

July 30, 2024

Region VIII, Office of Head Start  
Administration for Children and Families  
1961 Stout Street, Room 8-145  
Denver, CO 80294

Re: Final Candidate– Jefferson County Head Start Director

To Region VIII, Office of Head Start,

I, Lesley Dahlkemper, Jefferson County Board of County Commissioners (BCC) Chair, am pleased to present Rachel Meixner as the final candidate for the Jefferson County Head Start Division Director role. The BCC serves as the Jefferson County Head Start / Early Head Start (JCHS) Program's Governing Body. As the Governing Body Chair, I attest that the JCHS has undergone an extensive selection process, and that Rachel Meixner meets the qualification requirements as defined in Head Start Act 45 Part 75.308(c)(1)(ii)-Fiscal regulation for key hiring personnel.

Our comprehensive recruitment process involved reviewing the Head Start Director job description and posting, then seeking feedback on the desired qualities for the JCHS Director. The position was posted on the Jefferson County website and shared with relevant councils and organizations, resulting in twenty-six applications. A hiring committee, including parents on the Policy Council, JCHS staff, the Jeffco Prosperity Partners Director and the Human Services Director, screened all applications, categorizing the candidates into three groups: A group – those selected for interviews, B group – potential candidates, and C group – those not selected to move forward. The top five candidates were scheduled for in-person interviews; however, one candidate failed to arrive and did not respond to outreach attempts from our team. After thorough evaluation, Rachel Meixner was unanimously selected as the final candidate by the hiring committee. On July 8<sup>th</sup>, 2024, Ms. Meixner was presented as the final candidate at the Policy Council meeting for approval, and the Policy Council approved moving forward.

As an internal candidate, Ms. Meixner has extensive knowledge of the program and the associated rules and regulations. She has actively served as the JCHS Interim Director since March 2024. During her tenure as Interim Director, she has demonstrated the aptitude and skills necessary to effectively execute the duties required of the JCHS Director. Before stepping into the Interim Director role, she served as the JCHS Associate Director from July 2018 to March 2024, and as the JCHS Health and Safety Supervisor from February 2015 to July 2018. Throughout these roles, Ms. Meixner has consistently shown a high level of passion and commitment to the Head Start program.

Rachel Meixner's exceptional qualifications, extensive knowledge of the JCHS program, and proven leadership skills make her the best fit for our agency. The hiring panel and Policy Council unequivocally agreed that she possesses the necessary expertise, dedication, and experience to guide the JCHS program. We are confident that she will ensure the program

continues to promote and support a high-quality and engaged workforce, leading to positive outcomes for the children and families we serve.

We respectfully request your review and approval of Rachel Meixner's qualifications so we can move forward with this hiring. Please find attached all relevant documents supporting the recruitment and selection process. Should you require any further information, please do not hesitate to contact us.

Sincerely,

Lesley Dahlkemper  
Chair, Jefferson County Board of County Commissioners