

**Cincinnati Preschool Promise
Board of Managers**

Minutes of Regular Board Meeting, January 24, 2019
4:00PM – 6:00PM

Board Members Present:

Father Michael Graham (Chair), Deborah Allsop (Secretary), Pastor Ennis Tait, O'dell Owens, M.D, Sallie Westheimer, Terri England, Micah Kamrass, Vanessa White, Christine Fisher and Laura Sanregret.

Board Members Absent:

Yousuf Ahmad, Dr.P.H., Cheryl Rose, Toilynn O'Neal and Gary Lindgren

Observers Present:

Greg Landsman – Cincinnati Promise Forward
Vera Brooks – Cincinnati Public Schools
Leshia Lyman – Success by 6

Cincinnati Preschool Promise Staff Present (CPP):

Shiloh Turner - Executive Director
Héctor Polanco - Finance Manager
Brittnii Pina – Quality Improvement Manager
LaKeisa Ealy – Marketing and Community Engagement Manger
Lauren Shifman – Policy and Program Manager
Florence Malone – Enrollment and Outreach Manager
Lesley Nunn – Senior Administrative Assistant

Members of the Public:

Carolyn Brinkman – Children's Home
Julie Murray – Transformational Healing
Michela Oldfield – Green Umbrella
Sue Mangan – CEJC
Brenda Harris – Nanny's
Craig Rozen – Cincinnati Public Schools
Bob Ehram – Workforce Development Council
Vanessa Freytag – 4C for Children
DeAnna Lane – CELC
Heather Gerker – Strive Partnership
Anglela Farwig – CLCI
Hayley Ross – UCELC
Anna Kelma – CFT
Ary Underwood Grant – Corban Learning Center

1. Welcome, Call to Order

Father Graham welcomed Board members, members of the public and officially opened up the meeting at 4:05 PM.

ACTION: A motion to approve the agenda was made by Laura Sanregret and seconded by Terri England. The motion was unanimously approved.

Father Graham mentioned that Anthony Hobson is UWGC nominated CPP new Board member and will be joining the CPP Board in February 2019. He also welcomed LaKeisa Ealy, CPP's new Marketing and Community Engagement Manager.

2. Review and Approval of Minutes of December 18, 2018

Father Graham asked the Board for comments on the minutes of December 18, 2018. No comments were forthcoming.

Father Graham requested a motion to approve minutes of December 18, 2018.

ACTION: A motion to approve the minutes of December 18, 2018 was made by O'Dell Owens and seconded by Deborah Allsop. The motion was unanimously approved.

3. Mission Moment:

Florence Malone and Brittnii Pina introduced this month's Mission Moment speaker – Corban Learning Center who are located in the Mount Auburn community and one of CPP's first providers to sign up for Quality Improvement supports in August 2017. Florence Malone introduced Ary Underwood Grant, Corban Learning Center's Director.

Ms. Grant spoke about the Quality Improvement journey for Corban when the center received their first Step Up to Quality (STUQ) star in 2017 to their recent 5 star STUQ rating that they received in December 2018. She spoke about the challenges facing her center during the STUQ process with the biggest problem being finding qualified teachers with CDL level 3 qualifications and sacrifices made by staff to reach the 5 star STUQ rating. She thanked CPP for the assistance given to help the center achieve 5 star rating and asked CPP look at being better at reaching and informing families about the program as a lot of families don't know about CPP.

4. Public Comments:

The following public comments were made:

- Julie Murray, a taxpayer and a member of public representing a number of volunteer groups actively involved in the community, asked the Board to provide accountability for the raise in taxes that taxpayers made in passing the levy. Ms. Murray asked that in writing, the make-up of the present CPP Board be explained and who determines the composition of the Board. She asked an explanation be made in writing.
FOLLOW UP ACTION ITEM: Shiloh Turner to follow up with Ms. Murray.
- Makalia Oldfield, a parent, Cincinnati taxpayer and a member of P4EC, spoke about the importance of equality, the importance of all children receiving high quality preschool access and the importance of people receiving a living wage of a minimum \$15 per hour. She asked CPP Board to look at ways in assisting lower rated centers in increasing quality and wages for non-lead and lead teachers.

5. Deep Dive into Quality Improvement:

- Shiloh Turner provided a brief introduction on Quality Improvement (QI), thanking Brittnei Pina who has increased the number of providers from 17 to 75. She asked the Board to consider, though CPP acknowledges the sense of urgency around QI and other work, building system and process changes takes time and this does not happen overnight. Getting providers to STUQ is not a linear and singular process. The biggest challenge for providers is attracting and retaining staff.

FOLLOW UP ACTION ITEM: Workforce Development Council to provide a status update on the teacher pipeline at the February 19, 2019 CPP Board meeting.

- Brittnei Pina, CPP Quality Improvement Manager, provided a high level presentation to the Board and members of public into Quality Improvement status and recommendations in the future.

Discussion and follow up action items/recommendations:

- **RECOMMENDATION/FOLLOW UP ACTION ITEM–** Vanessa White suggested Brittnei Pina/ CPP look into shared services program that African American Chamber offers to see if it will help with the liability insurance issue. CPP to get in contact with African American Chamber around a meeting to discuss this.
- O'dell Owens asked what Brittnei Pina needed specifically around technology to speed up the incomplete STUQ applications.
- Brittnei Pina responded that remote access to the sugar system (database) would assist her as at this time she is only able to access it at CPP offices.
- **FOLLOW UP ACTION ITEM –** CPP to work with MetrixIQ to find a solution to fix sugar system access.
- Pastor Tait asked from a community engagement perspective, how do we engage centers in STUQ when the state does not require liability insurance.
- Vanessa White responded that from a business perspective, the benefits outweigh the barrier of liability insurance and if CPP gets an insurance company to assist with the insurance liability insurance, this will not be seen a barrier from centers participating in STUQ.
- Vanessa White suggested CPP look to parent engagement incentive strategy as a way to increase QI participation.
- O'dell Owens suggested Talbert House has a program in which 2000 children go through their program and CPP should look at contacting them.
- **RECOMMENDATION/FOLLOW UP ACTION ITEM:** Greg Landsman asked for 150 providers that are in the QI process, look at being able to see where they are in the process and what is the average time and what might be necessary to do to pull the providers through the process. Also at the next Board meeting, look at concrete proposals that will assist moving the 150 providers along the pipeline.
- **FOLLOW UP ACTION ITEM:** At the next QI workgroup meeting, look at obstacles, incentives and recommendations for the 150 providers in the pipeline as a main agenda item.
- Christine Fisher asked that the QI workgroup look at as a top priority, what can CPP do to shorten the pipeline and get people through faster.
- Sallie Westheimer cautioned the Board that removing barriers might not necessarily always lead to centers getting through the STUQ or participating in the process and this should be considered.
- Terri England asked, looking at the insurance liability insurance, looking at other preschool promises to see what they do. **FOLLOW UP ACTION/RECOMMENDATION:** Shiloh/ CPP to get in touch with other preschool promise programs to see what they are doing.

- Greg Landsman asked, that because CPP funding is public dollars, look at putting more money into families and providers and less into administrative costs.

6. Committee and Workgroup updates

6.1 Wage Pilot Update:

Lauren Shifman provided the following update:

- The infrastructure for the approved wage pilot has been put in place. CPP opened up the application window for the wage grant program on January 15 and has processed 28 applications so far.
- In terms of quality improvement providers of 0 to 2 STUQ programs, CPP is working on finding possible solutions and answers. There is a Cost of Quality Committee meeting on February 5, wage working group and Workforce Development Council meeting in February where the groups will work on a possible pilot for 0 to 2 star STUQ programs.

Vanessa White asked about the application processing of the approved wage pilot as the MetrixIQ proposal was declined at the CPP Finance & Audit Committee meeting.

Lauren Shifman responded that applications are being processed manually in house and hopefully after the first round of applications, will have information on what types of support is needed for the second round of applications.

6.2 Executive Committee Update:

Father Graham and Deborah Allsop provided the following update:

- Executive Committee met on January 15.
- The evaluation tool and process/timeline for the Executive Director was discussed and is in today's Board packet. Deborah Allsop asked for comments on the documents.
- The OGSM (Objectives, Goals, Skills and Measures) document was requested to be put on a one page format that is clearly readable for the Board and Executive Committee to see what has been achieved and so that the Board can rate Shiloh Turner's performance.
- Between February and March timeline, the Board will rate Shiloh's performance using the tool and the OGSM and send it back to Father Graham and Deborah Allsop, who are the team working on the evaluation of the Executive Director.
- **FOLLOW UP ACTION ITEM:** Board to send Father Graham and Deborah Allsop comments/questions before the February Executive Committee.
- As CPP matures, Father Graham asked that after July 2019, we have Board meetings every other month, with the Executive Committee meeting in the off months. **FOLLOW UP ACTION ITEM:** The Board to vote on having Board meeting every other month at the August 2019 Board meeting.

6.3 Finance & Audit Committee Update:

Christine Fisher, who chaired the Finance & Audit Committee in Cheryl Rose's absence, and Héctor Polanco provided the following update:

- The finance & audit committee met on January 15 and had a robust conversation.
- CPP had a clean audit with no negative comments.
- Deborah Allsop asked, with reference to page 9 of the audit, why CPP is listed as assisting families up to 300% of the Federal Poverty Level when the Board has not approved this income tuition assistance level. She stated she has a concern that it is published in the audit as this has not been approved by the Board. The document does not reflect what has been authorized by the Board and should be corrected.

- Héctor Polanco responded that he will go back to the Auditors to discuss.
- Christine Fisher also highlighted, under the audit report, there was three suggestions for improvements (operational suggestions) which are a) tracking QI payments by providers which Brittnii Pina has already addressed, b) Cybersecurity which CPP is looking at and c) Disaster recovery which CPP is looking at.
- With reference to the Financial results, there is roughly an underspend of \$1.7 million.
- **FOLLOW UP ACTION ITEM:** A chart for tuition assistance spend, similar to the enclosed Board document QI chart, be devised and presented at the next Board meeting.
- Father Graham suggested the committee look at how could dollars be applied to community engagement that would drive kids into quality seats.
- Christine Fisher asked the Board to start looking at ways they want to best spend funds to benefit families and CPP's mission.

7. Executive Director Update:

Shiloh Turner provided a brief update referring to CPP'S monthly dashboard.

- **FOLLOW UP ACTION ITEM:** Look at publishing the monthly dashboard on social media as way to show CPP's progress.

8. Observers Comments:

There were no observers comments.

9. Adjourn:

A motion to adjourn was made by Deborah Allsop and seconded by Laura Sanregret. The motion was unanimously approved.

Submitted by Lesley Nunn, Administrative Assistant

Future Board Meetings:

February 19, 2019 – 4:00 to 6:00 PM

March 19, 2019 – 4:00 to 6:00 PM

April 16, 2019 – 4:00 to 6:00 PM

May 16, 2019 – 4:00 to 6:00 PM

June 13, 2019 – 4:00 to 6:00 PM

August 13, 2019 – 4:00 to 6:00 PM

September 19, 2019 – 4:00 to 6:00 PM

October 24, 2019 – 4:00 to 6:00 PM

November 19, 2019 – 4:00 to 6:00 PM

December 12, 2019 – 4:00 to 6:00 PM