

OKLAHOMA PARTNERSHIP FOR SCHOOL READINESS

Executive Committee Meeting Minutes

Thursday, September 5, 2019

OPSR Conference Room

421 NW 13th St, Suite 270, Oklahoma City, OK, 73013

12:00 p.m.

The agenda was posted at 421 NW 13th St, Colcord Building, Oklahoma City, Oklahoma on September 4th at 11:50 a.m.

Call to Order

Annette Jacobi called the meeting to order at 12:10 p.m.

Roll call and declaration of a quorum

Chris Lee called the roll

Members Present

Debra Andersen, Natalie Burns, Angie Clayton, Annette Jacobi, Will Lightfoot, Sarah Roberts

Members Not Present

***Approval of Minutes**

Natalie Burns moved to approve the minutes, seconded by Will Lightfoot. Annette Jacobi abstained. Motion passed.

***OPSR Financials**

Additional DHS dollars for OKFutures match were not approved by the end of FY19. As such, OPSR has asked for the full amount to be budgeted into FY20. OPSR will need to send a budget revision to the Administration for Children and Families (ACF) since we have not been able to spend match dollars as originally intended. Debra explained that state match is in the OPSR Board budget and private match is in the OPSR Foundation budget.

The Committee examined several financial documents. In FY19, OPSR spent 88 percent of the original budget. Ten percent lapse is normally expected so the Committee agreed that this was good.

Natalie Burns motioned to approve quarterly financials, seconded by Angie Clayton. The motion passed by acclamation.

Executive Committee Orientation

Debra went over the OPSR Board member expectations, bylaws, purpose of the executive committee, duties of the officers, board cadence, and dual agreement between the OPSR Board and OPSR Foundation. Annette suggested that at the beginning of the state year, every member sign another expectations and contact form.

***Establish Finance and Operations Committee Membership and Meeting Dates**

Annette and the Committee agreed that a Finance and Operations Committee would be important to more thoroughly examine the budget line-by-line. It is the opinion of Annette's Attorney General, Grant Moak, that quorum is not necessary for a Finance and Operations Committee. However, DHS would need to be OPSR's official advisor on this.

OKFutures Progress and Timeline

Grace Kelley presented on the OKFutures' Needs Assessment and Strategic Plan. The Needs Assessment is 140 pages and was created with lots of stakeholder input from focus groups, community conversations, interviews, etc. It showed a strong need for professional development and services for young children birth – three. The Strategic Plan needs to address issues discovered through the Needs Assessment. Grace presented a document that shows key strategies identified that will make the most difference for children and families in our state and would like this document shared with the OPSR Board. Annette asked if they would like the Board's input or approval and due to a tight timeline, Board approval will be best.

Next steps for the Strategic Plan include continuing to refine, present it to the OPSR Board, organize to do the work, and prepare for the subsequent Preschool Development Grant application, which is anticipated mid-September.

Development of OPSR Board Agenda

The Committee agreed that December should be a good time to invite agency heads for a succinct executive summary.

Executive Director's Report

None.

Chairperson Comments

None.

Announcements

None.

Adjournment

Annette Jacobi adjourned the meeting at 1:50 p.m.

Sarah Roberts left the meeting at 1:34 p.m.

Will Lightfoot left the meeting at 1:47 p.m.