

Cincinnati Preschool Promise Executive Committee Meeting

United Way of Greater Cincinnati
Second Floor Conference Room, United Way of Greater Cincinnati
Minutes of January 21, 2020 at 3:30PM – 4:30PM

Executive Committee Members Present:

Father Michael Graham, Cheryl Rose, Pastor Ennis Tait, Gary Lindgren and Deborah Mariner Allsop

Executive Committee Members Absent:

O'Dell Owens, M.D

Members of Public:

Vera Brooks – Director of Early Childhood, Cincinnati Public Schools

Cincinnati Preschool Promise (CPP) Staff Present:

Chara Fisher Jackson, Executive Director
Lesley Nunn, Senior Administrative Assistant

1. Welcome, Call to Order

Father Michael Graham welcomed the members of the Executive Committee and called the meeting to order at 3:34 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 Cheryl Rose. The motion was unanimously approved.

A motion was requested to approve the minutes of December 4, 2019

ACTION: A motion to approve the minutes of December 4, 2019 was made by Deborah Allsop and seconded by Pastor Ennis Tait. The motion was unanimously approved.

2. Strategic Plan for unrated providers:

Brittnee Pina and Chara Fisher Jackson presented the quality improvement strategy plan for 60 unrated providers that need to be rated to the Step Up to Quality (SUTQ) program by July 1, 2020 unless exempt.

Over the next couple of months, CPP will:

- Make contact with 60 providers in CPS footprint who are not rated;
- Enroll 30 providers in CPP Quality Improvement and enroll 23 providers in SUTQ program.
- Create 5 instructional Webinars supporting Quality Improvement and promoting CPP engagement.
- Recruitment Blitz will be hosted in January and February to facilitate CPP sign up and SUTQ registrations.

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- Professional Development Webinars will be created and rolled out.
- Incentives rolled out to encourage attendance and enrollment at Recruitment events as well as guidance on receiving the one-time incentives currently offered by ODJFS.
- Provide administrative support to providers who cannot attend recruitment blitz.

3. Committee updates:

3.1 Governance:

Deborah Allsop, Chair of the Governance Committee presented the following update:

- The committee met on January 9, 2020.
- The governance principles was reviewed and it was recommended that each of CPP's standing committees have a charter that outlines its roles, scope of work of the committee, voting rules and responsibilities of its member. Chara Fisher Jackson and Deborah Allsop will work over the next couple of months to develop a charter with a timeline of March, 2020. Note the timeline is subject to change depending on other items that might take higher priority. To assist each committee with the drafting of their charter, a template will be provided.
- The revised governance principles document will go to the Board in September for approval but the one revision which pertains to the class of class of 2020 will be brought forward earlier for approval. There are five board members whose terms expire are Gary Lindgren, Deborah Allsop, O'dell Owens, Tony Hobson and Pastor Tait. As the process for nomination is a two month process, there is a need to move this revision for approval to the Board earlier than September in order to get the five board members nominated. More information on the timeline of this revision approval will be forthcoming after the March 4 Governance meeting.
- The committee also reviewed the annual governance calendar. One of the items that the Executive committee with the governance committee guidance is responsible for is the evaluation of the Executive Director/CEO.
- Also recommended was the requirement that CPP Board members participate along with CPS Board, in a CPS Joint training session on preschool promise talking points, key outcomes and measures of success and key messaging. The timeline is potentially March 2020. Vera Brooks and Chara Fisher Jackson will work on dates and inform the board accordingly.

3.2 Community Engagement:

Pastor Ennis, Chair of the Community Engagement Committee presented the following:

- The committee met on January 16 where the community engagement strategy plan was reviewed. The plan is still in the draft process and will be brought to the Board once it is ready.
- Board members will be asked to be more active and engage more in future community engagement events.

3.3 Finance& Audit:

Cheryl Rose presented the following update:

- The draft audit report was presented by Clark Schaeffer Hackett. The audit was clean with compliments on the management and process of the audit and Héctor Polanco. The draft report will be sent to the Board for review and then in February for approval.
- The committee reviewed the first six months fiscal year financial results. CPP is trending with an underspend of \$142k with major spend in quality improvement.
- The committee also looked at potential projects that CPP might look to undertake with the underspend funds.

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4. Executive Director Update:

Chara Fisher Jackson presented the following update:

- The implementation committee met to set a session for joint communication strategy; board training on key outcomes and talking points and strategies on unrated providers and summer coverage;
- Two open records were received. Communication and responsive records will be provided following CPP's established procedures and in consultation with Jake Purcell of Katz Teller;
- CPP will be participating in the Robert Wood Johnson Foundation Grant that Cincinnati Childrens Hospital Medical Center has been awarded. Participation will require staff capacity for training, stakeholders interviews, parent interviews and creative convening.
- The new program and evaluation manager, Kenetra Mathis will join CPP on Monday, February 3.
- Interns from the University of Cincinnati College of Business and College of Education are being interviewed for internships beginning in February.
- A conflict of interest form for staff is being drafted by Katz Teller Attorney.
- Several media appearances have been planned for February and March. More information will be forthcoming as the events happen.
- Easley productions has been consigned to do 5 Instructional videos supporting Quality improvement and promoting CPP engagement.

5. Adjourn

ACTION: A motion to adjourn at 4:30 pm was made by Pastor Ennis Tait and seconded by Gary Lindgren. The motion was unanimously approved.

Future Executive Committee Meetings:

February 12 – 9:00 to 10:00 A.M;
March 5 – 3:30 to 4:30 P.M;
April 8 – 3:00 to 4:00 P.M;
May 5 – 3:30 to 4:30 P.M;
June 4 – 3:00 to 4:00 P.M;
August 11 – 3:00 to 4:00 P.M;
September 17 – 3:30 to 4:30 P.M;
October 13 – 3:30 to 4:30 P.M;
November 10 – 3:30 to 4:30 P.M;
December 9 – 3:30 to 4:30 P.M

Submitted by Lesley Nunn, Administrative Assistant
Cincinnati Preschool Promise