

**Cincinnati Preschool Promise
Finance and Audit Committee Meeting**

United Way of Greater Cincinnati
Success By 6

Minutes of Thursday, October 11, 2018, 1:30 – 2:30PM

Finance and Audit Committee Members Present:

Cheryl Rose (Chair), Sallie Westheimer, Jennifer Wagner, Vanessa White and Christine Fisher

Finance and Audit Committee Members Absent:

Jill Johnson

Cincinnati Preschool Promise Staff:

Shiloh Turner, Executive Director

Héctor Polanco, Finance Manager

Lesley Nunn, Administrative Assistant

*Brittnii Pina, Quality Improvement Manager (arrived at 2:20pm)

UWGC Staff:

Dawn Reynolds, Accounting

Guests:

Pastor Ennis Tait, CPP Board member

Ozie Davis III, Cincinnati Public Schools Board Member

1. Welcome, Call to Order

Cheryl Rose welcomed the Committee members, guests and opened the meeting at 1:32 PM.

ACTION: A motion to adopt the agenda was made by Sallie Westheimer and seconded by Christine Fisher. The motion was unanimously approved.

2. Review and Approval of Minutes of September 6, 2018

The minutes of September 6, were reviewed by the Committee.

ACTION: A motion to approve the minutes was made by Sallie Westheimer and seconded by Christine Fisher. The motion was approved with Jennifer Wagner abstaining from the vote.

3. Update on Action Items:

3.1 Capacity Utilization by site:

Héctor Polanco presented an overview of capacity utilization by neighborhood.

FOLLOW UP ACTION ITEMS:

- A request was made to create a document view that shows all the preschool seats in the CPS geographic area. Emily Lewis of MetrixIQ to provide this data to Pastor Tait and the rest of Community Engagement Committee. Action item will rest with the Community Engagement going forward.

- A request was made by Vanessa White to see the location of the providers who are involved in Quality Improvement and the estimated number of seats they could generate when converted to high quality. A suggestion was made to move this item to the Quality Improvement workgroup who will bring it to the Finance & Audit Committee for costing.

3.2 Tuition Assistance Expansion Triggers:

Héctor Polanco explained that action item will be moved to next meeting as not enough time has passed to do an analysis.

FOLLOW UP ACTION ITEMS: action item will be discussed at the next Finance & Audit Committee meeting.

3.3 Analysis of Universal and Summer Coverage:

Héctor Polanco explained summer coverage body of work will be moving to Community Engagement Committee. A discussion resulted with the following recommendations and follow up action items.

RECOMMENDATION: Pastor Tait requested United Way of Greater Cincinnati be involved in the Summer Coverage fundraising efforts. Shiloh Turner to facilitate this.

RECOMMENDATION: Vanessa White suggested summer Coverage should go to Cincinnati Promise Forward to pursue on CPP's behalf and that CPP team time and efforts should not be wasted on this issue.

FOLLOW UP ACTION ITEM: Cheryl Rose and Shiloh Turner to take this discussion to Father Graham for his thoughts.

Héctor Polanco explained that the analysis of universal coverage is awaiting the uptake of the 200-250% tuition assistance data and what can be learnt from the uptake of this population. The item will be placed on hold until data are available.

4. Executive Director's Update:

Shiloh Turner provided a brief update on the following:

- Wage working group met on October 11 to discuss the wage pilot. The recommended pilot proposal will be taken to the October 30 Board meeting for approval.
- CPP has a total enrollment of 1351, already exceeding the year one enrollment.
- Shiloh Turner mentioned that she had been doing several community events over the past month and would welcome suggestions/invitees to attend and speak at future community events.

A request was made to invite Cincinnati Promise Forward and CPP Board to events like the CPS Provider Event that was held on October 1. Shiloh Turner stated this would happen with future events.

5. New Meeting Dates:

The committee discussed November and December future Finance & Audit Committee dates and agreed Lesley Nunn will send a doodle poll to Committee members to try and get the dates scheduled.

6. Update on Audit:

Héctor Polanco explained that CSH Auditors came and did the audit the week of September 24. The audit went much more smoothly and quickly compared to last year. The audit is in the final stages and is expected to be finished early November 2018.

7. Financial Results as of September 30, 2018:

Héctor Polanco gave the committee a brief update on the financial results for the first three months of 2019. This led to a discussion on Quality Improvement with Brittnii Pina. The following highlights arose from the Quality Improvement and the financial results discussion:

- CPP has changed accounting system and have changed format of document. Additional column has been added - budget to date.
- QI Pipeline Chart was discussed and it was requested an additional segment be added to the color bar showing those who have not applied but are within the CPS footprint.
- An issue with the new accounting system meant that Tuition Assistance spending was captured in the incorrect month. This will be rectified in the following month's report.
- The question was asked what resources can be provided to assist moving pending applications through the QI process.

8. Adjourn:

A motion was made to adjourn the meeting by Vanessa White and seconded by Jennifer Wagner. The motion was unanimously approved.

Future Finance and Audit Committee Meetings:

November 29 – 1:30 - 3:00 pm (to be rescheduled via doodle poll)

December 20 – 1:30 – 3:00 pm (to be rescheduled via doodle poll)

Submitted by Lesley Nunn, Administrative Assistant, Cincinnati Preschool Promise