

**Cincinnati Preschool Promise
Board of Managers**

Minutes of Regular Business Meeting, February 20, 2018

4:00PM – 6:00PM

Interact for Health, Hoffman Room

Board Members Present:

Fr. Michael Graham, Deborah Mariner Allsop, Micah Kamrass, Dr. Kimya Moyo, Toilynn O’Neal, Cheryl Rose, Laura Sanregret, John Pepper and Pastor Ennis Tait

Board Members Absent:

Tim Fogarty, Sallie Westheimer, O’Dell Owens, M.D., Jasmine Jones and Terri England

Board Members who participated via telephone:

Steve Shifman participated via conference call. Due to Sunshine laws, he was only permitted to listen to the meeting but could not bring any items for approval or vote.

Observers Present:

Cheryl Broadnax – Cincinnati Public Schools (CPS)
Leshia Lyman – United Way of Greater Cincinnati (UWGC)

Observers Absent:

Greg Landsman – Cincinnati Preschool Alliance

Cincinnati Preschool Promise Staff Present (CPP):

Shiloh Turner, Executive Director
Mary Tighe, Marketing and Community Engagement Manager
Héctor Polanco, Finance Manager
Florence Malone, Participant Relations Specialist
Brittnii Pina, Parent and Provider Relations Manager
Lesley Nunn, Administrative Assistant

United Way of Greater Cincinnati (UWGC):

Rob Reifsnyder, CEO and President
Stephanie Byrd, Senior Vice President – Early Learning Strategies

Members of the Public:

Vanessa Freytag – 4C for Children
Audrey Treasure – Cincinnati Business Committee
Kelly Bigham – UCELC
Hayley Ross – UCELC
Carolyn Brinkman – 4C for Children
Gwen Robinson – CAA
Becky Scheeler – Centennial
Mike Sipple - Centennial
Patti Gleason - CELC

1. Welcome, Call to Order

Father Graham introduced himself, welcomed members, guests and formally opened the Board meeting at 4:04 PM. He welcomed Shiloh Turner, the new Executive Director of Cincinnati Preschool Promise (CPP).

Father Graham requested that the agenda be adjusted to include the agenda item “observer comments”.

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

2. Review and Approval of Minutes

Father Graham requested a motion to approve the minutes of January 11, 2018.

ACTION: A motion to approve the minutes was made by Deborah Allsop and seconded by Pastor Tait. The motion was unanimously approved.

3. Public Comments

No public comments were made.

4. Mission Moments

- LaRoy Holloway, Director of A-List Childcare and Learning Center presented the mission moment. The center is one of five star quality providers supported with CPP funds.

5. Committee Reports

- **Finance and Audit Committee:**
 - Pastor Tait drew the Board’s attention to the Banking Resolution document for the new Executive Director, Shiloh Turner. The Banking Resolution has been updated and three signatories added for CPP’s bank account: Shiloh Turner, CPP’s Executive Director, Héctor Polanco, CPP’s Finance Manager and Father Michael Graham, Chairman of CPP’s Board.
 - Pastor Tait discussed the two reports in the Board pack. The first report, the Summarized Budget Report reflects CPP and CPS up to 12/31/17.
 - The second report, CPP and CPS Integrated Fiscal Year 2018 Forecast, shows financial results up to 12/31/17 and forecasted results up to the end of the fiscal year (June 30, 2018).
 - Pastor Tait asked the Board for any questions around the summarized report.
 - Father Graham asked Pastor Tait and Héctor Polanco if there is any highlights they might like to draw attention to.
 - Pastor Tait responded that the report is now truly reflective of activity on both sides that shows joint effort to build capacity and that communication between UWGC, CPP and CPS is strong.
 - Deborah Allsop asked what are the forecasts based upon, as shown in the CPP & CPS integrated Fiscal Year 2018 forecast report.
 - Héctor responded that they are his educated estimates. Each cost area has a different estimation process. Héctor explained the report does not have the blessing of CPS as they don’t do forecast in this way.

- Deborah Allsop enquired about the zero projected number for Tuition Assistance in the June as shown in the integrated Fiscal Year 2018 Forecast.
- Héctor responded for Tuition Assistance, CPP ends the year in May, which means those costs are accrued in May when they are incurred, even though checks go out in June.
- Dr. Kimya Moyo asked if the quality improvement numbers in the January forecast, as shown in the Integrated Fiscal Year 2018 report, are the actual numbers.
- Héctor responded that the report was prepared in the middle of January, 2018 and reflects December 31, 2017 actuals. January actuals are not finished (as of the time of the Board meeting) and February is ongoing.
- The idea of the 2018 forecast is to allow the Board to see where we will end the fiscal year so that the Board can make choices long before we get to the year end.
- John Pepper asked if the Fiscal Year 2018 report shows the total revenue that the district has received from the levy, not just the spending.
- Héctor responded the report shows just spending, not the levy revenue. Héctor will be working on getting the Fiscal Year 2018 Forecast updated with revenue included.
- Father Graham asked Pastor Tait and Héctor to speak about the budget preparation for the new fiscal year.
- Pastor Tait responded that CPP is working closely with Jennifer Wagner of CPS on the budget process so that the draft will be in place by April 2018. Numbers will be in by March 2018 and CPP will follow a process similar to CPS so that our draft will be included in CPS draft.
- Father Graham asked Héctor if the Board might have a look at the draft budget at the March 20 Board meeting.
- Héctor responded yes, the first draft of the budget will be presented to the Board at the March meeting.

RECOMMENDATION: Finance & Audit Committee to present the first draft of the CPP budget to the Board of Managers at the March 20, 2018 meeting.

- **Community Engagement Committee:**

- Mary Tighe and Florence Malone gave an update on Community Engagement.
- Key highlights:
 - Promise Team. The first Promise team member was introduced and presented to the Board. Florence is working to get her transitioned to CPP as quickly as possible.
 - CPP is concentrating on Avondale at the present and will be targeting other specific neighborhoods for enrollment and quality improvement in the future.
 - Next steps for the Promise Team is hiring and onboarding their second member hopefully, by the end of February 2018.
 - CPP is working with UWGC on the STEPS program on some training opportunities to get the Promise Team members certified on customer service.
 - In January, 2018 CPP did a Quality Improvement mailing. This was a mass postal mailing to non CPP providers to let them know CPP can help them. From this, Brittnii Pina has gotten some calls.
 - An information card was created for potential family childcare providers. Brittnii Pina and Florence Malone will be using these cards when visiting these sites. Cards will be used to market CPP with the providers.
 - CPP is working on a plan for quality improvement outreach that will be included in the weekly board updates.
- Father Graham enquired if these neighborhoods are chosen, like Avondale, because of available seats and the opportunity to fill these seats.
- Florence explained CPP is targeting neighborhoods that are considered Quality Deserts as well as having high number of withdrawals.

- Deborah Allsop suggested the Board get a couple of these cards so they can act as CPP ambassadors when out in the community.

- **Cost of Quality Committee:**

- Stephanie Byrd gave an update on the February 1st meeting.
- The main agenda of the meeting was to review the preliminary results of the wage survey done by the University of Cincinnati Economic Center (UCEC).
- The purpose of the wage survey was to get data from all types of providers on the wages that they are currently paying teachers and staff regardless of the age group.
- Survey was sent out to 620 providers across the city via email.
- There was a 54% open rate to the survey. 200 responses were received.
- The responses ranged from family care providers to multi-site providers.
- Largest group of responses came from five star providers.
- To get a better demographic picture, UCEC will be going back to those three and four star providers who did not open the email to get some type of response.
- UCEC will also be following up with multi-sites that had more than 5 classrooms in order to get more detailed data.
- UCEC will also be doing a cross-tab on a number of items asked on the survey, like benefits, turnover and credentials, etc.
- The final wage surveys results will be available sometime mid to late March 2018.
- From here, the COQ Committee will be focusing mainly on the data from the preschool teachers. A report will be given back to the Board late March 2018.

- **Quality Improvement Update:**

- CPP staff have met to discuss some short and long approaches to the issue of Quality Improvement.
- It was agreed at the last Executive Committee meeting that a Quality improvement work group, composed of some board of members along with internal staff and expertise partners, be created.

6. Partnership Team update:

- The team met on February 7, 2018.
- They reached consensus on the following:
 - Launch joint communications strategy between CPS and CPP to celebrate year one success, and launch year two enrollment;
 - Joint Community-wide event to promote enrollment in CPS and community programs;
 - CPS plans to create a visual acknowledging classrooms supported by levy funding;
 - Determine feasibility of providing summer coverage in CPS and community
 - CPS and CPP to work together to address future capacity needs.
- The Implementation team will discuss the joint communications strategy, joint community-wide event and summer coverage at their meeting of February 28.
- Deborah Allsop asked when would the Board hear the status of the summer coverage. Shiloh Turner responded after the Implementation team has met, a status update will be sent out to the Board.
- Father Graham encouraged Shiloh to provide status updates on these items in her weekly updates so the Board is informed accordingly.

7. Executive Director Update:

- There is a transition document created for Shiloh Turner that she is following.
- Shiloh discussed CPP 2018 Planning Priorities.
- CPP 2018 Priorities include CPP staff structure, quality improvement strategy, competitive wages, dashboard to track progress, budget & financial, enrollment, communication, data & evaluation, relationship management, clarified trusted entity role and refine Master Agreement.
- Father Graham asked the Board for their feedback on the CPP 2018 Priorities as they would form part of Shiloh's performance goals.
- Deborah Allsop asked whether Shiloh has prioritized any of the discussed in any particular order.
- Shiloh responded that her top three priorities would be CPP staff structure, Quality Improvement and the Competitive Wage issue.

8. Observer Comments

- Leshia Lyman officially welcomed Shiloh and thanked Stephanie Byrd for her cooperation and assistance with the transition of Shiloh.
- Cheryl Broadnax echoed Leshia Lyman's sentiments and welcomed Shiloh.

9. Adjourn

ACTION: A motion to adjourn the meeting at 5:23 PM was made by Pastor Ennis Tait and seconded by Deborah Allsop. The motion was unanimously approved.

Future Board Meetings:

March 20, 2018 – 4:00 to 6:00 pm, UWGC

April 17, 2018 – 4:00 to 6:00 pm, UWGC

May 24, 2018 – 4:00 to 6:00 pm, UWGC

June 14, 2018 – 4:00 to 6:00 pm, UWGC

July 17, 2018 – 4:00 to 6:00 pm, UWGC

August 23, 2018 – 4:00 to 6:00 pm, UWGC

September 18, 2018 (Annual Meeting) – 6:30 to 8:30 pm, UWGC

October 30, 2018 – 4:00 to 6:00 pm, UWGC

November 27, 2018 – 4:00 to 6:00 pm, UWGC

December 18, 2018 – 4:00 to 6:00 pm, UWGC

Submitted by,
Lesley Nunn, Administrative Assistant
Cincinnati Preschool Promise