

## **OKLAHOMA PARTNERSHIP FOR SCHOOL READINESS**

### **Finance and Operations Committee Meeting Minutes**

Thursday, September 6, 2018

OPSR, 421 NW 13<sup>th</sup> 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 13<sup>th</sup> Street, Colcord Building, Oklahoma City, Oklahoma on Wednesday, September 5, 2018 at 8:36 a.m.

#### **Call to Order and Welcome**

The meeting was called to order by Ryan Posey at 11:13 a.m.

#### **Members Present:**

Debra Andersen, Kathy Cronemiller, Susan McVey, Ryan Posey and Paul Shinn

#### **Members Not Present**

None

#### **Staff Present:**

Diane Bell, Laura Hamilton, Chris Lee and Katie Parker

#### **Guest**

Natalie Burns, Jeri Holmes

#### **Roll Call**

Roll call was provided by Chris Lee

#### **Approval of June 7, 2018 Minutes**

Ryan Posey presented the minutes of the June 7, 2018 meeting. Paul Shinn noted that his name is misspelled in the minutes of the June 7, 2018 meeting.

*A motion was made by Susan McVey to approve the June 7, 2018 minutes with the correction to Paul Shinn's name in the minutes. Paul Shinn seconded the motion. The motion was passed by acclamation.*

#### **OPSR Financials**

Laura Hamilton presented the Financials. She presented the Budget to Actual financial document, stating that year to date financials show most funds have been utilized this year. Ryan Posey asked about the full version of the budget that includes the budget for the Foundation. Debra Andersen commented that she is seeking legal counsel from DHS Attorney Ron Baze and OPSRF Attorney Jeri Holmes to clarify how to present this budget in an open meeting. Kathy Cronemiller shared that it is important for the each member of the OPSR Board to understand where the funds come from and how it flows through the organization. Jeri Holmes commented that she worked on the original

Memorandum of Understanding between the OPSR Foundation and OPSR Board. Jeri stated that this document should be reviewed so that both organizations understand the separation between the OPSR Foundation and OPSR Board. The committee discussed the Preschool Development Grant and how the money would flow if awarded to OPSR, in addition to when the grant has to be submitted and when it would be awarded.

*A Motion was made by Kathy Cronemiller to approve FY18 DHS Expenditures Financials. Paul Shinn seconded the motion. The motion then passed by acclamation.*

Laura Hamilton shared that there are no changes to the budget. The OPSR Foundation operating budget may change due to the award of the Project HOPE grant.

Laura Hamilton left at 11:25 a.m.

### **Executive Director Report**

#### **Website Update**

- Katie Parker presented the OPSR branding and the website development status. Liquidfish created a new logo and Brand Guidelines. The website is anticipated to be launched the early December, 2018. Kathy Cronemiller asked if the OPSR Foundation and OPSR Board will have separate website. Debra Andersen indicated that there will be one website for OPSR with separate descriptions of the OPSR Board and OPSR Foundation.

#### **Operations Update**

- No updates were presented.

#### **Preschool Development Grant**

- Preschool Development Grant was discussed during the Financials section.

#### **Early Childhood Research Symposium, January 17<sup>th</sup>, 2019**

- Debra Andersen reminded the committee that the Early Childhood Research Symposium is scheduled for January 17<sup>th</sup> 2019. A VIP reception will be held at the UCO boathouse on January 16<sup>th</sup>, 2019. The theme for the Symposium will focus on equity in early childhood.

Ray Potts left at 11:37 a.m.

### **Announcements**

- Kathy Cronemiller shared the child care subsidy rate for providers has increased thanks to the Department of Human Services.
- Debra shared that Lesli Blazer, OPSR Board designee from the Department of Human Services will be retiring November 1<sup>st</sup>

### **Adjournment**

The meeting adjourned at 11:47 a.m.

### **Next Meeting**

The next meeting is scheduled for Thursday, November 8, 2018, at 10 a.m. in the OPSR conference room located at 421 NW 13th Street, Suite 270, Oklahoma City, OK 73103.