

**Cincinnati Preschool Promise  
Executive Committee Meeting**

Held via Remote Video Conferencing by Zoom  
Minutes of May 5, 2020 at 3:30 – 4:30PM

**Executive Committee Members Present:**

Father Michael Graham, Cheryl Rose, Pastor Ennis Tait, O'dell Owens, M.D. and Deborah Mariner Allsop

**Executive Committee Members Absent:**

Gary Lindgren

**Observers Present:**

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  
Héctor Polanco, Finance Director

**1. Welcome, Call to Order**

Father Michael Graham welcomed the members of the Executive Committee to the meeting which was held via Zoom video conferencing. A roll call was called and the meeting was called to order at 3:33 PM.

The following was read out to the committee members and members of public by the Chair of the committee before proceeding to the agenda approval.

Please note that in conjunction with Ohio State's Stay-Safe order and the rule limiting the number of people who may meet in a space and who may so meet, CPP has decided to convene the Executive Committee meeting via video conference. In accordance with Ohio Public Records and Open Meeting laws CPP has advertised the meeting on it's website in advance, and has provided a link for members of the public to listen and view the meeting. This meeting will be recorded and a copy of the meeting, including any documentation, will be made available via the CPP website, under the area Board Of Directors, Executive Committee and then Approved Meeting Minutes as soon as practical after the meeting.

**ACTION:** A motion to approve the agenda was made by Cheryl Rose and seconded by O'dell Owens. The motion was unanimously approved.

A motion was requested to approve the minutes of April 8, 2020.

**ACTION:** A motion to approve the minutes of April 8, 2020 was made by Cheryl Rose and seconded by Pastor Ennis Tait. The motion was unanimously approved.

## **2. Covid-19 Update:**

Chara Fisher Jackson presented an update on COVID-19. A copy of the presentation and more details can be found on Cincinnati Preschool Promise website [www.cincy-promise.org](http://www.cincy-promise.org), under Board of Managers, Approved Board Minutes, Executive Committee, May 5, 2020, PPT and video.

Follow-up items:

- Father Graham offered the back end of the parking lot space by the Cintas Center for the pick-up of the Freestore Foodbank packages.

## **3. Finance & Audit:**

### **3.1 2021 Fiscal Year Draft Budget:**

Cheryl Rose and Héctor Polanco presented an update to the fiscal year CPP (only) budget to the Executive Committee. A copy of the information contained in the presentation can be found on Cincinnati Preschool Promise website [www.cincy-promise.org](http://www.cincy-promise.org), under Board of Managers, Approved Board Minutes, Executive Committee, May 5, 2020, PPT.

Follow up items:

- Updates and changes to the budget since April 23 Board meeting should be highlighted at the CPP May 14 Board meeting.

**RECOMMENDATION:** The 2021 fiscal year budget (CPP only) to be brought to the CPP Board for approval at the May 14 Board meeting with the caveat that the approved budget will be revisited in 90 days (August 25 Board meeting).

### **3.2 Form 990 Update:**

Héctor Polanco presented an update to the Executive Committee on the Form 990 progress. For more details on the discussion that took place, please see the video on our website, [www.cincy-promise.org](http://www.cincy-promise.org), Board of Managers, Approved Board Minutes, Executive Committee, May 5, 2020.

Follow up items:

- Incorrect spelling of former board members have been fixed.
- MetrixIQ has been removed from the listing of independent contractors. Instead CPP will publish a list of detailed spending by vendors on their website in the spirit of transparency.

- Héctor to bring to the next Executive Committee spending data by vendors to the next Executive Committee.

**RECOMMENDATION:** Héctor to bring the form 990 for approval at the May 14, 2020 CPP Board meeting.

#### **4. Executive Director Update:**

Chara Fisher Jackson presented her monthly update. More detailed information can be found by viewing the video and the PowerPoint on Cincinnati Preschool Promise website [www.cincy-promise.org](http://www.cincy-promise.org), Board of Managers, Approved Board Minutes, Executive Committee, May 5, 2020.

#### **Other matters:**

Cheryl Rose also mentioned that CPS had made a real estate acquisition (building for preschoolers) using part of the joint underspend funds. Jennifer Wagner informed the members of the Finance and Audit Committee meeting at the meeting on May 5, 2020.

#### **5. Adjourn**

**ACTION:** A motion to adjourn at 4:40 pm was made by Cheryl Rose and seconded by Deborah Allsop. The motion was unanimously approved.

#### **Future Executive Committee Meetings:**

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