

OKLAHOMA PARTNERSHIP FOR SCHOOL READINESS

Executive Committee Meeting Minutes

Thursday, January 31, 2019
OPSR Conference Room
421 NW 13th Street, Suite 270
Oklahoma City, OK 73103
12:00 PM

The agenda was posted at 421 Northwest 13th Street, Colcord Building, Oklahoma City, Oklahoma on January 30, 2019 at 11:09 am.

Call to Order

Natalie Burns called the meeting to order at 12:05 p.m.

Roll Call

The roll was called by Chris Lee.

Members Present

Natalie Burns, Ann Cameron, Misty Montgomery, Ryan Posey, Anthony Stafford and Ray Potts.

Members Not Present

Debra Andersen

Staff Present

Diane Bell, Gabrielle Jacobi, Chris Lee and Katie Parker

Guests Present

Will Lightfoot

***Approval of Minutes**

The minutes of the November 15, 2018 meeting were reviewed by committee members.

A motion was made by Ryan Posey to approve the November 15, 2018 minutes. Ray Potts seconded the motion. Ann Cameron abstained. The motion passed.

Misty Montgomery arrived at 12:08 pm.

***OPSR Financials**

Ryan shared the Revised FY19 Budget approved by the finance committee. Some changes include separating the amounts for salary, fringe and indirect costs instead of one total amount and adding the line for contracts for grant matching activities with new funding from DHS. Overspending occurred due to invoice timing related to the creation of the new website. Ryan explained that it is best practice to only approve the DHS budget. Natalie said that she likes the combined budget document because she can still see the big picture of funding for OPSR. Ann

stated that the final total for the budget has the potential to increase significantly in the next three years due to the possibility of additional grant funding. Because of this, it is very important to leverage private dollars. Ray asked if OPSR used any nonprofit funds as match for OKFutures. Debra answered that projects received through OPSRF like Project HOPE are being used as match and Tulsa Educare pledged match as well.

A Motion was made by the Finance and Operations Committee to approve FY19 Budget Revised. Ann Cameron seconded the motion. The motion then passed by acclamation.

A Motion was made by Ryan Posey to approve the Finance Report. Ray Potts seconded the motion. The motion then passed by acclamation.

OKFutures Grant

Ann wanted to clarify the relationship between PDG and OKFutures as they are the same grant and stated a need for consistency when talking about the grant. The group agreed to call it OKFutures to avoid confusion. Diane shared the work plan for the grant. Natalie expressed that she would like to show the desired results of the grant to the board. Debra shared that ACF is going to allow a one month no cost extension for all grantees through January 2020 to accomplish activities and goals of the grant. The revised budget for the grant was submitted to ACF Monday, January 28, which was before other states. Ann clarified that this will mean adjusting the timeline of the workplan, but that the timeline of the needs assessment will not change.

Debra provided an update on the progress of the needs assessment and that data will be collected through April 2019. OPSR is collaborating with the Urban Institute to guide us in developing the needs assessment. OPSR is also looking to other outside partners to accomplish grant goals. Misty asked if there is a feeding frenzy for experts since over 40 states are trying to accomplish the same things. Ann applauded OPSR for beginning to consult experts early and reiterated the need for being aggressive and seeking out experts quickly. ACF has also altered expectations of the needs assessment by requiring certain components to meet a minimum requirement to turn in, but that if other pieces take longer to complete, grantees can still move on to the next step. OPSR's goal is to have the needs assessment completed by July 2019.

Ann asked Debra to share information about her presentation at the National Home Visiting Summit in Washington D.C.

Ray asked if OPSR has started staffing up for grant. Ann explained that we are in the process of contracting for a grant manager. Debra answered that OPSR is in the process of completing the program coordinator and administrative assistant descriptions so they can be posted. She also said that external partners will be important for hiring purposes. Natalie suggested creating a timeline for applying for subsequent OKFutures grant applications and the board agreed this would be a good idea. There will be a steering committee meeting February 7, 2019 at the Department of Libraries with organizations involved in the grant. Debra reiterated that this is not an OPSR grant, but an Oklahoma grant and the need to collaborate with partnering organizations is very important. Natalie asked if board members could be invited to serve on the grant teams.

Debra said that it has been suggested that board members could submit applications with their expertise if they would like to join a team.

Development of OPSR Board Agenda

Ryan Posey stated that walking through the workplan was helpful and would be a good tool for the public/private board to understand the activities and timeline of the grant. Debra said we have a condensed version of the grant that could be sent to the board. Ryan also stated that it would be a good idea to have a facilitated discussion about the board's involvement at the next full meeting.

Natalie would like to project out what board involvement looks like for the grant. Natalie thinks that the full board meeting would be a good time to talk through governance structure of early childhood in Oklahoma. There is uncertainty of the role of the new Secretary of Human Services and Early Childhood Initiatives with OPSR and the board as this is not a named position on the board. If the secretary is named by the next board meeting, they should be invited. Ann stated that the bylaws will need to be revised in accordance to the new government structure.

Natalie would like board members to come prepared to talk about legislation that their organizations are following because it impacts their work. Other board meeting topics will include updates on Project HOPE, the School Readiness Pathway, OPSRF and social media reports.

A Motion was made by Ray Potts to approve the February 14, 2019 board agenda as drafted with more details to be added. Ryan Posey seconded the motion. The motion then passed by acclamation.

Engagement of OPSR Board Members and Slate of Officers

Natalie wants a board engagement survey to understand how people feel about their service on the board. She wants to know how to best utilize the meetings between experts and non-experts and what would make a meeting valuable. Ryan asked if she feels like we are losing good people or not utilizing people well and Natalie replied both. Ann suggested the survey should be anonymous but include a spot to indicate whether a respondent is a designee, appointee, agency head, etc. Misty suggests leaving a space for comments in order to get qualitative data. Ann suggested splitting questions between being actual meetings and feelings about being a part of the organization in general. Debra indicated that the design and development of a survey should be taken into consideration in order not to ask leading questions and that collecting, analyzing and implementing survey might be cumbersome for staff given all the current projects.

A motion was made by Ann Cameron that Natalie Burns and Bill Doenges to create a survey consisting of 10 questions to be provided to OPSR Staff. OPSR Staff will review and approve the questions then Executive Committee will complete the same process before sending it to the OPSR Board. Misty Montgomery seconded the motion. The motion then passed by acclamation.

Recommendations to create a slate of appointees to be sent to the governor's office can be sent to Natalie. Natalie and Ann will work on the slate.

Ryan Posey left at 1:33 pm
Misty Montgomery left at 1:41 pm

Executive Director's Report

None

Chairperson's Comments

None

Announcements

- Ray mentioned the development of a new app related to childhood data.
- Debra will be presenting at the Potts' caucus meeting on the home visiting accountability report.
- Ann applauded OPSR's social media efforts and the staff for their work.

Adjournment

Adjourned 1:45 p.m.

Next Meeting

The next meeting is June 6, 2019 at OPSR, 421 NW 13th, Oklahoma City, Oklahoma 73103 at 12:00 p.m.