

**OKLAHOMA PARTNERSHIP FOR SCHOOL READINESS**

**Executive Committee Meeting Minutes**

Thursday, June 7, 2018  
OPSR Conference Room  
421 NW 13<sup>th</sup> Street, Suite 270  
Oklahoma City, OK 73103  
12:00 PM

**The agenda was posted at 421 Northwest 13<sup>th</sup> Street, Colcord Building, Oklahoma City, Oklahoma on June 5, 2018 at 8:55 a.m.**

**Call to Order**

Natalie Burns called the meeting to order at 12:11 p.m.

**Roll Call**

The roll was called by Chris Lee.

**Members Present**

Debra Andersen, Natalie Burns, Vaughn Clark, Misty Montgomery, Ray Potts, and Anthony Stafford

**Members Not Present**

Ryan Posey

**Staff Present**

Diane Bell, Laura Hamilton, Chris Lee and Megan Scott

**Guests Present**

None

**\*Approval of Minutes**

The minutes of February 1, 2018 were reviewed by committee members.

*Motion made by Vaughn Clark to approve minutes of the February 1, 2018 meeting, seconded by Ray Potts. The motion passed by acclamation.*

**\*OPSR Financials**

Debra Andersen presented the OPSR Financials for FY18.

*Motion made by Vaughn Clark to approve the OPSR FY18 Financials, seconded by Anthony Stafford. Debra Andersen abstained. The motion passed.*

Debra Andersen shared that DHS had approved her request to move FY18 appropriated funds in the amount of \$30,000 into FY19 to pay for the new OPSR website that will be completed in

FY19. Specifically, DHS approved \$30,500 in addition to the flat budget appropriation of \$292,000 that was granted in FY18. The FY19 OPSR Budget reflects funding from both DHS and the OSPR Foundation. In response to a question, Debra Andersen clarified the projected line item expenses projected for FY19 differ only slightly from FY18 in two areas - budget for the website and increased planned expenditures on consulting services.

*Motion made by Ray Potts to approve the Finance and Operations Committee approved OPSR FY19 Budget, seconded by Vaughn Clark. The motion passed by acclamation.*

#### **\*Oklahoma Alliance for Healthy Families**

The Chair elected to take up this agenda item first before returning to item five on the agenda "Early Childhood Advocacy Campaign."

Debra Andersen reported that the Oklahoma Alliance for Healthy Families has requested to name OPSR as one of their partners. This is a new grassroots effort to gain support and adoption of childhood vaccinations among the public. Discussion concluded this effort to ensure kids are healthy and ready for school aligns with OPSR's objectives and members of the committee agreed that the Oklahoma Alliance for Healthy Families may name OPSR as an official partner.

*Motion made by Ray Potts that OPSR be recognized as a partner with the Oklahoma Alliance for Healthy Families, seconded by Vaughn Clark. The motion passed by acclamation.*

#### **\*Board and Board Member Responsibilities**

Natalie Burns and Debra Andersen presented this new initiative to update and merge key documents to help educate new board members as well as keep focus areas updated and top of mind for all board members annually. The new document includes OPSR's vision, mission and strategic goals; fiscal year focus areas; board member responsibilities and an annual fiscal year work flow. The document was discussed with edits made to several sections and agreed upon the FY19 focus areas, largely unchanged from FY18. The alterations were as follows: add the purpose of Board designees, move the location of the Board Expectations section, add "Oklahoma Early Childhood Advisory Council," and add state legislators and OPSR bylaws to the document.

*Motion made by Anthony Stafford to approve Board Member Responsibilities, and OPSR Board Powers and Duties as amended. Seconded by Ray Potts. The Motion passed by acclamation.*

#### **\*OPSR FY19 Focus Areas**

The board discussed the OPSR FY19 Focus Areas Board Member Responsibility section of the meeting.

*Motion made by Misty Montgomery to accept the OPSR FY19 Focus Areas, seconded by Vaughn Clark. The motion passed by acclamation.*

#### **\*OPSR Board Retreat**

Debra Andersen and Diane Bell presented the idea of utilizing consulting services to conduct a Board retreat that would build on work done at the 2018 OPSR Research Symposium. At the

symposium, Jackie Counts of Kansas University presented using the Cynefin framework and Sense Maker Tool to demonstrate how people make decisions in complex situations and around complicated issues. The exercise of using these tools and resulting discussion and surveying help uncover the attitudes and beliefs that affect problem solving. The Committee had a lengthy discussion about when and how such services might best be used and determined further examination regarding Board Retreat goals was needed. The item was tabled for follow up by staff and board members to strategize.

### **\*OPSR Board Agenda**

The OPSR Board Agenda for the June 21, 2018 meeting was reviewed and a draft agenda was approved.

*Motion made by Ray Potts to approve the OPSR Board Agenda, seconded by Anthony Stafford. The motion passed by acclamation.*

### **Early Childhood Advocacy Campaign**

Debra Andersen presented the revised CED Infographic on economic benefits to early childhood. This document is designed to create a business partner network and will be presented to the OPSR Board.

### **Action Steps on OPSR 2018 Focus Areas**

OPSR Workgroups Update and Status report on action steps in focus areas was not presented in the meeting.

Vaughn Clark left at 1:58 pm

Ryan Posey left at 1:59 pm

### **Executive Director's Report**

Debra distributed the written Executive Director's Report

### **Chairperson's Comments**

No comments

### **Announcements**

June Child Abuse Prevention State Plan Community Meetings

- Bartlesville 6.6.18
- OKC 6.11.18
- Woodward 6.18.18
- Tulsa 6.20.18
- Elk City 6.26.18
- Ada 6.27.18

### **Adjournment**

The meeting adjourned at 2:07 p.m.

**Next Meeting**

The next meeting is September 6, 2018 at OPSR, 421 NW 13<sup>th</sup>, Oklahoma City, Oklahoma 73103 at 12:00 p.m.