

Cincinnati Preschool Promise

Board of Managers

Minutes of Wednesday, April 12, 2017, Regular Business Meeting
United Way of Greater Cincinnati Building / Fifth Third Convening Center / 4:00 p.m.

1. Welcome, Call to Order

Chairman Father Graham called the meeting to order at 4:05 p.m., with the following board members present and others absent as noted.

Board Members Present:

Deborah Mariner Allsop
Terri England
Tim Fogarty
Fr. Michael Graham
Micah Kamrass
Kimya Moyo
O'Dell Owens
Cheryl Rose
Laura Sanregret
Steve Shifman
Pastor Ennis Tait
Sallie Westheimer

Board Members Absent:

Jasmine Jones
Gary Lindgren
John Pepper
Kathy Young

Observers Present:

Greg Landsman

2. Review and Adoption of Agenda

Fr. Graham suggested a change to the agenda by moving the Board Retreat agenda item to Executive Session. He noted the topics were potential outcomes of the Board Retreat and could be better addressed by the Board.

A motion was made by Sally Westheimer and seconded by Steve Shifman to adopt the agenda revision as suggested by Fr. Graham.

Yea: 10
Nay: 0
Abstain: 0

The chairman declared the motion approved.

3. Introduction of Guests and Staff Members

Father Graham recognized guests and staff members at the meeting:

Cincinnati Preschool Promise Staff Present:

Stephanie Byrd, Interim Executive Director
Emily Lewis, Tuition Assistance
Vanessa White, Project Implementation Lead
Anne Sesler, Communication Lead

United Way Staff Present:

Rob Reifsnyder, President & CEO
Leslie Stevenson, Success By 6 Associate

Parthenon-EY Staff Present:

Malavika	Dhawan	Consultant
Haven	Ladd	Consultant
Chantal	McKay	Consultant
Dan	Lesser	Consultant
Chen	Liu	Consultant

Fr. Graham welcomed members of the public and invited Observers to give comments. Greg Landsman expressed gratitude for the work the Board is doing. Observers are seated at the table, but are not voting members as outlined in the Role Description the board approved at the March 30, 2017 Regular Meeting.

4. Approval of Minutes

The minutes of the March 30, 2017, regular meeting were reviewed by Board members ahead of the meeting. O'Dell Owens motioned and seconded by Laura Sanregret to approve the minutes. No corrections noted and no discussion took place.

Yea: 10
Nay: 0
Abstain: 0

The chairman declared the motion approved.

5. Cincinnati Preschool Promise Master Agreement – Next Steps

Fr. Graham introduced the overview process, referencing the work of Parthenon-EY.

Malavika will elaborate on the stages of work, and the considerations that went into the timelines, as needed. Since March 30, Parthenon-EY has worked with CPP staff to develop assignments to ensure the work of the Master Agreement is accomplished.

A. Reporting, policy and procedures

Stephanie Byrd provided an overview of the contents, timeline, and next steps for Financial Reporting:

No discussion

Student Participation and Educational Reporting Requirements:

- Question: Is payment made on an attendance or enrollment basis? Stephanie state CPP will have a policy around attendance based on enrollment with the expectation of specific attendance each month.
- Question: Will there be an audit to validate reporting on attendance? Stephanie stated we will validate, and the method will be determined and shared with providers (i.e. spot-checking) as part of their agreement on participation.

Annual Report:

- This will include the hiring of an Evaluation Firm.

Transparency:

- Board members received a specific document on “Sunshine Laws” related to public meetings and notices. Executive Committee and CPP Staff, at least, are encouraged to attend training provided by the Attorney General’s office: May 2, May 11, and May 14. Meetings rotate throughout the state, and Executive Committee will work with CPS Lawyer to better understand laws.
- Mark Jahnke has agreed to be legal counsel for CPP
- Question: Have the data needs been made aware to potential data providers? Steve stated yes, the recommended firm has been notified and more details about vendors considered and CPP build needs will be presented in the Committee Updates.

Stephanie stated a monitoring system still needs to be in place to accomplish all the details of the Master Agreement as tasks and timelines get closer.

B. Cost of Quality Work Group

Stephanie stated a long-term working group is needed to make recommendations for implementing the cost of quality components of the Master Agreement. One priority will be to establish pay rates at \$15 per hour for full-time instructors without a 4-year degree. The goal is to hire and retain staff that offer quality programs. The work group will begin as soon as possible.

Stephanie recommended at least 4 members serve as the work group, including an actuary or economist, one member of the Cincinnati Public Schools District Workforce Development Council (WDC), one CPP staff member, and one CPP Board member.

Debbye suggested the WDC member be an observer, and three others as voting members of the work group who are accountable for CPP decisions and implementation of Cost of Quality Work Group scope.

Stephanie noted that RAND did not include a wage parity provision for Year 1, so it will be important to have communication with the WDC about what takes place now. Malavika clarified the decisions of the Cost of Quality Work Group are the responsibility of the CPP staff and board and the WDC member was recommended to be an observer due to their insights on what is feasible as well as the duality in WDC serving as the monitoring body for the work of the Cost of Quality Work Group.

Malavika shared the goal of the WDC members' participation is to keep communication channels open. She also stated the WDC is also responsible for monitoring compliance with the cost of quality provision in the Master Agreement. WDC is focused on monitoring parity provision and general professional expectations and professional employment standards and compliance with safety requirements rather than implementation. Stephanie invited Kelley Bagayoko, CPS staff responsible for Preschool Expansion, to respond to board members request to know what is the WDC's role and scope.

Kelley shared WDC will function as a charter of CPS. The committee also will support the development of preschool teacher substitute pool, youth mentoring by professionals in the field, as well as other ideas to support production of professional development and serve as a liaison to departments within CPS. Bridging of professional development of educators, such as making notice available to community providers would also be part of scope, not making more work for centers. Participation is intended to be voluntary; Kelly will meet with CPP staff and Parthenon to discuss further the draft charter on April 13, 2017.

Fr. Graham provided an overall picture of how the agreement was created. The expectations in the Master Agreement are specific to wage parity. Micah stated the WDC is to report to CPS and to UW any concerns with compliance with the Master Agreement.

Stephanie reiterated that preschool teachers wage parity provision would impact the early childhood landscape in the district, including infant/toddler programs. Laura underscored that ratings apply to entire programs, not just classrooms. Sallie noted additional implications as to the make-up of the classrooms based on the rate of reimbursement by child.

Fr. Graham asked if board members were interested in volunteering on the Cost of Quality (Wages) Work Group. Tim offered to serve on the Cost of Quality (Wages) Work Group during his limited time on the Board. Sallie expressed interest pending time commitment; Sallie suggested that Terri would be a good resource.

Fr. Graham noted this was not an action item, and would act on committee membership later to allow for further consideration

6. Implementation Timeline and Review of Work streams

A. Quality Improvement Plan

Stephanie introduced Vanessa White, who has worked with Parthenon, to address this agenda item.

The timeline for the process was presented.

Vanessa discussed the provider meetings that have been scheduled in 2 rounds. Round 1 included approximately 60 providers in attendance; closer to 75 through phone calls and word of mouth. Round 2 will start April 24; 3 evening and 1 daytime session will allow providers to see and fill out application. The commitments will be clearly laid out for participation in CPP.-different subject requires some transition.

Vanessa described the selection process and the prioritization of quality deserts and providers more likely to be rated quickly.

Fr. Graham asked about the number of coaches needed? Vanessa estimated 100 providers will apply. Based on other cities' work in a similar format, CPP could anticipate maybe 30-60% who will apply over time. Malavika noted that benchmark cities coordinate 5-10 programs per coach; assuming coach is a full-time employee.

Vanessa shared how coaches will be assigned to site and the scope of work within programs.

Kimya asked about the estimated timeframe for the process of working with a coach, This is variable and hard to project.

Extensive discussion about the Quality Improvement plan continued. Board asked questions about the state process and potential for getting programs to 3 or more stars by the fall of 2017. Members expressed concern with the delay in state review of applications.

Discussion continued about the state review process, CPP's approach to coaching and how it will supplement coaching provided by 4C for Children under its state contract.

Stephanie encouraged Board to attend May 18th Advocacy Day in Columbus. Board members will receive more details via email. ODE is working with JFS to address the backlog too. Micah added that the Master Agreement does allow a school and community provider applying for a 3-star or higher to move forward without the state's formal process being completed.-delete or consolidate

The Tuition Assistance support for classrooms were briefly discussed and will be consistent with the Master Agreement. It was noted that Tuition Assistance may not give providers the difference in cost of quality for a classroom with only 3 or 4 children, even if the center is quality rated. If you lose your star, the provider has one year to recoup it so the child is not penalized.

Handouts regarding the QI Council composition, evaluation, and responsibilities and interaction with the CPP Board were further explained.

Fr. Graham noted that the description for the Master Coach and RFQ call for cultural competency; all the coaches will be the “face” of CPP in the provider community. He urged that a great deal of care be given to the soft skills of people asked to be a coach. Comments from Board members noted the importance of cultural awareness and competence, meeting programs where they are and managing expectations

QI manager (CPP Staff) will oversee master coach to understand the goals of CPP. May 1st is the start date. Stephanie shared CPP will review the candidates for master coach and evaluator.

CPP staff and QI Council will decide on final selection of participating programs.

Fr. Graham affirmed the pace because providers are asking for the board to be responsive. Fr. Graham asked for volunteers to serve on review team to select the QI Coaches. Kimya and Debbie will work with Vanessa.

Sallie highlighted the goal of 1,000 seats would create disparity among centers and family child care; conflict in setting priorities exist when pushing towards the goal. Steve acknowledged Sallie brings great experience but wanted to avoid the appearance of a conflict of interest. Micah suggested a blind review of candidates; Sallie agreed to be involved but will not review 4C response.

No action was taken on this agenda item.-delete

B. Outreach and Engagement

In the interest of time being held for action items, this update was provided via handouts to the Board.

No action was taken on this agenda item.

7. Committee Report: Budget

Fr. Graham shared the budget was approved. Pastor Tait provided an overview of the budget for January through June 2017. Work has begun on next budget year. Finance Working Group (includes CFOs of CPS, UW and Pastor Tait) and CPP Budget Committee (Sallie, Micah, Terri, and Jasmine Jones) reviewed all the information.

Interim positions descriptions were included for the roles outlined in the budget report: Interim ED, Start-Up Implementation Project Lead (hired); Interim QI Manager; Interim Finance & Operations; Interim Provider Relations; Interim Admin Assistant, Technical Assistants, Communications Lead (hired-grant), and Outreach Staff.

Pastor Tait shared both groups took seriously the need to make sure the budget was inclusive of the flexibility to include staff at a quick pace.

No action was taken on this agenda item.

8. Committee Report: Financial Working Group

A. Banking Resolution

Due to timeline for receiving funds UWGC is not taking the banking services out to bid; It is recommended that CPP bid the services once the operation is up in running, potentially in 18-24 months. Recommendation is that Fifth Third serves as the banking entity; currently Fifth Third is used by United Way so they are familiar with reporting processes.

Fr. Graham thanked Pastor Tait for his work; Pastor Tait shared Jen Wagner (CPS), Dawn Reynolds (UW) and Jill Johnson (UW) helped maintain a focus on transparency, create synergy, and a successful transition of funds from CPS to United Way and to CPP.

Micah asked about the current budget committee: Sallie, Micah, Terri, and Jasmine are currently the budget committee; They will be included as members of the Finance Working Group. **ACTION:**

A motion was made to approve the Banking Resolution to allow the account to be established at Fifth Third Bank. The motion was seconded.

Fr. Graham called for the vote.

Yea: 11

Nay: 0

Abstain: 1-Cheryl Rose abstained as a banker so as not to vote on a competitor.-
The motion was approved.

Committee Report: Data System

Steve gave an update on the data system RFP process. Steve, Jen, and Stephanie reviewed the submissions. Twelve proposals were received; held in-depths conversations with 3 of the vendors. The committee is recommending: Metrix IQ. Committee believed the group could balance data capabilities and the early child landscape. They are working in Dayton and in Denver.

Steve noted that the Metrix proposal was very honest and direct; clear about challenges and setting appropriate expectations. Any contract would have a damages clause. Their bid was also the highest; yet included people on the ground in Cincinnati which reflected the Board's wishes for a local presence.

Presently, the Committee is discussing what needs to be on the CPP payroll versus the Metrix payroll. Staff that must stay with Metrix IQ would require approving a certain amount of money to start data work. CPP Board would take until June, if needed, to determine space, payroll, and other points of negotiation to be included in next budget.

Steve requested the board approve moving forward with a Memorandum of Understanding with Metrix, not to exceed \$100K. Dinsmore is looking at the MOU. Goal is for a definitive agreement by June 1.

O'dell expressed we have very little leverage; Steve shared we must negotiate scope. Head count, pay, rationale on staffing structure, and formula to work through before deciding what belongs to which agency. Steve felt we don't have a ton of leverage because they were heads and shoulders above all other applicants.

Debbye reminded the CPP board about an RFP ask for local and MBEs vendors; Steve shared they are building a Metrix IQ team in Cincinnati with an eye towards diversity and that criteria can be added to the MOU.

June 1 is the goal to be ready by fall.

ACTION: A motion was made by Cheryl Rose and seconded by Ennis Tait to approve Metrix IQ as the data system vendor contingent on the approved MOU not to exceed \$100k.

Fr. Graham called for the vote.

Yea: 12

Nay: 0

Abstain: 0

The motion was approved.

9. Committee Report: Search Committee

Cheryl Rose is chairing the search process and discussed the outcome of the committee meeting which included Steve, Kimya, Sallie and Pastor Tait. Jamie Martinez D'Agostino from UWGC Human Resources met with the committee.

The Board stressed the importance of selecting a search firm with experience placing diverse candidates.

Fr. Graham asked Stephanie to email board requesting additional search firm names, and then narrow down based on established criteria, including their success in finding diverse candidates to employment.

No action was taken on this agenda item.

10. Retreat Plan

Based upon the earlier vote this topic was moved to Executive Session.

11. Wrap Up and Concluding Remarks

No comments we made.

12. Adjournment

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Future Meetings:

April 20 - 1:30 pm to 6:00 pm – board retreat

May 3 – 8:00 am to 10:00 am – regular meeting

June 13 – 4:00 pm to 6:00 pm – regular meeting

Submitted by,

Deborah Mariner Allsop, Secretary
CPP Board of Managers