**Board of Directors**

**Meeting Minutes**

OCCRRA

 June 15, 2016

**Vision**

*Oklahoma communities support the development and learning of all children.*

**Mission Statement**

*All Oklahoma families have access to quality care and education*

*for their children through community-based resource and referral services.*

**Voting Members Present:** Karen Smith, Mike Upton, Jim Green, Dianne Juhnke, Tammy Charles, Stefanie Rollins, Martha Balderas, Brittney Wycoff, Stephanie Makke, Austin Marshall

**Non-Voting Member Present:** Taffy Henderson

**Members Excused:** Stefanie Rollins

**Members Unexcused:** Joetta Gatliff, Jane Humphries

**OCCRRA Staff Present:** Paula Koos, Michelle Miller

**Quorum of Voting Members:** 10 were present, 7 is quorum. Quorum was met.

**Call to Order**

Mike Upton called the meeting to order at 10:31 a.m.

**Consent Agenda (Mike Upton)**

* + - Minutes from March 2016 Board Meeting.
		- FY2016 – 3rd Quarter Financials (January 2016, February 2016 and March 2016)
		- Management Report/OCCRRA Highlights

***Dianne Juhnke made a motion to approve all Consent Agenda items; seconded by Karen Smith. All were in favor.***

**Finance Committee (Brittney Wycoff)**

***Financials***

Third Quarter FY2016 Financials are on track with no surprises or questioned costs.

***FY2016 Budget***

OKDHS CCS has denied they notified us verbally of a 3% cut. A cut we had already implemented and notified regions to implement. In mid-May we were notified that there is no budget cut for FY2016. This is good news and bad news. Good because we have additional funds; bad because we only have a month and a half to spend it.

OCCRRA has plans to make use of the 3% by paying out PTO for Marti Nicholson when she retires, this was previously going to be done in FY17; making pay adjustments for staff over the last three payroll batches in FY16; and, making printing and equipment purchases prior to year-end. The Regional Offices have expressed that they will be doing much the same as OCCRRA.

***FY2017 Budget***

OKDHS CCS has confirmed a 10% budget cut for FY17 and the possibility of another cut before the year is over. The regions have been notified unofficially of their contract budgets for FY17 so they can begin to work with the figures to cover services; and, of the potential for another cut.

What makes the OCCRRA budget workable is the fact that Marti Nicholson retired. Her salary has covered the initial 10% cut and given us funds to assist in weathering another potential budget cut. Funds were spread liberally amongst the operating costs to compensate for such an occurrence. We should know by the end of November what, if any, additional funds will be cut. The hope is that even if we take another cut we will be able to give the staff permanent raises in December.

OKDHS took the brunt of the last budget shortfall resulting in the reduction of their staff by 25% and many other cuts.

A FY2017 Budget was reviewed by the Finance Committee and is being presented for approval to the Board.

***Brittney Wycoff made a motion to accept the FY2017 Budget; seconded by Mike Upton. All were in favor.***

***Respite Care***

On the budget a line item under revenues and expenses for “Other Sources” is labeled “Fee for Service”. This line item represents a contract to provide respite care to Navy and Army families who have children with certified special needs. These families need assistance and an occasional break from responsibility and this contract provides that respite care. Funding is funneled through Child Care Aware of America and OCCRRA. OCCRRA then subcontracts with regional offices in Oklahoma to provide services. The money is considered pass-thru funds. OCCRRA receives no compensation from this contract.

There are three regions handling services in Oklahoma; OKC Metro-Rainbow Fleet, Tulsa Metro-CCRC Tulsa and SW–Great Plains. Rainbow Fleet has 12 Air Force participants and 40 Navy participants. Great Plains hasn’t had any families sign up to date. Tulsa has direct services but don’t have a family yet.

***Restricted Funds***

Child Care Careers awarded funds to OCCRRA a few years ago when they dissolved their business. The money is to provide Family Child Care Homes with assistance getting accredited. The cost to a FCCH for accreditation is approximately $700. OCCRRA Scholarships are handled as reimbursements in the amount of $250 for reapplying and $500 for first time applicants. When this money is gone, the scholarships will end.

**Governance Committee (Karen Smith)**

***Elections for 2017***

The positions for Vice President and Treasurer have not yet been filled. Karen will be making some phone calls and finding out who is interested in an officer position. The board is encouraged to contact Karen if interested in serving.

Dianne Juhnke’s second term as a Regional Representative expires. An internal vote will be taken amongst the regions to find a candidate to present to the board for election to begin serving as a non-voting member in January 2017.

***Potential Members***

* Marnie Dunlap had a meeting with Paula at the OCCRRA offices. She is a pediatrician in the OKC area. She requested some time to think about joining in 2017. Paula will be calling her to see what she has decided.
* Curtiss Mays is from the Community Action Agency. Paula will meet with him over the summer and discuss his interest in joining the board in 2017.
* A Member at Large will be suggested by Brittney Wycoff to represent RSM US LLP beginning 2017 when her term expires. She actually has two candidates for the position. They will join the Finance Committee but will not take her position as an officer. She will make sure her selection wants to be an active member before referring them. She feels confident she can find someone.

Potential Members can be referred by anyone. The board is encouraged to scope out potentials and refer them to either Paula or Karen. They will take it from there.

**Public Policy Committee (Dianne Juhnke)**

***State***

SB1273 Safe Sleep bill did pass and was signed. We supported this bill.

SB1274 Liability Insurance bill did pass and was signed. We supported this bill.

SB1554 Director Credentials bill did pass and was signed. We opposed this bill. We worked to inform legislators and sent letters to the Governor’s office stating the negative impact it will have on quality in child care for Oklahoma. We were unsuccessful.

***Upcoming Elections***

Looking toward election season and the fall, we want to reach out to candidates that are running and discuss with them their stand on issues. Stephanie Lippert is drafting a letter to send to them with questions. She will share it with everyone.

***Subsidy and the State Budget***

Subsidy is an issue. It has been frozen and is having a huge impact on families. Single parents are struggling to figure out what they are going to do so they can continue to work. When this issue is addressed the best advice you can give them is to get in touch with their legislator and let them know the impact this situation is having. Board members can also reach out to their legislators in support of Oklahoma families faced with making decisions in light of this impossible situation. The hold is creating panic not just for parents but also for providers; especially those who provide care for most or all subsidy recipients.

OETA interviewed Karen Smith, Board Member and Director of the Child Care Resource Center with the Community Service Council out of Tulsa. The reporter discussed the subsidy issue with Karen and interviewed two providers and one parent. The conversation was supportive of DHS CCS as they can only work with what they are given and had no choice but to make the cut. During the interview Karen encouraged families to speak to their legislators and warned that this situation will encourage a lot of unlicensed care and create dangerous situations for children. The major budget cuts experienced have caused child care to take hard hits this year. The interview is on the OETA website.

The hold on subsidy for new applicants went into effect June 1, 2017 with an indefinite ending date. Originally the feedback indicated the hold would be for all of FY2017. Rumor has it that it may be lifted after about three months. Hopefully around August people will be able to apply.

DHS CCS really did try to do a lot internally. They have had to reduce licensing visits to 2 visits per year in some parts of the state. Not all the OKDHS employee voluntary buy-out offers have been completed, additional staff may be let go. As a result DHS is looking for child care to do even more with less money.

Senator Lankford was the only “no” vote on the federal budget. Taffy immediately emailed and called his office. His staffers relayed that it had nothing to do with child care and that he feels we are doing a great job. He can see that quality in Oklahoma has gone up. The reason he voted “no” was because of CIMS (chimps). They are budget gimmicks that are written into the bill for billions of dollars. He also stated that the minimum wage laws are killing small businesses for OT payments. Both have nothing to do with child care. Regardless, the budget passed.

Changes that are being forced onto DHS and CCR&R are changing our ability to maintain quality services and sustain our position at the top for quality in the country. We are going to start going backwards if something doesn’t change.

**Resource Development Committee**

Did not meet this quarter.

**Executive Director’s Report (Paula Koos)**

***FY2017 Contract with DHS CCS***

Paula has not yet spoken with anyone at DHS CCS to see what the status of our FY2017 contract. The process will more than likely be much the same as years past. We typically get the contract by July 1st, although we always worry and have created contingency plans. Due to the cuts, the contracts department is behind and we may not get the contract by the beginning of the year.

We have an email that states our budget for FY2017. Paula will clarify that monies spent past June 30th can be retroactively paid back to the agency once the contract is received.

Smart Start has sent out an email notifying their programs that no funds will be paid for services past June 30th. Their work will end until another contract is signed. We are funded out of a different contract.

OCCRRA is in a position to cover expenses for one month if it becomes necessary. Paula will keep the board notified as events progress.

***Hispanic Conference***

The FY16 Hispanic Conference was hosted in conjunction with CECPD (as it has been each year) in early June. The event is totally in Spanish and draws providers from across the state who need clarification on regulations and are looking for activities with children in Spanish. Our numbers were down this year primarily due to the lack of OKDHS CCS conference vouchers (another reality of the budget cuts) to pay for the event.

The Hispanic Conference has been planned in the FY2017 budget but may require separate funding moving into the future if budget cuts continue to take place.

A report covering the event will be given to the board at the September board meeting.

***Progress Assessment***

The document used to monitor state and regional contract progress called the Progress Assessment has not been agreed upon between OKDHS CCS and OCCRRA for FY2017.

OCCRRA’s first proposal was rejected for many reasons. OCCRRA suggested a reduction in TA’s but CCS did not agree. They are asking for the same performance with 10% less funds; but, reductions have to happen to cover expenses. OCCRRA has countered with a proposal of 85% in person TA’s and 15% by phone TA’s. At this time, OKDHS CCS is asking for an increase in TA’s from last year and prohibiting phone TA’s altogether.

Paula will keep the board notified once the final document is approved.

***Fund Development***

A fund development plan was created for one year that is very basic and sets out steps. OCCRRA has a very small donor pool. Five new donors would make a big difference and so would $5,000.

We really need to secure the chair for the Resource Development Committee. There has been no communication with the person who used to be chair. The committee cannot meet until a chair is found.

**Old Business**

***Banking***

The Finance Committee voted to move banking from IBC to First Citizens Bank. We are in the transition phase and transferring funds. Mike or Brittney will need to accompany Paula to IBC to close the accounts in person.

***Strategic Plan***

The dashboard was given to the board for review with comments made at each board meeting, committee meetings, and comments made by the Executive Director.

*4th Quarter FY2015*

Step 10 – Met - ongoing. Developing a written fund raising strategy has been completed and will be shared with the Board of Directors. We must double our efforts to figure out what to do next.

*1st Quarter FY2016*

Step 14 – Delayed/in process. When this strategic item was created the thought was we were going to ask a lobbyist to join us and work on issues for us. This now seems like a bad idea unless we can pay someone to direct our issues to what we want them to do. Not all lobbyists are like Gus Blackwell. Steve Lewis has a great reputation and may be a good candidate. We should not write this item off altogether. Austin will send a list of people who will do pro bono work and are reputable to Paula. Paula and Stephanie did a wonderful job this last year but we should look to the future and what benefits OCCRRA.

*2nd Quarter FY2016*

Step 21 – Delayed/in process. A one-page marketing plan has been developed by Jim Green. He sent it to Paula. She will review it, make changes and assign tasks. She will follow up with Jim.

*3rd Quarter FY2016*

Step 24 – Delayed - Pending. This is one of a group of items that need work.

*4th Quarter FY2016*

Step 26 – Pending. No one is working on this step. A model had not been created. The board was given a list and were asked to identify anyone they knew in the legislature. No one responded. Paula will send follow up to the board. The idea is to establish connections and determine where we want to be in order to create a future plan of success.

***Quarterly Report***

The quarterly report submitted to OKDHS CCS is a compilation for the entire state. This is the report shared with the board. Quarterly, the regions are given their individual numbers and status towards meeting goals.

The red arrows on the state report indicate a decrease from last year’s quarterly figures. The arrows primarily point down when they are representing the number of calls we receive. The contract has shifted from parents to providers at the request of OKDHS CCS. Since this is at their request, we are not as worried as we could be. We are doing well and things will be looking different as we move into the future.

**New Business:**

***None***

**Executive Session**

The session lasted from 11:28am to 11:31.

The board would like to give Paula Koos the same pay rate adjustments that she has given the staff for the end of FY16. Moving forward Paula is directed to include herself when making temporary adjustments to pay.

***Dianne Juhnke made a motion to accept the FY16 pay adjustment and future temporary pay adjustments for Paula Koos to match adjustments given to staff; seconded by Mike Upton. All were in favor.***

**Announcements**

* None

There being no further business ***the meeting adjourned at 11:33am*.**

**Recorded by, Respectfully Submitted by,**





**Michelle Miller Stephanie Makke**

**Recording Secretary Board Secretary**