secretary Of State, and the D-U-N-S number for the designated fiscal agent;

The fiscal agent is Gunnison County and the D-U-N-S number is 133115220

d. The capacity to comply with state department data entry and data reporting requirements, as defined by the state department and other applicable funding stream requirements;

Gunnison County has the capacity to comply with state department data entry and data reporting requirements, as defined by the state department and other applicable funding stream requirements. The GHECC will be purchasing a Sugar license and ecConnect licenses so that data entry and reporting requirements will be met.

e. Current record of the council governance structure, as defined in § 7.717.5, B;

The current Council Bylaws, Operating Agreements, and Organizational Chart are attached (see Attachment B)

f. The Council director's signature; and,

_____

Margaret Wacker, Council Coordinator

g. The Council's strategic plan, in compliance with § 7.717.5, C and D.

See Attachment C

h. If applicable, confirmation from the Early Childhood Leadership Commission Director of a rule waiver submission based on Section 7.717.6 E of the Early Childhood Council rule. Details for the rule waiver process are located on the Early Childhood Leadership Commission website at the following location: www.earlychildhoodcolorado.org/early-childhood-councils

See Attachment D

Response to SECTION 4 p. 13 – STATEMENT OF WORK REQUIREMENTS

Respond to the requirements in the same sequence as outlined in this section, and restate the requirement followed by your response. Proposals that do not follow the sequence outline, and response format of this RFA, may be deemed non-responsive and disqualified from further consideration.

RFA Section 1: Early Childhood Council Systems Building Grant Funding. The purpose of this section of the RFA is to verify Early Childhood Councils meet the State Department funding requirements for the Early Childhood Council Systems Building

grant. A copy of the final rule is located on the Office of Early Childhood website at the following link: http://www.coloradoofficeofearlychildhood.com/ecc. Section 7.717.6 of the Early Childhood Council rules addresses the State Department funding requirements. Rules require that any Early Childhood Council seeking State Department funding:

1. Be properly convened; and meet the minimum service area and governance standards in section 7.717.3-4.

The Gunnison Hinsdale Early Childhood Council (GHECC) was properly convened in 2008 to serve Gunnison and Hinsdale counties. It was convened by submitting an application to the state department under paragraph E. The designated fiscal agent of the council is Gunnison County. The service area of the Gunnison Hinsdale Early Childhood Council is representative of the various public and private stakeholders in the local community who serve children to the extent practicable (see Attachment A). The Gunnison Hinsdale governance structure meets standards listed in section 7.717.4-4 (see attached bylaws, Attachment B and Attachment A, membership list).

2. Submit strategic plan for compliance review in accordance with sections 7.717.5, C and D.

The recently updated GHECC Strategic Plan has been attached (See Attachment C).

In order to be considered for this section of the RFA, organizations must meet these requirements must be met. In addition, the following application information noted in Section 7.717.B must be submitted with the application in order to be awarded funds for this section of the RFA:

1. The Council's designated service area, as defined in § 7.717.3;

The designated services area is Gunnison and Hinsdale counties. The service area of the Gunnison Hinsdale Early Childhood Council is representative of the various public and private stakeholders in the local community who serve children to the extent practicable (see Attachment A).

2. The Council's current membership, including proof of a Memorandum of Understanding signed by the members representing each mandatory stakeholder group, as defined in § 7.717.4, A (4);

The Council's current membership list is included as an attachment (Attachment A), along with the Membership Agreements that are currently in place with the members representing each mandatory group, as defined in § 7.717.4, A (4).

3. The registered business name, certificate in good standing with the Colorado Secretary Of State, and the D-U-N-S number for the designated fiscal agent;

The fiscal agent is Gunnison County and the D-U-N-S number is 133115220.

4. The capacity to comply with state department data entry and data reporting requirements, as defined by the state department and other applicable funding stream requirements;

Gunnison County has the capacity to comply with state department data entry and data reporting requirements, as defined by the state department and other applicable funding

stream requirements. The GHECC will be purchasing a Sugar license and ecConnect licenses so that data entry and reporting requirements will be met.

5. Current record of the council governance structure, as defined in § 7.717.5, B;

Please see attached: GHECC membership list (Attachment A), organizational chart (Attachment B), council bylaws (Attachment B) and annual budget (Attachment E) for developing a local early childhood system and infrastructure to improve and coordinate early childhood services. The Council Coordinator (director) is Margaret Wacker, 970-641-7913, mwacker@gunnisoncounty.org.

6. The Council director's signature; and,

Please see below for Council coordinator signature.

7. The Council's strategic plan, in compliance with § 7.717.5, C and D.

The recently updated GHECC Strategic Plan has been attached, Attachment C.

Finally, the following activities must be included in the Statement of Work (template provided as Exhibit C): Please see attached Statement of Work, Attachment F.

1. Annually, each Early Childhood Council shall submit the organizational strategic plan in accordance with sections 7.717.5, C and D to the State Department and its Early Childhood Council membership.

Please see attached Statement of Work, Attachment F.

2. Annually, each Early Childhood Council shall develop a written, comprehensive evaluation and report of its progress based on the strategic plan accountability metrics.

Please see attached Statement of Work, Attachment F.

3. Each Early Childhood Council shall submit and ensure that the State Department has current record of the council governance structure, to include at minimum:
    a. Early Childhood Council membership, to include the name and contact information for representatives from each of the mandatory stakeholder groups in § 7.717.4, A (4);

Please see attached Membership List, Attachment A.

    b. An organizational chart or other description of its officer/leadership structure, including current officers;

Please see attached Organization Chart, Attachment B.

    c. The name and contact information for the Council Director, or, if none has been hired, an interim program contact employed by the fiscal agent; The Council Coordinator (director) is Margaret Wacker, 970-641-7913, mwacker@gunnisoncounty.org.
    d. The Early Childhood Council bylaws; and,

Please see attached Council Bylaws, Attachment B.

    e. An annual budget for developing a local early childhood system and infrastructure to improve and coordinate early childhood services.

Please See attached annual budget, Attachment E.

Component C Required Application Components for the Colorado Shines Quality Improvement Funds

2. Colorado Shines Quality Rating and Improvement Application Components:

a. Narrative that demonstrates the need for the quality improvement supports and incentives.

Gunnison and Hinsdale counties are two frontier counties that are geographically remote from population centers. It is necessary to cross several mountain passes in order to reach either the Front Range or Grand Junction. The high cost of living for Gunnison County combined with low wages makes it difficult for families to make ends meet. These three factors, the remoteness, high cost of living, plus low wages, make it extremely difficult to maintain a qualified workforce for child care education centers and home providers. Due to the closure of several home child care providers in Crested Butte and Gunnison in recent years, child care centers are now keeping wait lists of children for toddler and preschool slots. Recently families becoming eligible for Child Care Assistance are unable to find an open slot at a licensed child care provider.

Through Race to the Top funding in quality improvement and through local investment in the Pyramid Model strategies, the Gunnison Hinsdale Early Childhood Council has made quick strides in improving quality of early care and education sites. However there is still need for improvement. The two centers that serve the highest number of CCCAP children, Tenderfoot Child and Family Development Center and Wee Care, are at a Level 2 and Level 1 respectively. All of the home child care providers but one, are also still at a Level 1. We also hope to support new Home Providers open and support their quality journey as well.

The GHECC has both the relationships with providers, as well as the expertise to provide support to the programs who are eligible for quality improvement supports in Gunnison and Hinsdale counties.

b. Three (3) year school-readiness plan that outlines minimum criteria, noted in Section 4.

Please see attached Strategic Plan with embedded school-readiness plan, Attachment C.

c. Completed Statement of Work using the appropriate template that includes key activities and strategies noted in Section 4.

Please see attached Statement of Work, Attachment G.

d. A letter of support with County Department of Human Services/ Social Services Director(s) or CCCAP Administrator(s) signature. That includes a narrative describing how the partnership and any in-kind support or match that is being provided by the county(ies) DHS/DSS furthers the

quality improvement objectives noted within the Early Childhood Council(s) school-readiness plan. This letter of support satisfies the county portion of the application.

Please see Attached Letter of Support, Attachment H.

e. Detail for the Tiered Reimbursement Plan shall be reflected in the Early Childhood Council(s) school-readiness plan in cases where tiered reimbursement will be included as a quality incentive strategy for licensed program grant awards. Colorado Shines Quality Improvement funding may only be used to augment existing provider rates for programs being supported at a Colorado Shines high quality (Levels 3-5).

Tiered Reimbursement is not being included as a quality incentive within our school readiness plan, since the Department of Health and Human Services is already using the state's recommended tiered reimbursement rates.

Component D Budget

Please see attached Systems Building budget, Attachment E. Please see attached Colorado Shines Quality Rating and Improvement Application, Attachment I.

Attachment A

Gunnison Hinsdale Membership List 2017

Name	Mandotory Stakeholder Group or other	Organization	Contact Information
Margaret Wacker	Council Staff and Parent	Council Coordinator	
Corrine Jaeger	Council Staff, Parent and Other	Pyramid Model Coach and Quality Improvement Coach	
Lynna Frymoyer	Early Care and Education	Tenderfoot Child and Family Development Center, Pyramid Model Coordinator	tfootdirector@gmail.com; 970-642-1949
Jen Burks	Early Care and Education	Stepping Stones	
Nancy Pierce	Early Care and Education	Seasons Schoolhouse	
Ben Poswalk	Early Care and Education	Paradise Place	
Jessica Rutherford	Early Care and Education	Little Red Schoolhouse	
Jennifer Kennedy	Early Care and Education	Gunnison RE1J School District - Kindergarten and Preschool Director	
Leslie Nichols	Early Care and Education	Hinsdale RE1J School District	
Lily Fyler	Early Care and Education	Hinsdale RE1J School District	
Jen Orth	Early Care and Education	Tenderfoot Child and Family Development Center	
Rita Adkins	Family Support and Parent Education and Parent	CCCAP Coordinator and TANF Case Manager for the County Department of Health and Human Services	rita.adkins@state.co.us; 970-642-4660
Lana Athey	Family Support Parent Education, Parent, and Council Staff	Nurturing Parenting Program Coordinator and Assistant Council Coordinator	
Kim Bemis	Healthcare	Women Infants and Children, Department of Health and Human Services	kbemis@gunnisoncounty.org; 970-641-7911
Valli Funk	Healthcare	Gunnison Valley Hospital, Lactation Specialist	
Carie Mitchell	Healthcare	Gunnison RE1J School District Early Intervention Part C and Pyramid Model Coach	
Dee Shuler-Woodard	Healthcare	Part C Coordinator and Early Intervention Provider	
Phil Chamberland	Local Government	Board of County Commissioners	pchamberland@gunnisoncounty.org; 970-641-0248
Carol Worrall	Local Government	County Department of Health and Human Services	
Marilyn Cheever	Local Government	Child Welfare Manager for the Department of Health and Human Services	
Kristin Coughlin	Mental Health and Parent	Local Mental Health Provider and Early Intervention Provider	kristincoughlin@gmail.com; 720-381-2543
Wendy Beukelman	Other: Faith-based organization	The Lighthouse Family Resource Center	
Matt Aronson	Other: Higher Education Institution	Western State Colorado University Professor of Sociology	
Kym McNamara	Other: Library	Gunnison Library District	
Megan Dziekan	Parent and Other	Parent of a 0-5 year old and Case Manager at Mentors	mmckinley@gunnison.com; 970-641-5513
Meghan Dougherty	Resource and Referral or other Agency providing support to Families	Collaborative Management Program, Family Advocacy and Support Team Coordinator, Department of Juvenile Services	mdougherty@gunnisoncounty.org; 970-641-7665

GUNNISON-HINSDALE
EARLY CHILDHOOD COUNCIL

Council Membership Form

I, Lynnā Frymoyer, recognize the important responsibility that I am undertaking in serving the GHECC as a member of this organization. I hereby pledge my time to carry out in a trustworthy and diligent manner the duties and obligations of a council member.

I pledge to:

1. To attend no less than 50% of council meetings.
2. Contribute to the mission and help carry out the strategic plan and vision of the ECC
3. Participate in a domain group* or special project committee (i.e. fundraising, conference planning, scholarships).
4. To work with and respect my fellow council members.
5. To always act for the good of the organization and represent the interests of the people served by the organization.
6. To participate in online ECC surveys and respond to emails from the coordinator when needed.

This agreement is made on 1/26/17, for a period of one year, at which time the member must sign a new membership agreement. If, for any reason, I find myself unable to fulfill the above commitment as best as I can, I agree to discuss the options with the council coordinator.

Council Member Signature

X Lynnā Frymoyer Date: 1/26/17

Voting Status:

Members will be given the option to be elevated to Voting Member status once they have attended 2 council meetings in a row. Voting Members lose voting status after missing 3 meetings in a row.

First and Last Name	Address	Phone	Email	Occupation
Lynnā Frymoyer	1003 N. 12th St., Gunnison	970-209-9672	tfootdirector@gmail.com	director of ECE program

*Please check the domain group(s) you would like to learn more about:

Early Learning
Family Support and Parent Education
Social, Emotional & Mental Health
Health

GUNNISON-HINSDALE
EARLY CHILDHOOD COUNCIL

Council Membership Form

I, Rita Adkins, recognize the important responsibility that I am undertaking in serving the GHECC as a member of this organization. I hereby pledge my time to carry out in a trustworthy and diligent manner the duties and obligations of a council member.

I pledge to:

1. To attend no less than 50% of council meetings.
2. Contribute to the mission and help carry out the strategic plan and vision of the ECC
3. Participate in a domain group* or special project committee (i.e. fundraising, conference planning, scholarships).
4. To work with and respect my fellow council members.
5. To always act for the good of the organization and represent the interests of the people served by the organization.
6. To participate in online ECC surveys and respond to emails from the coordinator when needed.

This agreement is made on 3/20/2017, for a period of one year, at which time the member must sign a new membership agreement. If, for any reason, I find myself unable to fulfill the above commitment as best as I can, I agree to discuss the options with the council coordinator.

Council Member Signature

X _____ Date: 3/20/17

Voting Status:

Members will be given the option to be elevated to Voting Member status once they have attended 2 council meetings in a row. Voting Members lose voting status after missing 3 meetings in a row.

First and Last Name	Address	Phone	Email	Occupation
Rita Adkins	15 Debby way	505-715-9712	rita.adkins@state.co.us	CCAP Coordinator TANF Case manager

*Please check the domain group(s) you would like to learn more about:

- ✓Early Learning
- ✓Family Support and Parent Education
- ✓Social, Emotional & Mental Health
- ✓Health

GUNNISON-HINSDALE
EARLY CHILDHOOD COUNCIL

Council Membership Form

I, Philip Chamberland, recognize the important responsibility that I am undertaking in serving the GHECC as a member of this organization. I hereby pledge my time to carry out in a trustworthy and diligent manner the duties and obligations of a council member.

I pledge to:

1. To attend no less than 50% of council meetings.
2. Contribute to the mission and help carry out the strategic plan and vision of the ECC
3. Participate in a domain group* or special project committee (i.e. fundraising, conference planning, scholarships).
4. To work with and respect my fellow council members.
5. To always act for the good of the organization and represent the interests of the people served by the organization.
6. To participate in online ECC surveys and respond to emails from the coordinator when needed.

This agreement is made on March 30, 17, for a period of one year, at which time the member must sign a new membership agreement. If, for any reason, I find myself unable to fulfill the above commitment as best as I can, I agree to discuss the options with the council coordinator.

Council Member Signature

X Phil Chamberland Date: 3/30/17

Voting Status:

Members will be given the option to be elevated to Voting Member status once they have attended 2 council meetings in a row. Voting Members lose voting status after missing 3 meetings in a row.

First and Last Name	Address	Phone	Email	Occupation
Philip Chamberland	23501 Hwy 135 CB 81224	970-209-3715	PChamberland@Gunnison County.org	County Commissioner

*Please check the domain group(s) you would like to learn more about:

☐ Early Learning
☐ Family Support and Parent Education
☐ Social, Emotional & Mental Health
☒ Health

GUNNISON-HINSDALE
EARLY CHILDHOOD COUNCIL

Council Membership Form

I, Kristin Coughlin, recognize the important responsibility that I am undertaking in serving the GHECC as a member of this organization. I hereby pledge my time to carry out in a trustworthy and diligent manner the duties and obligations of a council member.

I pledge to:

1. To attend no less than 50% of council meetings.
2. Contribute to the mission and help carry out the strategic plan and vision of the ECC
3. Participate in a domain group* or special project committee (i.e. fundraising, conference planning, scholarships).
4. To work with and respect my fellow council members.
5. To always act for the good of the organization and represent the interests of the people served by the organization.
6. To participate in online ECC surveys and respond to emails from the coordinator when needed.

This agreement is made on 3/30/17, for a period of one year, at which time the member must sign a new membership agreement. If, for any reason, I find myself unable to fulfill the above commitment as best as I can, I agree to discuss the options with the council coordinator.

Council Member Signature

X _____ Date: 3/30/17

Voting Status:

Members will be given the option to be elevated to Voting Member status once they have attended 2 council meetings in a row. Voting Members lose voting status after missing 3 meetings in a row.

Kristin Coughlin 114 N. Blvd #203 720-381-2543 childandfamilygunnison@gmail.com Child Mental Health Therapist

First and Last Name | Address | Phone | Email | Occupation

*Please check the domain group(s) you would like to learn more about:

☐ Early Learning
☐ Family Support and Parent Education
☒ Social, Emotional & Mental Health
☐ Health

GUNNISON-HINSDALE
EARLY CHILDHOOD COUNCIL

Council Membership Form

I, Megan McKinley Dzielan, recognize the important responsibility that I am undertaking in serving the GHECC as a member of this organization. I hereby pledge my time to carry out in a trustworthy and diligent manner the duties and obligations of a council member.

I pledge to:

1. To attend no less than 50% of council meetings.
2. Contribute to the mission and help carry out the strategic plan and vision of the ECC
3. Participate in a domain group* or special project committee (i.e. fundraising, conference planning, scholarships).
4. To work with and respect my fellow council members.
5. To always act for the good of the organization and represent the interests of the people served by the organization.
6. To participate in online ECC surveys and respond to emails from the coordinator when needed.

This agreement is made on 1/26/17, for a period of one year, at which time the member must sign a new membership agreement. If, for any reason, I find myself unable to fulfill the above commitment as best as I can, I agree to discuss the options with the council coordinator.

Council Member Signature

X [signature] Date: 1/26/17

Voting Status:

Members will be given the option to be elevated to Voting Member status once they have attended 2 council meetings in a row. Voting Members lose voting status after missing 3 meetings in a row.

mmckinley@gunnison.com

Megan McKinley Dzielan 3375 Cntyrd 730 Case Manager/Mentor

First and Last Name | Address | Phone | Email | Occupation

*Please check the domain group(s) you would like to learn more about:

Early Learning
Family Support and Parent Education
Social, Emotional & Mental Health
Health

GUNNISON-HINSDALE
EARLY CHILDHOOD COUNCIL

Council Membership Form

I, Meghan Dougherty, recognize the important responsibility that I am undertaking in serving the GHECC as a member of this organization. I hereby pledge my time to carry out in a trustworthy and diligent manner the duties and obligations of a council member.

I pledge to:

1. To attend no less than 50% of council meetings.
2. Contribute to the mission and help carry out the strategic plan and vision of the ECC
3. Participate in a domain group* or special project committee (i.e. fundraising, conference planning, scholarships).
4. To work with and respect my fellow council members.
5. To always act for the good of the organization and represent the interests of the people served by the organization.
6. To participate in online ECC surveys and respond to emails from the coordinator when needed.

This agreement is made on 1/26/17, for a period of one year, at which time the member must sign a new membership agreement. If, for any reason, I find myself unable to fulfill the above commitment as best as I can, I agree to discuss the options with the council coordinator.

Council Member Signature

X _____ Date: 1/26/17

Voting Status:

Members will be given the option to be elevated to Voting Member status once they have attended 2 council meetings in a row. Voting Members lose voting status after missing 3 meetings in a row.

First and Last Name	Address	Phone	Email	Occupation
Meghan Dougherty	PO Box 2905 CB, CO 81224	970-596-4698	MDougherty@gunnisoncounty.org	FAST Coordinator

*Please check the domain group(s) you would like to learn more about:

Early Learning
Family Support and Parent Education
Social, Emotional & Mental Health
Health

GUNNISON-HINSDALE
EARLY CHILDHOOD COUNCIL

Council Membership Form

I, Kim Bemis, recognize the important responsibility that I am undertaking in serving the GHECC as a member of this organization. I hereby pledge my time to carry out in a trustworthy and diligent manner the duties and obligations of a council member.

I pledge to:

1. To attend no less than 50% of council meetings.
2. Contribute to the mission and help carry out the strategic plan and vision of the ECC
3. Participate in a domain group* or special project committee (i.e. fundraising, conference planning, scholarships).
4. To work with and respect my fellow council members.
5. To always act for the good of the organization and represent the interests of the people served by the organization.
6. To participate in online ECC surveys and respond to emails from the coordinator when needed.

This agreement is made on 3-30-17, for a period of one year, at which time the member must sign a new membership agreement. If, for any reason, I find myself unable to fulfill the above commitment as best as I can, I agree to discuss the options with the council coordinator.

Council Member Signature

X Kim Bemis Date: 3-30-17

Voting Status:

Members will be given the option to be elevated to Voting Member status once they have attended 2 council meetings in a row. Voting Members lose voting status after missing 3 meetings in a row.

First and Last Name	Address	Phone	Email	Occupation
Kim Bemis	225 N Pine St	9706417911	kbemise gunnisoncounty.org	Public Health Educator

*Please check the domain group(s) you would like to learn more about:

☐ Early Learning
☐ Family Support and Parent Education
☐ Social, Emotional & Mental Health
☒ Health

Attachment C

STRATEGIC PLAN

Vision: To ensure the healthy growth and optimal development of all young children so that each child is ready to succeed in school and life

Mission: To expand and improve quality early childhood services and education opportunities for families in Gunnison and Hinsdale Counties

Priority Goal Statement 1) Early Learning: There will be increased shared resources and funding for providing quality early education.			
Success Indicator: 1 new grant is attained, there is an increase in enrollment at licensed centers, and a system for data collection is established, with an increase in available data.			
Strategies	**Short**	**Medium**	**Long**
A. Provide educational opportunities for early childhood professionals in order to increase quality in the workforce.			
B. Create a system of relevant data collection on family choices in early education to aid in seeking appropriate grant funding.			
C. Support and increase the number of licensed providers and slots.			

D. Carry out actions to improve the quality rating of licensed early learning programs in Gunnison and Hinsdale Counties.			

Priority Goal Statement 2) Family Support and Parent Education Domain: Families will have increased access to Family Support and Parent Education services and programs which will result in increased parent participation.			
Success Indicator: Increased enrollment in family support and parent education programs in the Gunnison and Hinsdale Counties.			
Strategies	**Short**	**Medium**	**Long**
E. Provide information to families to facilitate connections to FSPE services and supports in a coordinated and collaborative way			
F. Strengthen the coordinated efforts of FSPE providers and programs by collaborating more effectively with ECC members/partners, Pyramid Model Leadership Team (PMLT), Family Advocacy and Support Team (FAST), Gunnison County Substance Abuse Prevention Program (GCSAPP), and Department of Health and Human Services (DHHS), One Valley Prosperity Project (OVPP) Youth sub-group in order to contribute to family economic security through education, employment, housing, financial and legal supports.			
G. Family friendly policies exist in the workplace.			
H. Family engagement and leadership opportunities exist within programs, schools and communities.			

I. Offer events during the "Week of the Young Child" that provides parents with educational opportunities, referral and resource information, and promote early childhood center collaboration.			

Priority Goal Statement 3) Health & Well-Being Domain: Parents will have increased access to quality child health and mental health services and programs through early identification, consultation, and treatment.			
Success Indicator: Higher immunization rates in children entering Kindergarten and reduced cavities in 3rd graders.			
Strategies	**Short**	**Medium**	**Long**
J. Engage all types of prenatal care providers and family health care providers in the education of pregnant women and families with children on prenatal, infant, and young child on dental care and immunizations.			
K. Increase the percentage of children fully immunized by Kindergarten.			
L. Decrease the rate of childhood dental cavities			
M. Assist Childcare and Early Education Centers to achieve "Breastfeeding Friendly" status			

N. Collaborate with our community's existing social emotional mental health support systems to assist families in identifying and using SEMH Supports.			
O. Improve screening and referral process of medium to high risk children and direct appropriate resources and strategies to support this group.			

Early Childhood Council Work Plan Template

YEAR 1-3 EARLY CHILDHOOD COUNCIL ANNUAL WORK PLAN– EARLY LEARNING DOMAIN

Priority Goal Statement 1: There will be increased resources and funding for providing quality early education.

Strategy A: Provide educational opportunities for early childhood professionals in order to increase quality in the workforce.

Activities/Steps *(Sequence of distinct actions designed to operationalize the goal and strategies.)*	Timeline *(When an activity begins, ends and relevant target dates.)*	Who *(Individuals as well as groups who are responsible for accomplishing specific activities.)*	Progress Indicator *(process steps that are anticipated to move the work towards success)*	Status *(Record progress in implementing the steps)*
Create yearly training schedule for teachers		Early Learning Domain	Virtual and print calendar that includes annual EC Conference, EQIT training, Pyramid Training, etc.	
Assess current educational needs of employees at licensed centers		Early Learning Domain	Yearly a list is created of the trainings that teachers and directors have completed and what they may still need to complete. Directors will be encouraged to have a conversation with all staff members on continuing education.	

Assess current local professionals and professionals in surrounding communities who can teach courses meeting needs of workforce.		Early Learning Domain	List of teachers created and topics available and cost. Development of a closer connection with Bright Futures.	
Provide more support for local trainers		Early Learning Domain		
For individuals looking to earn their ECE credits create cohorts of students enrolled in the online community college courses, with in person meetings and group support.		Early Learning Domain	Individual professional development plans for center staff Center-wide professional development plans	
Organize Fall Early Childhood Conference		ECC coordinator, Western State College representatives	Number of attendees, number of local teachers and directors attending	
Take required courses to become ECE teachers/directors	All year long and during ECC Fall Conference	Teachers and Directors seeking licensing or maintaining license	List of teachers and directors is updated with new information on courses completed.	

YEAR 1-3 EARLY CHILDHOOD COUNCIL ANNUAL WORK PLAN– EARLY LEARNING DOMAIN

Priority Goal Statement 1: There will be increased resources and funding for providing quality early education.

Strategy B: Create a system of relevant data collection on family choices in early education to aid in seeking appropriate grant funding.

Activities/Steps *(Sequence of distinct actions designed to operationalize the goal and strategies.)*	Timeline *(When an activity begins, ends and relevant target dates.)*	Who *(Individuals as well as groups who are responsible for accomplishing specific activities.)*	Progress Indicator *(process steps that are anticipated to move the work towards success)*	Status *(Record progress in implementing the steps)*

Create plan for obtaining data, e.g. parent survey, focus groups, etc.		Early Learning Domain and Western State College class	Plan created	
Compile Data		ECC or Western State College students	Report compiled and distributed	
Share data with ECC and other relevant community groups annually		ECC and Early Learning Domain	List of groups data has been shared with.	

YEAR 1-3 EARLY CHILDHOOD COUNCIL ANNUAL WORK PLAN– EARLY LEARNING

Priority Goal Statement: There will be increased resources and funding for providing quality early education.

Strategy C. Support and increase the number of licensed providers and slots.

Activities/Steps *(Sequence of distinct actions designed to operationalize the goal and strategies.)*	Timeline *(When an activity begins, ends and relevant target dates.)*	Who *(Individuals as well as groups who are responsible for accomplishing specific activities.)*	Progress Indicator *(process steps that are anticipated to move the work towards success)*	Status *(Record progress in implementing the steps)*
Outreach to potential home providers		ECC	Brochures, Flyers, Informational sheets will be created and delivered to potential home providers in the area.	
Outreach to providers and community members to discuss the potential for the creation of summer care, weekend care, evening care, and holiday care options.		ECC	Discussions will occur with Center Directors and other community members	

YEAR 1-3 EARLY CHILDHOOD COUNCIL ANNUAL WORK PLAN– EARLY LEARNING

Priority Goal Statement: There will be increased resources and funding for providing quality early education.

Strategy D. Carry out actions to improve the quality rating of licensed early learning programs in Gunnison and Hinsdale Counties.

Activities/Steps *(Sequence of distinct actions designed to operationalize the goal and strategies.)*	Timeline *(When an activity begins, ends and relevant target dates.)*	Who *(Individuals as well as groups who are responsible for accomplishing specific activities.)*	Progress Indicator *(process steps that are anticipated to move the work towards success)*	Status *(Record progress in implementing the steps)*
Outreach to all licensed providers in Gunnison and Hinsdale Counties to communicate the new quality rating and improvement systems, Colorado Shines		ECC		
Provide technical assistance and support to Centers and home providers interested in Colorado Shines.		ECC	Programs receive support through quality improvement coaching and navigation.	
Provide technical assistance and support to early childhood professionals interested in accessing PDIS and obtaining a credential.		ECC	Increased number of Early Childhood professional with a Credential 2.0 in PDIS.	
Provide Quality improvement coaching and navigation to Centers and home providers that are working towards obtaining a Colorado Shines rating of 2-5.		ECC	Increased number of sites with a Colorado Shines rating at a Level 2 or higher.	

YEAR 1-3 EARLY CHILDHOOD COUNCIL ANNUAL WORK PLAN– FAMILY SUPPORT AND PARENT EDUCATION

Priority Goal Statement: Families will have increased access to Family Support and Parent Education services and programs which will result in increased parent participation.

Strategy E: Provide information to families to facilitate connections to FSPE services and supports in a coordinated and collaborative way.

Activities/Steps *(Sequence of distinct actions designed to operationalize the goal and strategies.)*	Timeline *(When an activity begins, ends and relevant target dates.)*	Who *(Individuals as well as groups who are responsible for accomplishing specific activities.)*	Progress Indicator *(process steps that are anticipated to move the work towards success)*	Status *(Record progress in implementing the steps)*
Family outreach through parent events, Facebook, outreach to schools and early education centers, recreation programs, doctor's offices, churches, youth scoop, print ads, and parenting classes.		ECC and Family Support and Parent Education Domain	*Parents are taking brochures, enrolling in program, accessing services *Parents are telling FSPE service programs that they heard about them via our outreach efforts	
Create a youth services resource guide in Collaboration with the OVPP Youth Services subgroup		ECC and Communities that Care facilitators	Youth Services Guide will be available to all community members	
Parenting classes offered in Spanish		FSPE Providers	Parenting Classes will be offered to Spanish speaking families	
Provide additional resources to FSPE providers through scholarships and support of events with staff time		ECC	Scholarships will be given to FSPE programs ECC staff will help with some parent events	
Create tiered referral directory based on risk and behavior factors		ECC, FSPE and SEMH Domain	Tiered referral directory will be create and distributed throughout the community	

Communicate to early childhood teachers and childcare providers the option of referring a family to FAST community review team		ECC	EC teachers and childcare providers will be aware of FAST community review team	
Parenting classes for parents of children ages 0-11 offered in an online format		FSPE Providers	Online Parenting class options will be available to community members.	

YEAR 1-3 EARLY CHILDHOOD COUNCIL ANNUAL WORK PLAN– FAMILY SUPPORT AND PARENT EDUCATION

Priority Goal Statement: Parents will have increased access to Family Support and Parent Education services and programs which will result in increased parent participation.

Strategy F: Strengthen the coordinated efforts of FSPE providers and programs by collaborating more effectively with ECC members/partners, Pyramid Model Leadership Team (PMLT), Family Advocacy and Support Team (FAST), Gunnison County Substance Abuse Prevention Program (GCSAPP), and Department of Health and Human Services (DHHS)

Activities/Steps *(Sequence of distinct actions designed to operationalize the goal and strategies.)*	Timeline *(When an activity begins, ends and relevant target dates.)*	Who *(Individuals as well as groups who are responsible for accomplishing specific activities.)*	Progress Indicator *(process steps that are anticipated to move the work towards success)*	Status *(Record progress in implementing the steps)*
Facilitate a meeting (or series of meetings with other agencies (FAST, DHHS, GCSAPP, PMLT) and collaborative groups focusing on accomplishing certain goals and objectives.		ECC coordinator	Meeting occurred and plan is created	
Facilitate an annual parenting class provider meeting every summer in order to coordinate parenting classes before the school year		ECC	Meeting occurred and parenting class calendar is created	

begins				

YEAR 1-3 EARLY CHILDHOOD COUNCIL ANNUAL WORK PLAN– FAMILY SUPPORT AND PARENT EDUCATION

Priority Goal Statement: Parents will have increased access to Family Support and Parent Education services and programs which will result in increased parent participation.

Strategy G: Family friendly policies exist in the workplace.

Activities/Steps *(Sequence of distinct actions designed to operationalize the goal and strategies.)*	Timeline *(When an activity begins, ends and relevant target dates.)*	Who *(Individuals as well as groups who are responsible for accomplishing specific activities.)*	Progress Indicator *(process steps that are anticipated to move the work towards success)*	Status *(Record progress in implementing the steps)*
Work with businesses, childcare centers, government organizations, etc. to ensure family friendly policies exist in the workplace.		ECC, Worksite Wellness	Outreach is conducted in-person, through e-mails, informational brochures, etc. Breastfeeding friendly policies are adapted in the workplace	

YEAR 1-3 EARLY CHILDHOOD COUNCIL ANNUAL WORK PLAN– FAMILY SUPPORT AND PARENT EDUCATION

Priority Goal Statement: Parents will have increased access to Family Support and Parent Education services and programs which will result in increased parent participation.

Strategy H: Family engagement and leadership opportunities exist within programs, schools and communities.

Activities/Steps *(Sequence of distinct actions designed to operationalize the goal and strategies.)*	Timeline *(When an activity begins, ends and relevant*	Who *(Individuals as well as groups who are responsible for accomplishing specific*	Progress Indicator *(process steps that are anticipated to move the work towards success)*	Status *(Record progress in implementing*

	target dates.)	*activities.)*		*the steps)*
Family outreach through parent events, Facebook, outreach to schools and early education centers, recreation programs, doctor's offices, churches, youth scoop, print ads, and parenting classes.		ECC and Family Support and Parent Education Domain	Parents are invited and attend ECC Meetings	

YEAR 1-3 EARLY CHILDHOOD COUNCIL ANNUAL WORK PLAN– FAMILY SUPPORT AND PARENT EDUCATION

Priority Goal Statement: Parents will have increased access to Family Support and Parent Education services and programs which will result in increased parent participation.

Strategy I. Offer events during the "Week of the Young Child" that provides parents with educational opportunities, referral and resource information, and promote early childhood center collaboration.

Activities/Steps *(Sequence of distinct actions designed to operationalize the goal and strategies.)*	Timeline *(When an activity begins, ends and relevant target dates.)*	Who *(Individuals as well as groups who are responsible for accomplishing specific activities.)*	Progress Indicator *(process steps that are anticipated to move the work towards success)*	Status *(Record progress in implementing the steps)*
Coordinate and offer events for parents during the "Week of the Young Child"		ECC and Family Support and Parent Education Domain	A plan is developed outline the various events, advertising needs, and costs.	
Outreach for the event is conducted through Facebook, schools, early education centers, recreation programs, doctor's offices, churches, youth scoop, print ads, radio, and parenting classes.		ECC & FSPE Providers	Flyers, Brochures, Print Ads, etc. are distributed throughout the community	

YEAR 1-3 EARLY CHILDHOOD COUNCIL ANNUAL WORK PLAN YEAR 1 – HEALTH AND WELL-BEING DOMAIN

Priority Goal Statement: Health & Well-Being Domain: Parents will have increased access to quality child health and mental health services and programs through early identification, consultation, and treatment.

Strategy J: Engage all types of prenatal care providers and family health care providers in the education of pregnant women and families with children on prenatal, infant, and young child on dental care and immunizations.

Activities/Steps *(Sequence of distinct actions designed to operationalize the goal and strategies.)*	Timeline *(When an activity begins, ends and relevant target dates.)*	Who *(Individuals as well as groups who are responsible for accomplishing specific activities.)*	Progress Indicator *(process steps that are anticipated to move the work towards success)*	Status *(Record progress in implementing the steps)*
Identify prenatal care providers, any health related providers who work with pregnant women		Health Domain	List created of contacts	
Contact prenatal care providers encourage more education and offer free educational brochures on prenatal and infant dental care and immunizations; various techniques used depending on type of provider and relationship		Health Domain group	Progress on contact attempts reported back to group	

YEAR 1-3 EARLY CHILDHOOD COUNCIL ANNUAL WORK PLAN TEMPLATE – HEALTH AND WELL-BEING DOMAIN

Priority Goal Statement: Health & Well-Being Domain: Parents will have increased access to quality child health and mental health services and programs through early identification, consultation, and treatment.

Strategy K: Increase the percentage of children fully immunized by Kindergarten.

Activities/Steps *(Sequence of distinct actions designed to operationalize the goal and strategies.)*	Timeline *(When an activity begins, ends and relevant target dates.)*	Who *(Individuals as well as groups who are responsible for accomplishing specific activities.)*	Progress Indicator *(process steps that are anticipated to move the work towards success)*	Status *(Record progress in implementing the steps)*
Provide the public with education on the importance of immunization through the Gunnison Shopper, local newspapers, radio ads, and brochures distributed to early childhood education centers.		ECC and Health Domain	Newspaper Ads and brochures are distributed throughout the community	
Provide providers with information on immunizations and support them in encouraging patients to get immunized		Health Domain group	Information and resources given to providers	
Onsite Meetings with primary care physicians and childcare centers		Health Domain group	Meetings occurred	
Train center directors on CIIS		PH Nurse Consultant	Trainings occurred	
Public Health nurse consultant work with Center Directors to identify children who need to complete immunizations		PH Nurse Consultant and Center Directors	Children are identified and a reminder is sent to parents	

YEAR 1-3 EARLY CHILDHOOD COUNCIL ANNUAL WORK PLAN TEMPLATE – HEALTH AND WELL BEING DOMAIN

Priority Goal Statement: Health & Well-Being Domain: Parents will have increased access to quality child health and mental health services and programs through early identification, consultation, and treatment.

Strategy L: Decrease the rate of child dental cavities

Activities/Steps *(Sequence of distinct actions designed to operationalize the goal and strategies.)*	Timeline *(When an activity begins, ends and relevant target dates.)*	Who *(Individuals as well as groups who are responsible for accomplishing specific activities.)*	Progress Indicator *(process steps that are anticipated to move the work towards success)*	Status *(Record progress in implementing the steps)*
Public education on the importance of dental hygiene and preventative dental care visits		Health Domain	Education provided at various locations and dates	
Provide providers with information on child oral health and support them in encouraging patients to get annual dental exams		Health Domain group	List of attendees and work plan reported back to ECC	

YEAR 1 EARLY CHILDHOOD COUNCIL ANNUAL WORK PLAN TEMPLATE – HEALTH AND WELL BEING DOMAIN

Priority Goal Statement: Health & Well-Being Domain: Parents will have increased access to quality child health and mental health services and programs through early identification, consultation, and treatment.

Strategy M: Assist Childcare and Early Education Centers in achieving "Breastfeeding Friendly" status

Activities/Steps *(Sequence of distinct actions designed to operationalize the goal and strategies.)*	Timeline *(When an activity begins, ends and relevant target dates.)*	Who *(Individuals as well as groups who are responsible for accomplishing specific activities.)*	Progress Indicator *(process steps that are anticipated to move the work towards success)*	Status *(Record progress in implementing the steps)*

Provide training to all early education and childcare center staff on breastfeeding friendly practices		ECC and Worksite Wellness	Training provided at all centers	
Assist early education and childcare centers in developing a breastfeeding friendly policy		ECC and Worksite Wellness	Policy is created	
Provide all early education and childcare centers with a resource directory that includes information on resources, services, and skilled breastfeeding support.		ECC and Worksite Wellness	Resource Directory is given to each center	

YEAR 1-3 EARLY CHILDHOOD COUNCIL ANNUAL WORK PLAN TEMPLATE – HEALTH AND WELL BEING DOMAIN

Priority Goal Statement: Health & Well-Being Domain: Parents will have increased access to quality child health and mental health services and programs through early identification, consultation, and treatment.

Strategy N: Collaborate with our community's existing social emotional mental health support systems to assist families in identifying and using SEMH Supports.

Activities/Steps *(Sequence of distinct actions designed to operationalize the goal and strategies.)*	Timeline *(When an activity begins, ends and relevant target dates.)*	Who *(Individuals as well as groups who are responsible for accomplishing specific activities.)*	Progress Indicator *(process steps that are anticipated to move the work towards success)*	Status *(Record progress in implementing the steps)*
Identify existing SEMH systems, providers, and committees serving children birth to eight & create data collection tool.		SEMH Domain Group	Document of the list of systems	

Collect & organize data from each identified systems including policy, internal and external supports, referrals assessment, barriers client population, interest in collaboration and ages served.		SEMH Domain Group	Submitted results to SEMH Domain team.	
Assess any overlap in services and identify gaps in services, then identify solutions.		SEMH Domain Group Stakeholder groups facilitated by ECC staff	List of agencies informed and not informed Document list of committees	
Support parents of young children in access services. Focus on advertising and awareness through the community at library, rec center, faith based, doctor's offices.		SEMH Domain Group	Resources provided to various centers	
Parenting Classes offered throughout the year. Help community to become more aware of programs offered in the community.		SEMH Domain Group FSPE Domain Group	Newspaper Ads/Articles Facebook Events	

YEAR 1-3 EARLY CHILDHOOD COUNCIL ANNUAL WORK PLAN TEMPLATE – HEALTH AND WELL BEING DOMAIN

Priority Goal Statement: Health & Well-Being Domain: Parents will have increased access to quality child health and mental health services and programs through early identification, consultation, and treatment.

Strategy N: Collaborate with our community's existing social emotional mental health support systems to assist families in identifying and using SEMH Supports.

Activities/Steps *(Sequence of distinct actions*	Timeline *(When an activity*	Who *(Individuals as well as*	Progress Indicator *(process steps that are*	Status *(Record progress in implementing*

designed to operationalize the goal and strategies.)	*begins, ends and relevant target dates.)*	*groups who are responsible for accomplishing specific activities.)*	*anticipated to move the work towards success)*	*the steps)*
Identify existing SEMH systems, providers, and committees serving children birth to eight & create data collection tool.		SEMH Domain Group	Document of the list of systems	
Collect & organize data from each identified systems including policy, internal and external supports, referrals assessment, barriers client population, interest in collaboration and ages served.		SEMH Domain Group	Submitted results to SEMH Domain team. Submit work progress to SEMH Domain	
Assess any overlap in services and identify gaps in services, then identify solutions.		SEMH Domain Group Stakeholder groups facilitated by ECC staff	List of agencies informed and not informed Document list of committees	
Support parents of young children in access services. Focus on advertising and awareness through the community at library, rec center, faith based, doctor's offices.		SEMH Domain Group	Resources provided to various centers	
Parenting Classes offered throughout the year. Help community to become more aware of programs offered in the community.		SEMH Domain Group FSPE Domain Group	Newspaper Ads/Articles Facebook Events	

YEAR 1-3 EARLY CHILDHOOD COUNCIL ANNUAL WORK PLAN TEMPLATE – HEALTH AND WELL BEING DOMAIN

Priority Goal Statement: Health & Well-Being Domain: Parents will have increased access to quality child health and mental health services and programs through early identification, consultation, and treatment.

Strategy O: Improve screening and referral process of medium to high risk children and direct appropriate resources and strategies to support this group.

Activities/Steps *(Sequence of distinct actions designed to operationalize the goal and strategies.)*	Timeline *(When an activity begins, ends and relevant target dates.)*	Who *(Individuals as well as groups who are responsible for accomplishing specific activities.)*	Progress Indicator *(process steps that are anticipated to move the work towards success)*	Status *(Record progress in implementing the steps)*
Work with Gunnison Valley Health to improve infant development screening		ECC and Birth Center at Gunnison Valley Health	Infant Development Screening process is improved	
Create tiered referral directory based on risk and behavior factors		ECC, FSPE and SEMH Domain	Tiered referral directory will be create and distributed throughout the community	

Attachment D

From:	Mueller - CDHS, Kristina
To:	Margaret Wacker
Cc:	Dalia Milford - CDHS
Subject:	Re: GHECC Waiver Request
Date:	Wednesday, April 12, 2017 12:36:30 PM
Attachments:	image006.png image005.png

Thank you Margaret! We have received this request. We will be in touch in the next week or so with next steps.

Thank you!
Kristina

Kristina Mueller
Director, Early Childhood Leadership Commission

P 303.866.5223 | C 303.817.4706
1575 Sherman Street, Denver CO 80203
kristina.mueller@state.co.us | earlychildhoodcolorado.org

On Tue, Apr 11, 2017 at 11:28 AM, Margaret Wacker <MWacker@gunnisoncounty.org> wrote:

> Hello Kristina,
>
> Please see attached Waiver Request for our Gunnison Hinsdale Early Childhood Council. I've attached a pdf with our signatures and a Word document without signatures. This is more of a precaution because we do have Membership Agreements in place, but since we aren't sure if they meet the criteria for a Memorandum of Understanding, we thought we'd err on the safe side and ask for a waiver.
>
> Please let me know if you need more information from me.
>
> Thanks!
>
> Margaret Wacker
>
> Margaret Wacker, MPH
>
> Gunnison Hinsdale Early Childhood Council Coordinator
>
> West Central Public Health Partnership Coordinator

Early Childhood Council Governance Waiver Request

Application

Early Childhood Council Name: Gunnison Hinsdale Early Chidlhood Council	**Date:** 4.11.17
Primary Contact (Name and Position): Margaret Wacker, Council Coordinator	**Phone:** 970-641-7913
Mailing Address: 225 N. Pine Street, Suite E, Gunnison CO 81230	**Email:** mwacker@gunnisoncounty.org

1. **Citation of Rule or Regulation for Waiver Request pursuant to Early Childhood Council Rule 7.717.6(E):** (*please include rule/regulation number, and specific language of the rule/regulation creating the barrier*): 7.714.4 B States that "Each member of an Early Childhood Council shall sign a Memorandum of Understanding on behalf of the organization he or she represents to participate in and collaborate on the work of the Early Childhood Council".

2. **Associated Legislation:** *(Please list any statute or legislation associated with the rule/regulation cited above. Please note: state statutes cannot be waived.)* Section 26-6.5-104(2)(a), C.R.S

3. **Waiver Request** *(Describe the barrier this waiver addresses to implementation of an early childhood project is the rule/regulation creating)* Our council needs this waiver in order to respond to the recently released RFA from the Office of Early Childhood for Systems Building and Colorado Shines Quality Improvement. This funding source is our council's main funding. This funding allows us to hold council meetings, create better systems for children, and perform quality improvement work with licensed childcare programs. The application is due May 1st, 2017.

4. **Reason for Request** *(Describe the barrier this waiver addresses, and why you are concerned and/or unable to comply with the minimum rule requirements)* Our council has Membership Agreements in place with the mandatory stakeholders, which outline the roles and responsibilities of being a member of the council. However we do not think these Membership Agreements would be considered a Memorandum of Understanding for organizations. We are currently creating a new Memorandum of Understanding to use in place of the Membership Agreement. This form needs to be approved by our fiscal sponsor before it can be signed by members. This approval process will not be completed by the due date of the funding application of May 1st.

5. **How will Waiver Approval positively impact children, families, and/or your community?** This waiver would allow our council to apply for this funding in order to

continue the work the council does supporting childcare programs in maintaining staff qualifications and improving the quality of services. The council work helps child care centers and home providers keep their doors open. Children and families benefit from having child care slots available and having quality childcare available.

6. **Please describe stakeholder outreach.** Who **are all the affected parties of this Waiver Request?** *(You may attach letters from affected parties)* We have provided information to the early childhood council members that a new MOU may be required in the new future. They have seen a draft version of the MOU. The affected parties are the ECC members and children and families.

7. **Do you have any evidence to demonstrate that compliance with the specific rule creates a substantial undue burden? (If so, please attach).** Gunnison County requires 2 weeks at a minimum to obtain a signature and approval of a new Memorandum of Understanding. It would take that long or longer to get all 7 mandatory stakeholders to sign a new form, especially if this new form needs to go through a similar approval process by other governmental organizations (like school districts).

8. **If this rule/regulation is waived, how will you meet its intended purpose?** *(ex: diversity of stakeholders, health and safety of children in care, etc.)* We will continue to use our Membership Agreements with the mandatory stakeholders until we have an approved Memorandum of Understanding. When we have an approved Memorandum of Understanding we will ask the council members to sign that on behalf of their organizations.

9. **On what date would you like the Waiver to START?**

April 24th, 2017 or as soon as possible

10. **On what date would you like the Waiver to END?**

October 31st, 2017

11. **Is there a fiscal impact to implementing this waiver?** *(Please describe any anticipated financial impact)*

Yes, if this waiver is implemented, our council is eligible for grant funding from the Office of Early Childhood. If the waiver is not implemented, we may not be eligible, if our Membership Agreement does not meet the requirement of a Memorandum of Understanding.

12. **How will you evaluate the effectiveness of this rule/regulation waiver if approved?** If the waiver meets the requirements of the Office of Early Childhood for eligibility of applying for Systems Building and Colorado Shines Quality Improvement Funding, then it will be considered effective.
13. **Additional Comments:**

SIGNED:

Margaret Wacker
ECC Coordinator Name

ECC Coordinator Signature

Lana C. Athey
ECC Membership Chair Name

ECC Membership Chair Signature

Attachment E

COLORADO
Office of Early Childhood
Department of Human Services

Colorado Department of Human Services
Office of Early Childhood
BUDGET WITH JUSTIFICATION FORM

Attachment F

Contractor Name	Gunnison County
Budget Period	October 1, 2017 - June 30th, 2018
Project Name	Gunnison Hinsdale Early Childhood Council Systems Building

Program Contact Name, Title, Phone and Email	Margaret Wacker, Council Coordinator, 970-641-7913, mwacker@gunnisoncounty.org
Fiscal Contact Name, Title, Phone and Email	Jody Wise, Accountant, 970-641-7679, jwise@gunnisoncounty.org

Expenditure Categories					
Personnel Services Salaried Employees					**FY 2017**
Position Title/Employee Name	**Description of Work**	**Gross or Annual Salary**	**Fringe**	**Percent of Time on Project**	**Total Amount Requested from OEC**
Council Coordinator	Manages the budgets and contracts, coordinates council meetings,	$58,240	$31,200	30%	$26,832
Assistant Coordinator	Assists in systems building activities, administrative work, event	$46,800	$10,400	9%	$5,363
					$0
					$0
					$0
Total Personnel Services (including fringe benefits)					**$32,195**
Contractors/Consultants (payments to third parties or entities)					**FY 2017**
Name	**Description of Item**				**Total Amount Requested from OEC**
					$0
					$0
Total Contractors/Consultants					**$0**
Travel					**FY 2017**
Item	**Description of Item**				**Total Amount Requested from OEC**
Travel to Denver and to council meetings	4 trips to Denver for ECCLA and State TA Day meetings, 400 miles x .535 = $215 x 4 = $856, plus lodging for 8 nights at $100/night = $800 and 8 day of per diem @ $51= $408 for a total of $2,064. 2 trips to Lake City for ECC/CPP meetings 220 miles x .535 = $118 . 1 trip to CB for an ECC meeting @ 56 miles x .535 = $30. Grand Total of $2,212				$2,212
					$0
					$0
					$0
Total Travel					**$2,212**
Supplies & Operating Expenses					**FY 2017**
Item	**Description of Item**				**Total Amount Requested from OEC**
Annual Conference	Conference Space = $450				$450
Office Supplies	Printing and pencils.				$75
Computer	39% of 2550 computer costs = 1,000 x .75 = 750				$750
Sugar and ecConnect Licenses	$100 for ecConnect license for councils of our size, $600 for 1 Sugar License				$700
					$0
					$0
					$0
					$0
Total Supplies & Operating Expenses					**$1,975**
MODIFIED TOTAL DIRECT COSTS (MTDC)					**$36,382**
Indirect Costs [not to exceed 10% unless Negotiated Federal Indirect Cost rate or Negotiated State Indirect Cost rate is attached]					**FY 2017**
Item	**Description of Item**				**Total Amount Requested from OEC**
Negotiated Federal Indirect cost rate	N/A				
State Federal Indirect cost rate	N/A				
or 10% Indirect rate:					$3,638
Total Indirect					**$3,638**
TOTAL					**$40,020**

Attachment F

STATEMENT OF WORK (SOW)
SYSTEMS BUILDING

GUNNISON HINSDALE EARLY CHILDHOOD COUNCIL
225 N. PINE STREET, SUITE E
GUNNISON, CO 81230

MAY 1ST, 2017

The Statement of Work (SOW) is a document which describes the scope of work required to complete a specific project. It is a formal document and must be agreed upon by all parties involved and ultimately becomes a part of the executed agreement (Contract, PO, etc.). In order to be effective, the SOW must contain an appropriate level of detail so all parties clearly understand what work is required, the duration of the work involved, what the deliverables are, and what is acceptable.

INTRODUCTION/BACKGROUND

This section should provide a general description of the project as well as highlight the project's background and what is to be gained by the project. The Gunnison Hinsdale Early Childhood Council works to create a seamless system of early childhood services representing collaboration among various public and private stakeholders for the effective delivery of early childhood services in the areas of early care and education, family support, mental health, and health. These services shall support children eight years of age or younger and their parents in a manner that is responsive to local needs and conditions.

SCOPE OF WORK

This section should provide a brief statement of what you expect to accomplish as a result of this scope of work. While specific deliverables and tasks will be presented in the Work Plan section, this section should highlight what is and is not included in the scope of the project in broader terms. The Gunnison Hinsdale Early Childhood Council (GHECC) will sustain a council of early childhood stakeholders through holding membership meetings and building and maintaining relationships. The GHECC is guided by a jointly developed strategic plan, which will be kept updated. An evaluation plan will be developed. The GHECC will annually submit an organizational strategic plan, as well as a written, comprehensive evaluation and report of its progress based on the strategic plan accountability metrics. The GHECC will submit a current record of the council governance structure, including membership list, organization chart, name and contact of Council Director, council bylaws, and an annual budget.

PERIOD OF PERFORMANCE

This section should define the time period over which the project will occur. The timeframe for the project can be pre-determined or based on a completion date to coincide with some external requirement (i.e. fiscal year or legislative requirement). It is important to define the period of performance since this is usually a variable in the project's cost. Additionally, if there are delays in a project and it will not be completed within the defined period of performance, a contract modification/amendment may be required and the costs of the project will increase as well. The timeframe for this Scope of work is October 1st, 2017 through June 30th, 2020.

WORK PLAN

This section should include a description of the actual tasks which the project will require. This should include what tasks need to be completed in order for successful completion of this project/contract. As with all other portions of the SOW, every effort should be made to include as much detail as possible. ***(This part of the SOW should be completed using the provided work plan template and integrated as part of the SOW)***

Work Plan	
OUTCOMES, BENCHMARKS, AND MILESTONES	
1) Outcome statement: The GHECC will maintain an early childhood council that meets state statute and the rules governing councils, including membership of 7 mandatory stakeholders, submission of current strategic and evaluation plan, and tracking of measurements.	***The GHECC will continue to be a functioning early childhood council that meets state statute and new rules.*** ***A new evaluation plan and report are submitted to the OEC by June 30th, 2018 and annually thereafter.***

Key Activity A: ***Maintain Membership and Hold Council Meetings***

Tasks	Time Period	Deliverable	Measurement	Person(s) Responsible	Budget Category
Plan and hold at least 6 GHECC meetings per year.	October 1, 2017 - June 30th, 2020	6 GHECC meetings held per year	Meeting notes with attendance on sign-in.	Council Coordinator	Personnel
Maintain membership of at least 10 members with 7 mandatory Stakeholder members.	October 1, 2017 - June 30th, 2020	10 Early Childhood Members with 7 Mandatory members represented.	Membership List with Contact information and alignment with 7 Mandatory members.	Assistant Council Coordinator	Personnel
Develop and approve new Memorandum of Understanding with members.	October 1,2017 – June 30th, 2020	New MOUs are signed by all members, including 7 mandatory stakeholders and updated yearly.	MOUs are signed and submitted	Council Coordinator	Personnel
Actively inform and include small or under-represented early childhood service providers in Early Childhood Council	October 1, 2017 - June 30th, 2020				

activities and functions					
Key Activity B: *Strategic Plan, Evaluation Plan and Report*					
Tasks	**Time Period**	**Deliverable**	**Measurement**	**Person(s) Responsible**	**Budget Category**
Review, update, and approve Strategic Plan annually that responds to local needs and conditions to increase and sustain the quality, accessibility, capacity, and affordability of early childhood services for children and their parents.	October 1, 2017 - June 30th, 2020	Submitted updated Strategic Plan annually	Plan is submitted to the OEC	Council Coordinator	Personnel
Develop, approve, and conduct an Evaluation Plan, which is a local system of accountability to measure local progress based on the needs and goals set for program performance	October 1, 2017 - June 30th, 2020	Submitted Evaluation Plan annually	Plan is submitted to the OEC	Council Coordinator	Personnel
Track and report annually accountability measurements defined in the strategic plan	October 1, 2017 - June 30th, 2020	Data tracking requested measures annually	Data is submitted to the OEC	Council Coordinator	Personnel
Create an Evaluation Report, based on the strategic plan	October 1, 2017 - June 30th, 2020	Submitted Evaluation Report annually	Evaluation Report is submitted to the OEC	Council Coordinator	Personnel
Key Activity C: *Bylaws, Operating Agreement and Organizational Chart*					
Tasks	**Time Period**	**Deliverable**	**Measurement**	**Person(s) Responsible**	**Budget Category**
Review, update if needed, and approve council Bylaws, Operating Agreement, and Organization Chart annually	October 1, 2017 - June 30th, 2020	Submitted Bylaws, Operating Agreement, and Organizational Chart	Bylaws, Operating Agreement, and Organization Chart is submitted to OEC	Council Coordinator	Personnel

Work Plan					
OUTCOMES, BENCHMARKS, AND MILESTONES					
Outcome statement: Early Childhood Services Providers will have a local, in person, professional development opportunity and improve their Early Childhood Professional Credential Level.	***At least 50 early childhood service providers attend the conference, and at least 2 obtain a CEU by December 31st, 2017 and annually thereafter.***				
Key Activity A: ***Nurturing the Young Child Conference***					
Tasks	**Time Period**	**Deliverable**	**Measurement**	**Person(s) Responsible**	**Budget Category**
Hold an annual Nurturing the Young Child Conference (NTYC) in collaboration with Western State Colorado University.	December 31st, 2017	The NTYC Conference will provide at least 6 training hours and 0.5 Continuing Education Units (CEU)s.	List of Attendees, number of training certificates given, and number of people obtaining the 0.5 CEU	Assistant Coordinator	Personnel and Annual Conference

SCHEDULE/MILESTONES

This section should define the schedule of deliverables and milestones for this project. Milestones, benchmarks and outcomes should be specific, measurable and based on more than simple processes. For example:

Measurement	Schedule	Deliverables
An updated and approved strategic plan will be submitted to the OEC.	June 30th, 2018.	The GHECC will update and approve the strategic plan and evaluation plan annually.
An evaluation report will be submitted to the	June 30th, 2018	The GHECC will create an evaluation report.

OEC.		
At least 10 council members will have signed MOUs, including the 7 mandatory members, which will be submitted to the OEC.	October 1st 2017 - October 31st, 2017.	The Gunnison Hinsdale Early Childhood Council will approve a new Memorandum of Understanding with all council members, including the seven Mandatory Stakeholders by October 31st, 2017.
At least 50 early childhood service providers will attend the local professional development conference as shown by registration tracking.	By December 31st, 2017.	The GHECC will hold an annual Nurturing the Young Child Conference with at least 50 attendees attending the conference and 3 obtaining 0.5 CEUs.

ACCEPTANCE CRITERIA

The acceptance of all deliverables will reside with the Office of Early Childhood (specific program). The designated program manager will monitor all deliverables in order to ensure the completeness of each stage of the project and that the scope of work has been met. The OEC program manager will either sign off on the approval, or reply to the vendor, in writing, advising what tasks must still be accomplished.

Attachment G

STATEMENT OF WORK (SOW)
COLORADO SHINES QUALITY IMPROVEMENT SUPPORTS

GUNNISON HINSDALE EARLY CHILDHOOD COUNCIL
225 N. PINE STREET, SUITE E
GUNNISON, CO 81230

MAY 1, 2017

The Statement of Work (SOW) is a document which describes the scope of work required to complete a specific project. It is a formal document and must be agreed upon by all parties involved and ultimately becomes a part of the executed agreement (Contract, PO, etc.). In order to be effective, the SOW must contain an appropriate level of detail so all parties clearly understand what work is required, the duration of the work involved, what the deliverables are, and what is acceptable.

INTRODUCTION/BACKGROUND

Colorado includes four components that make up the overarching goals to improve the quality of child care services: quality standards, licensed program improvement supports, licensed program quality incentives, and supports for implementation.

SCOPE OF WORK

This scope of work is intended to:

1. **Community Dispersion of High Quality CCCAP** - Increase the percentage of Colorado communities with access to slots for Colorado Child Care Assistance Program subsidies in a high quality programs (Level 3-5).
2. **Colorado Shines Program Engagement** - Increase Colorado Shines Quality Rating and Improvement System Engagement to 60%. Engagement is defined as Level 2 or higher.
3. **Children Served in High Quality Programs** - Increase the number and percentage of children receiving child care subsidy being served in a high quality program.
4. **Promotion of Colorado Shines Quality Rating and Improvement System** - Promote the Colorado Shines Quality Rating and Improvement System at least once a month and
5. **Promotion of the Early Learning and Development Guidelines** - Promote the Early Learning and Development Guidelines at least once a month.

PERIOD OF PERFORMANCE

The period of Performance is the State Fiscal Years, 2017 – 2020

- Year 1 October 1, 2017 – June 30, 2018
- Year 2 July 1, 2018 – June 30, 2019
- Year 3 July 1, 2019 – June 30, 2010

WORK PLAN

Work Plan					
OUTCOMES, BENCHMARKS, AND MILESTONES					
Outcome statement:	Increase the percentage of Colorado communities with access to slots for Colorado Child Care Assistance Program subsidies in a high quality programs (Level 3-5).				
Key Activity A: Community Dispersion of High Quality CCCAP					
Tasks	**Time Period**	**Deliverable**	**Measurement**	**Person(s) Responsible**	**Budget Category**
Target and outreach to Colorado Shines Quality Level 2 child care providers accepting CCCAP *in communities that do not have access to slots for Colorado Child Care Assistance Program (CCCAP) subsidies in a high quality programs (Level 3-5)*; help programs understand the structure, requirements and benefits associated with Colorado Shines and importance of increasing the quality of their programs	10/1/17 – 6/30/20	Child care providers that accept CCCAP eligible children will understand the structure, requirements and benefits associated with Colorado Shines and importance of increasing the quality of their programs	✓ Number of quality Level 2 targeted child care providers ✓ Number of providers contacted and given information	Quality Improvement Navigator	Personnel
Provide technical assistance and quality improvement (QI) coaching to targeted child care providers that apply for a Colorado Shines Quality Rating and connect providers to professional development opportunities offered by the Council or other local/state agencies	10/1/17 – 6/30/20	Child care providers that accept CCCAP eligible children will apply for a Colorado Shines Quality Rating for Level 3-5	✓ Number of QI Coaching hours provided ✓ Total funds spent by providers on QI materials ✓ Total funds spent on professional development training ✓ Colorado Early Childhood Credential level of provider staff members ✓ Number of child care providers (that accept CCCAP) apply for a Level 3-5 Quality Rating	Quality Improvement Navigator and QI Coach	Personnel and GAE Funding

			✓ Number of child care providers (that accept CCCAP) eligible children increase their quality to a Level 3-5 ✓ Number of CCCAP eligible children that receive high quality child care services		
Target and outreach to Colorado Shines Quality Level 3-5 child care providers that do not currently accept CCCAP *in communities that do not have access to slots for Colorado Child Care Assistance Program (CCCAP) subsidies in a high quality programs (Level 3-5)*; provide information to providers about the financial benefits of accepting CCCAP eligible children; connect them with the appropriate County CCCAP staff	10/1/17 – 6/30/20	Child care providers that are at a Quality Level 3-5 will accept CCCAP eligible children	✓ Number of quality Level 3-5 child care providers targeted that are given information to providers about the financial benefits of accepting CCCAP eligible children ✓ Number of quality Level 3-5 providers that contact CCCAP staff in their County ✓ Number of quality Level 3-5 providers that secure a CCCAP Fiscal Agreement ✓ Number of CCCAP eligible children that receive high quality child care services	Early Childhood Council Coordinator or designee(s) named by Early Childhood Council Coordinator	Personnel

Work Plan					
OUTCOMES, BENCHMARKS, AND MILESTONES					
Outcome statement:	Increase Colorado Shines Quality Rating and Improvement System Engagement to 60%. Engagement is defined as Level 2 or higher.				
Key Activity: Colorado Shines Program Engagement					
Tasks	**Time Period**	**Deliverable**	**Measurement**	**Person(s) Responsible**	**Budget Category**
Outreach to Colorado Licensed Child Care providers (Level 1) by email, mail, phone calls and/or face to face visits to help programs understand the structure, requirements and benefits associated with Colorado Shines	10/1/17 – 11/30/17 And ongoing through 6/30/20 as new or newly interested providers are identified	Inform Level 1 providers of the Colorado Shines Quality Improvement System opportunities	✓ Number of level 1 providers contacted by each avenue	Quality Improvement Navigator	Personnel
Provide technical assistance to Level 1 providers to register on Colorado Shines, Professional Development Information System (PDIS) and provide a detailed overview of the rating levels and the steps programs will need to take to maintain these ratings	10/1/17 – 12/30/17 And ongoing through 6/30/20 as new or newly interested providers are identified	Provide technical assistance to Level 1 providers to register on Colorado Shines, take the steps towards Level 2 and apply for Level 2 rating	✓ Number of providers receiving technical assistance ✓ Number of technical assistance hours provided ✓ Number of providers registered on Colorado Shines ✓ Number of providers with a PDIS account	Quality Improvement Navigator	Personnel
Provide a copy of the QRIS Program Guide to licensed providers	10/1/17 – 6/30/20	Encourage local child care providers to take action on increasing the quality of their care with accurate information	✓ Number of QRIS Program Guides distributed to providers	Quality Improvement Navigator	Personnel

Work Plan					
OUTCOMES, BENCHMARKS, AND MILESTONES					
Outcome statement:	Increase the number and percentage of children receiving child care subsidy being served in a high quality program.				
Key Activity: Children Served in High Quality Programs					
Tasks	**Time Period**	**Deliverable**	**Measurement**	**Person(s) Responsible**	**Budget Category**
Continue Child Care Work Group Meetings with CCCAP staff and other family service agencies meet regularly	10/1/17 – 6/30/20	Strengthen the relationship between CCCAP staff, Council staff, and other services providers working with families so that community-wide service providers can deliver accurate information regarding child care subsidies to families and provide a warm hand-off to appropriate County CCCAP staff	✓ Number of meetings with agenda ✓ Number of participants and agency representation ✓ Number of children receiving CCCAP	Early Childhood Council Coordinator or designee(s) named by Early Childhood Council Coordinator	Personnel
Provide technical assistance to providers on the financial benefits of accepting CCCAP eligible children and in connecting with appropriate County CCCAP staff to develop a fiscal agreement for child care subsidy	10/1/17 – 6/30/20	Support providers to get accurate information, training and technology on the CCCAP program	✓ Number of providers with County CCCAP fiscal agreement ✓ Number of providers that accept CCCAP in Colorado Shines	Early Childhood Council Coordinator and QI Navigator	Personnel

Work Plan					
OUTCOMES, BENCHMARKS, AND MILESTONES					
Outcome statement:	Promote the Colorado Shines Quality Rating and Improvement System and Colorado Early Learning Development Guidelines at least once a month.				
Key Activity Promotion of Colorado Shines Quality Rating & Improvement System & Early Learning Development Guidelines					
Tasks	**Time Period**	**Deliverable**	**Measurement**	**Person(s) Responsible**	**Budget Category**
Website	10/1/17 – 6/30/20	Colorado Shines Quality Rating and Improvement System Early Learning Development Guidelines information is made available on the Gunnison Count ECC Website	✓ Gunnison County ECC website information with links to resources for Colorado Shines Quality Rating and Improvement and Early Learning Development Guidelines System	Early Childhood Council Coordinator or designee(s) named by Early Childhood Council Coordinator	Personnel And Indirect Cost
Early Childhood Community Meetings	10/1/17 – 6/30/20	Colorado Shines Quality Rating and Improvement System Early Learning Development Guidelines information is shared at monthly Community Meetings	✓ Number of Communities meetings with agendas and participants	QI Navigator	Personnel

SCHEDULE/MILESTONES

Measurement	Schedule	Deliverables
Increase the percentage of Colorado communities with access to slots for Colorado Child Care Assistance Program subsidies in a high	October 2017 – June 2020	• Child care providers that accept CCCAP eligible children will understand the structure, requirements and benefits associated with Colorado Shines and importance of increasing the quality of their programs • Child care providers that accept CCCAP eligible children will apply for a Colorado Shines Quality

quality programs (Level 3-5).		Rating for Level 3-5 • Child care providers that are at a Quality Level 3-5 will accept CCCAP eligible children
Increase Colorado Shines Quality Rating and Improvement System Engagement to 60%. Engagement is defined as Level 2 or higher.	October 2017 – June 2020	• Inform Level 1 providers of the Colorado Shines Quality Improvement System opportunities • Provide technical assistance to Level 1 providers to register on Colorado Shines, take the steps towards Level 2 and apply for Level 2 rating • Encourage local child care providers to take action on increasing the quality of their care with accurate information
Increase the number and percentage of children receiving child care subsidy being served in a high quality program.	October 2017 – June 2020	• Strengthen the relationship between CCCAP staff, Council staff, and other services providers working with families so that community-wide service providers can deliver accurate information regarding child care subsidies to families and provide a warm hand-off to appropriate County CCCAP staff • Support providers to get accurate information, training and technology on the CCCAP program
Promote the Colorado Shines Quality Rating and Improvement System and Colorado Early Learning Development Guidelines at least once a month.	October 2017 – June 2020	• Colorado Shines Quality Rating and Improvement System and Early Learning Development Guidelines information is made available on the ECC Website • Colorado Shines Quality Rating and Improvement System and Early Learning Development Guidelines information is promoted monthly through the ECC email listserve • Colorado Shines Quality Rating and Improvement System Early Learning Development Guidelines information is shared at monthly Community Meetings

ACCEPTANCE CRITERIA

The acceptance of all deliverables will reside with the Office of Early Childhood Child Care Quality Initiatives Unit. The designated program coordinator will monitor all deliverables in order to ensure the completeness of each stage of the project and that the scope of work has been met. The OEC program coordinator will either sign off on the approval, or reply to the vendor, in writing, advising what tasks must still be accomplished.

Attachment H

Gunnison County
COLORADO

HEALTH AND HUMAN SERVICES DEPARTMENT
Human Services Phone: (970) 641-3244 Fax: (970) 641-3738
Public Health Phone: (970) 641-0209 Fax: (970) 641-8346
225 N Pine, Gunnison, CO 81230
Website: www.GunnisonCounty.org

April 18, 2017

Colorado Shines Quality Rating and Improvement Application Review Committee
Colorado Department of Human Services, Office of Early Childhood
1575 Sherman Street
Denver, CO 80203

RE: Letter of Support for the Gunnison Hinsdale Early Childhood Council from Gunnison County Health and Human Services

To Whom It May Concern:

The Gunnison County Department of Health and Human Services (DHHS) is supportive of increasing the quality and availability of licensed child care space for infants and toddlers under the Infant Toddler Quality Availability grant (HB-1291). DHHS supports the work of the GHECC and quality improvement in the following ways:

- DHHS is the fiscal agent for the council and as such provides in kind support through office space, fiscal management, and supervision to the Gunnison Hinsdale Early Childhood Council (GHECC) staff.
- DHHS also is providing Quality Improvement funding to local child care sites that provide Colorado Child Care Assistance Program (CCAP) slots. This coming grant year we plan to extend funding to more sites and work with the GHECC staff to administer that funding. This funding will help sites attain a higher level of quality.
- DHHS is using the tiered reimbursement guidelines for CCAP provided by the Office of Early Childhood.
- DHHS invites and involves the GHECC coordinator in quarterly CCAP meetings and several DHHS staff sit on the GHECC as members, including the CCAP coordinator.
- DHHS is supportive working with new sites to build the local capacity for CCAP

Sincerely,

Joni Reynolds, RN/CNS, MSN

Joni Reynolds, RN/CNS, MSN
HHS Director

Attachment I

COLORADO
Office of Early Childhood
Department of Human Services

Colorado Department of Human Services Attachment I
Office of Early Childhood
BUDGET WITH JUSTIFICATION FORM

Contractor Name	Gunnison County
Budget Period	October 1, 2017 - June 30th, 2018
Project Name	Gunnison Hinsdale Early Childhood Council

Program Contact Name, Title, Phone and Email	Margaret Wacker, Early Childhood Council Coordinator, 970-641-7913, mwacker@gunnisoncounty.org
Fiscal Contact Name, Title, Phone and Email	Jody Wise, Accountant, 970-641-7679, jwise@gunnisoncounty.org

Expenditure Categories					
Personnel Services					**FY 2017**
Position Title/Employee Name	**Description of Work**	**Gross or Annual Salary**	**Fringe**	**Percent of Time on Project**	**Total Amount Requested from OEC**
Council Coordinator	Manages reporting, data entry and quality, Sugar management, and	$57,709	$30,978	4%	$3,326
Quality Improvement Navigator and Coach	Outreaches to providers and provides Colorado Shines support.	$46,238	$3,822	6%	$2,816
Assistant Coordinator	Manages vendors and data in Sugar system, imports data, outreaches to providers	$46,748	$10,400	6%	$3,215
					$0
				Total Personnel Services (including fringe benefits)	**$9,356**
Contractors/Consultants (payments to third parties or entities)					**FY 2017**
Name	**Description of Item**				**Total Amount Requested from OEC**
					$0
				Total Contractors/Consultants	**$0**
Travel to Denver for Colorado Shines Training and to visit sites	Travel to Denver 400 miles x .535 = $214, lodging $100 for one night = $100, per diem $51 x 2 = 102, total of $416. Travel within council area to Lake City and Crested Butte: 166 miles = $89				$505
					$0
					$0
				Total Travel	**$505**
Supplies & Operating Expenses					**FY 2017**
Item	**Description of Item**				**Total Amount Requested from**
Office supplies	Copies and pencils				$79
Computer	15% of $2,550 = 383 x .75 = 287				$287
				Total Supplies & Operating Expenses	**$366**
				MODIFIED TOTAL DIRECT COSTS (MTDC)	**$10,227**
Indirect Costs					**FY 2017**
Item	**Description of Item**				**Total Amount Requested from OEC**
Negotiated Federal Indirect cost rate	N/A				
State Federal Indirect cost rate	N/A				
or 10% Indirect rate:	10% indirect rate				$1,023
				Total Indirect	**$1,023**
				TOTAL	**$11,250**