

**Cincinnati Preschool Promise
Finance and Audit Committee Meeting**
United Way of Greater Cincinnati
Minutes of Tuesday, July 25, 2017, 1:00 – 2:30PM

Finance and Audit Committee Members Present:

Sallie Westheimer, Laura Sanregret, Terri England, Jill Johnson, Jennifer Wagner, Pastor Tait (arrived at 1:35pm)

Finance and Audit Committee Members Absent:

None

1. Welcome, Call to Order:

Stephanie Byrd welcomed members and guests.

Cincinnati Preschool Promise Staff:

Stephanie Byrd, Interim Executive Director
Florence Malone, Participations Relations Specialist
Creola Dickerson, Senior Administrative Assistant

Other Participants:

Dawn Reynolds (UW), Kelley Bagayoko (CPS)

2. Review Notes:

ACTION: A motion to adopt the minutes was made by Sallie Westheimer and seconded by Jill Johnson. The motion was approved with a vote of 5 affirmative, 0 negatives and 1 abstention.

- Unanswered “questions” within the minutes was discussed.
- Sallie Westheimer recommended developing a process of capturing information and passing it on to the proper person in CPP.

3. CPP Jan-Jun 2017, Year End Budget:

- Jill Johnson reviewed handout of short year budget.
- Jennifer Wagner asked about individual line items that went over budget and if there processes in place for the board to approve overages.
- Jill Johnson suggested it be done by category. Jennifer Wagner recommended the need to be specific about items.
- Sallie Westheimer expressed concern about not having spent money in community outreach/engagement and communications. She suggested a footnote be added to show the other donated funds that were spent.
- What to do with leftover funds from short year budget or “reserves” was discussed.

- Jennifer Wagner suggested to create policy to have excess funds from a budget put into a following year. The option to draft a policy or adopt the existing policy was discussed.
- Jill Johnson will find and produce the policies.

4. Approved 2018 Budget Follow Up:

- Stephanie Byrd reviewed the approved budget, highlighting categories and footnotes.
- Jennifer Wagner discussed detail vs transparency and suggested to have a policy in place to change summary items.
- Expanding the administrative categories under UW and CPS was discussed.

a. Special Education

- Stephanie Byrd noted Special Education funds were earmarked at 880K, and that we are waiting to hear from Susan Bunte before determining line item. CPP and CPS must agree.
- Terri England and Stephanie Byrd will to work on gathering questions to forward to Dr. Kevin Jamison (CPS).

b. Funding 3 Year Olds

- Stephanie Byrd discussed 1.45 million for 3YO demonstration project.
- The function of the implementation committee and steering committee was discussed.
- Pastor Tait discussed opening the steering sub-committee up to community provider representation.

c. Wage Parity

- Stephanie Byrd will have an update by the next board meeting.
- Evaluation and scope of study was discussed.
- Clarification of full-time instructors, lead teachers and teachers in the MA was discussed.
- Jennifer Wagner noted that Rand figured additional wage parity expenses into year two.
- The possible need to change the Master Agreement regarding QA and TA teachers was discussed.

5. State Auditor Feedback:

- Stephanie Byrd distributed information on RFP noting that the auditor found two additional questions.

a. RFP Timeline

Jennifer Wagner described a metric/rubric used by CPS to assist in identifying small businesses and offered to help Stephanie Byrd develop one for CPP.

b. Vendor List

List of recommendations from Deborah Mariner Allsop distributed.

6. Adjournment:

ACTION: A motion was made to adjourn the meeting at 2:59pm by Laura Sanregret and seconded by Terri England.

Future Finance and Audit Meetings:

August 22, 2017 1-2:30pm
September 19, 2017 1-2:30pm
October 24, 2017 1-2:30pm
November 14, 2017 1-2:30pm
December 21, 2017 1-2:30pm

Future Board Meetings:

July 18, 2017 3:00 – 5:00pm
August 14, 2017 3:00 – 5:00pm
September 26, 2015 6:30 – 8:30pm
October 26, 2017, 8:00 – 10:00am
November 28, 2017 4:00 – 6:00pm
December 13, 2017 6:30 – 8:30pm (location TBD)

Submitted by Creola Dickerson, Senior Administrative Assistant
Cincinnati Preschool Promise