

OKLAHOMA PARTNERSHIP FOR SCHOOL READINESS

Finance and Operations Committee Meeting Minutes

Thursday, June 7, 2018

OPSR, 421 NW 13th St., Suite 270, Oklahoma City, OK

11:00 a.m. – 12:00 p.m.

OPSR Mission: *To lead Oklahoma in coordinating an early childhood system focused on strengthening families and school readiness for all children.*

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

Call to Order and Welcome

The meeting was called to order by Paul Shinn at 11:05 a.m.

Members Present:

Debra Andersen, Susan McVey, and Paul Shinn

Natalie Burns arrived at 11:30 am

Members Not Present

Kathy Cronemiller and Ryan Posey

Staff Present:

Diane Bell, Laura Hamilton, Chris Lee and Megan Scott

Roll Call

Roll call was provided by Chris Lee

Approval of February 1, 2018 Minutes

Paul Shinn presented the minutes of the February 1, 2018 meeting.

A motion was made by Susan McVey to approve the February 1, 2018 minutes as presented. Paul Shinn seconded the motion. The motion was passed by acclamation.

Review and Approval of FY18 OPSR Financials

Debra presented the Financials. There is a lapse in the Department of Human Services (DHS) contract with the University of Central Oklahoma (UCO) for OPSR operations and support. Debra requested permission to carryover the lapsed funds from FY18 to FY19 to support continued development of the OPSR website. This request was approved by DHS. Debra commented that DHS has been supportive of OPSR's needs. Debra was able to budget personnel costs on a separate OPSR grant, which created the lapse in the DHS contract.

A Motion was made by Susan McVey to approve FY18 OPSR Financials. Paul Shinn seconded the motion. The motion then passed by acclamation.

Review and Approval of FY19 Budget

Laura presented the FY19 Budget. DHS originally awarded \$292,000 to OPSR, but later increased the contract to \$322,500 for FY19 to include the carryover funds to support the development of the new website.

A Motion was made by Susan McVey to approve the OPSR FY19 budget as followed \$356,120 from OPSRF, \$322,500 from DHS and a combined total of \$678,620. Paul Shinn seconded the motion. The motion then passed by acclamation.

Executive Director Report

Website Update

- Upon reviewing bids from three vendors, and in compliance with UCO purchasing procedures, OPSR selected liquidfish as the web developer. Before the end of the fiscal year, liquidfish will complete development of a logo and branding for OPSR. The timeline for website completion is Fall, 2018. Relevant content from both the Smart Start Oklahoma and OPSR Foundation websites will be incorporated into one new site.

Operations Update

- OPSR hired Katie Parker as Community Relations Specialist. In addition to managing communications, she will be the point of contact to work with liquidfish.
- Laura Hamilton will begin working part-time on contract beginning July 1, 2018.
- OPSR hired two student workers for the summer.
- Kiersten Durning left at the beginning of March due to grant funding ending.
- Interagency efforts to creating data linking continues. The agencies that have assigning unique identification numbers are Health Care Authority, Department of Mental Health and Substance Abuse and Oklahoma State Department of Health.
- Project SHINE, which focused on integrating home visiting data, has developed a test case to link home visiting data with early intervention data. This linkage helps the home visiting program report on one of their federally required benchmarks. Currently, talks are underway between legal counsel for both agencies.
- OPSR is working with Foresight Law + Policy, Elliot Regenstein and Johnathon Furr, to conduct an analysis of progress toward developing the Oklahoma Early Childhood Integrated Data System.

Announcements

Presentation: Oklahoma Early Childhood Integrated Data System Evaluation July 24th at 9 am, Ambassador Hotel, Oklahoma City, OK

Adjournment

The meeting adjourned at 11:41 a.m.

Next Meeting

The next meeting is scheduled for Thursday, August 30, 2018, at 10 a.m. in the OPSR conference room located at 421 NW 13th Street, Suite 270, Oklahoma City, OK 73103.