

**Cincinnati Preschool Promise
Governance Committee Meeting**
HELD VIA ZOOM VIDEO CONFERENCE
Minutes of January 7, 2021 10:00 AM – 11:00 AM

Board Members Present:

Committee Members: Deborah Mariner Allsop, Micah Kamrass, and Marcia Futel

Members Absent:

Terri England

Cincinnati Preschool Promise Staff Present:

Chara Fisher Jackson, Executive Director and CEO

Héctor Polanco, Finance Director

Tanya Del Valle, Senior Administrative Assistant

Guests and Members of Public:

Jake Purcell, Manley Burke Attorney

1. Welcome, Call to Order:

Deborah Allsop welcomed the Governance Committee members and opened the meeting at 10:00 AM.

The following was read out to the Governance Committee before proceeding to the agenda approval.

Please note that in conjunction with Ohio State's revised Sunshine Laws and the rule limiting the number of people who may meet in a space and who may so meet, CPP has decided to convene the meeting via video conference. In accordance with Ohio Public Records and Open Meeting laws, CPP has advertised the meeting on it's website in advance, and has provided a link for members of the public to listen and view the meeting. This meeting will be recorded. Documentation distributed at this meeting will be made available via the CPP website, under the area Board of Directors, Approved Meeting Minutes as soon as possible after the meeting.

ACTION: A motion to approve the agenda was made by Micah Kamrass and seconded by Marcia Futel. The motion was unanimously approved.

Committee members requested correction to the meeting minute section future meeting dates from 2020 to 2021 and the March 4 meeting is to replace April 4 meeting date on the schedule.

ACTION: A motion to approve the minutes of October 29, 2020 with the date corrections listed above was made by Micah Kamrass and seconded by Marcia Futel. The motion was unanimously approved.

2. Review of the Governance Task Calendar

2.1 Deborah Allsop led discussion about planning Board of Managers education for early in the second quarter of this year and the Board of Managers self-evaluation later in the second quarter or early third quarter with the possibility of holding it in person depending on conditions related to COVID-19.

2.2 Deborah Allsop said that the conflict of interest forms have all been received and will be reviewed by her and Jacob Purcell.

2.3 Chara Fisher Jackson provided updates on the orientation of the new board member Dr. H. James Williams. He has completed the initial staff orientation and follow-up with Chara Fisher Jackson and his preferred committee choice is the Cost of Quality Committee. Deborah Allsop said that she will reach out to him as his Board of Managers mentor to provide any support that he might want.

3. Review of the August 2018 Board of Managers Retreat Summary by Joe Moorman and Mayerson

Committee members discussed the results of the August 2018 Board of Managers Retreat Summary and agreed that the 2021 plans should include a more detailed follow-up action plan.

For more details, a copy of the presentation and information can be found by visiting our website, www.cincy-promise.org > Who We Are > Our Impact > Meeting Schedule > Approved Board Minutes, Governance Committee, January 7 – PPT.

4. Refresh of CPP Governance, Structure & Goals-Next Steps

Jacob Purcell, attorney at Manley and Burke discussed the contents of his memo on CPP Governance, Structure, and Goals including discussion on the voting rights on non-board committee members and the master agreement.

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5. Executive Director/CEO Update

5.1 Chara Fisher Jackson discussed the Document Retention Policy Draft that was written with Jacob Purcell, attorney at Manley and Burke.

ACTION: A motion was made for the Governance Committee to approve the Document Retention Policy and send it to the full Board of Managers at the next meeting by Marcia Futel and seconded by Micah Kamrass. The motion was unanimously approved.

5.2 Chara Fisher Jackson provided an update on the status of the committee charters. The Finance and Audit committee are very close to completing their charter and are waiting for feedback on the voting rights of non-board members from the Governance Committee. The Community Engagement Committee is making progress and will be reconsidering the charter at their next meeting on January 14, 2021. The Executive Committee with O'dell Moreno Owens M.D., M.P.H. is beginning to work on their charter this month.

6. Adjourn

ACTION: A motion to adjourn was made by Marcia Futel and seconded by Micah Kamrass. The motion was unanimously approved.

Future 2021 Governance Committee Meetings

March 4, 2021 at 10:00 AM
June 3, 2021 at 10:00 AM
August 19, 2021 at 10:00 AM
September 2, 2021 at 10:00 AM
November 2, 2021 at 10:00 AM

Submitted by Tanya Del Valle, Senior Administrative Assistant
Cincinnati Preschool Promise