

**Cincinnati Preschool Promise
Board of Managers**

Minutes of Regular Meeting, January 28, 2020
12:00PM – 2:00PM

Board Members Present:

Father Michael Graham (Chair), Cheryl Rose (Treasurer), Deborah Allsop (Secretary), Bianca Edwards, Terri England, Christine Fisher, Laura Sanregret, Marcia Futel, Micah Kamrass, Anthony Hobson, Pastor Tait and Sallie Westheimer.

Board Members Absent:

Vanessa White, O'dell Owens, M.D and Gary Lindgren

Observers Present:

Leshia Lyman – Vice President, Success by Six and Area Communities, United Way of Greater Cincinnati;
Vera Brooks – Director of Early Childhood, Cincinnati Public Schools

Cincinnati Preschool Promise Staff Present (CPP):

Chara Fisher Jackson – CPP Executive Director
Héctor Polanco – Finance Director
LaKeisa Ealy – Marketing and Community Engagement Manager
Florence Malone – Outreach and Enrollment Manager
Brittnei Pina – Quality Improvement Manager
Lesley Nunn – Senior Administrative Assistant

Members of the Public:

Paul Breidenbach – APL-CIO;
DeAnna Lane – Learning Groove;
Kelly Bigham – UCELC;
Emily Fay – 4C for Children;
Emily Lewis – Learning Groove;
Patti Gleason – Learning Groove;
Jake Purcell – Katz Teller Attorneys;
Heather Gerker – Strive Partnership;
Kristi Phillips – Cincinnati Business Committee;
Carolynn Brinkman – CoStars;
Ozie Davis – Promise Forward

*UWGC denotes United Way of Greater Cincinnati

1. Welcome, Roll Call and Approval of Agenda

Father Graham welcomed Board members, members of the public and officially opened up the meeting at 12:05 PM.

A motion was requested to approve the agenda.

ACTION: A motion to approve the agenda was made by Pastor Ennis Tait and seconded by Laura Sanregret. The motion was unanimously approved.

1.1 UWGC Nomination of Micah Kamrass to replace Yousuf Ahmad on the CPP Board:

Yousuf Ahmad resigned his CPP board seat due to current work obligations. UWGC nominated Micah Kamrass as his replacement to serve out his term until September 2021. A request was made to approve the nomination of Micah Kamrass to the CPP Board.

ACTION: A motion was made to approve Micah Kamrass nomination to the CPP Board of Managers by Deborah Allsop and seconded by Sallie Westheimer. The motion was unanimously approved.

2. Review and Approval of Minutes of November 19, 2019:

Father Graham asked for comments on the Board minutes of November 19. Hearing none, he requested a motion to approve the minutes.

ACTION: A motion to approve the minutes of November 19, 2019 was made by Deborah Allsop and seconded by Terri England. The motion was unanimously approved.

3. Public Comments:

There were no public comments made at the meeting.

4. Contract Approvals and Information:

4.1 Agent for Services of Process:

ACTION: A motion was made to replace UWGC with Katz Teller Attorneys as CPP Agent for Services of Process by Cheryl Rose and seconded by Anthony Hobson. The motion was unanimously approved.

4.2 3 to 5 Quality Star Rated Coaching Contract by 4C for Children:

A request for contract approval was made to approve an extension addition of the implementation part of the present 4C for Children coaching contract. It was noted that the coaching rate had been changed from an hourly rate to a flat rate and provides coaching supports to 3 to 5 star rated programs.

ACTION: A motion was made to approve an additional addendum (statement of work) to the present 4C for Children 3 to 5 star coaching contract by Deborah Allsop and seconded by Micah Kamrass. The motion was accepted with Terri England and Laura Sanregret abstaining from the vote.

4.3 CELC/Children's Inc. Merger to Learning Grove Coaching and Recruiting Contract:

CELC and Children's Inc. merged in January 2020 and have changed their name to Learning Grove. The contract presented today reflects the new name change and is the only change on the coaching and recruiting contract.

ACTION: A motion was made to approve the coaching and recruiting master services agreement of Learning Grove by Terri England and seconded by Cheryl Rose. The motion was unanimously approved.

4.4 Update on Evaluation Year 1 and Year 3:

Innovations (Children's Hospital Medical Center) have been contracted to do CPP's Year 1 and Year 3 evaluation. Teller Katz Attorney has been working on both contracts with Innovations. The hold up in the finalizing of the contract has been who owns the data and the

management of that data. It has been agreed that both parties will own the report generated from the data. The exhibit B-1 form, Data Sharing, Utilization, Management and Security attached to today's statement of work (Innovations) is a rough draft of the document that will be added to the two statement of works for Innovations. Exhibit B-1 will be the governing document for both statement of works.

RECOMMENDATION: So long as the substance of the contracts do not change, it is agreed that the contract finalization will go ahead without the board approval needed. The board agreed that Chara Fisher Jackson with Katz Teller Attorney's guidance can sign the evaluation contracts.

5. Committee Updates:

5.1 Executive Committee:

Father Graham provided the following update from the Executive Committee meeting held on January 21.

- 120 days transition plan for Chara Fisher Jackson is on track with numerous required meetings scheduled.

5.2 Finance & Audit:

The committee met on January 21 and the following was highlighted:

- Brian Todd from Clark Schaeffer Hackett (CSH) presented fiscal year 2019 draft audit report at the meeting. A few highlights from the report are:
 - The auditors were very complimentary about the process and management of audit;
 - Areas of concern were cybersecurity and conflict of interests.

RECOMMENDATION: It is requested that Board members provide feedback to Héctor Polanco and Cheryl Rose on the draft audit report by 02/04/2020. Once feedback is received, it will be sent to CSH. A final draft will come back to the Board of Managers for approval at the February 20 meeting.

- The financial results for the 6 months of the fiscal year was reviewed. CPP is trending with an underspend of ~\$142K.

5.3 Governance Committee:

The Governance Committee met on January 9 and the following came out of the meeting:

- The revised Governance Principles were reviewed at the meeting and it was agreed that the final draft will come to the Board in September for approval.
- It was agreed that the standing committees will each need to have a charter outlining the roles and responsibilities of each committee members. Chara Fisher Jackson will work with each committee on the drafting of the charters.
- It has been asked that Katz Teller Attorneys would assist in the drafting of a conflict of interest form for CPP staff.

5.4 Community Engagement:

The committee met on January 16 with the following coming out of the meeting:

- The draft community engagement strategy plan was reviewed and discussed;
RECOMMENDATION: Father Graham requested at the February 20 board meeting a deep dive into declining CPP providers enrollment numbers, what the drivers are and the tactics to change this.
- Board members participation at future community events will be needed.

6. Executive Director Update:

Chara Fisher Jackson presented the following update:

- CPP received two open records requests. Communication and responsive records will be provided following CPP's established procedures and in consultation with Jacob Purcell of Katz Teller.
- CPP has asked to participate in the Children's Hospital Medical Center Robert Wood Johnson Foundation grant. Participation will require staff capacity for training, stakeholder interviews, parent interviews and creative convening.
- The Implementation meeting met where joint communication strategy, joint board training and strategies for unrated providers and summer coverage was discussed.
- A new program and evaluation manager, Kenetra Mathis will join CPP on February 3.
- Interns from the University of Cincinnati College of Business and College of Education are currently being interviewed for internships to begin in February 2020.
- Media has been placed in the Cincinnati Enquirer, Cincinnati Parent, Soapbox Media, Cincinnati Herald and the Buzz 101.5FM.
- A social media calendar has been created highlighting dates and events for the next six months.

7. Observers Comments:

Observers Comments were made by Vera Brooks and Leshia Lyman.

8. Adjourn:

A motion to adjourn was made by Laura Sanregret and seconded by Terri England at 1:50 PM. The motion was unanimously approved.

Submitted by Lesley Nunn, Senior Administrative Assistant

Future Board Meetings:

February 20 – 4:00 to 6:00 PM

March 25 – 12:00 to 2:00 PM

April 23 – 4:00 to 6:00 PM

May 14 – 12:00 to 2:00 PM

June 23 – 4:00 to 6:00 PM

August 25 – 12:00 to 2:00 PM

September 22 – 4:00 to 6:00 PM Annual Meeting

October 22 – 12:00 to 2:00 PM

November 17 – 4:00 to 6:00 PM

December 15 – 12:00 to 2:00 PM