**Board of Directors**

**Meeting Minutes**

OCCRRA

 March 23, 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.*

**Members Present:** Karen Smith, Jane Humphries, Mike Upton, Jim Green, Taffy Henderson, Dianne Juhnke, Tammy Charles, Stefanie Rollins,

Austin Marshall

**Members Excused:** Brittney Wycoff, Stephanie Makke

**Members Unexcused:** Joetta Gatliff

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

**Quorum:** 9 were present, 7 is quorum. Quorum was met.

**Orientation**

***Nonprofit Foundation of our Organization***



OCCRRA is a voluntary not-for-profit association that first began in March 1999 to oversee the state network for a unified mission *(1st mission statement- image right)* and vision. The blueprint for the state network took shape with shared best practices for service delivery and peer-to-peer learning. OCCRRA’s three main service groups were Families, Child Care Providers and Community, including employers.

The agency was initially housed at Rainbow Fleet. In 2001 it was moved to Sunbeam Family Services. In 2003 OCCRRA moved to Founders Tower with three Community Mobilization (Smart Start) staff. In 2006 another move brought us to Perimeter Center.

The board was comprised of all 9 regional directors; the staff were two, an Executive Director and a Bookkeeper. The staff began to gradually increase as the years progressed and services expanded to include Community Mobilization, Child Care Health Consultants, Hispanic Services and an Infant Toddler Project. In 2006 there were 9 OCCRRA staff members and 3 Smart Start employees under OKDHS CCS contract; all managed by OCCRRA.

In FY2007 Community Mobilization (Smart Start) services became funded under another contract resulting in the loss of three staff members. In FY2012 the State of Oklahoma experienced budget cuts statewide. OCCRRA’s budget took a 25% cut, resulting in the loss of the Health Consultant and Infant Toddler programs. The Parent Services Manager resigned during FY2013 and the position was not filled, leaving OCCRRA with 6 staff members.

In FY2016 the state is experienced revenue failures. OKDHS CCS took a 7% cut and are anticipating yet another cut before FYE. At this time we are certain OCCRRA will take a 3% cut with another cut on the horizon. At year end FY2016 (June 30, 2016) the Parent Services Manager is retiring. Her position will be eliminated and the OCCRRA staff will become 5, with the remaining staff absorbing duties and shifting responsibilities.

With such massive budget cuts affecting the regional offices the dynamics of our service delivery will be changing. OKDHS CCS is focusing less on families and more on Technical Assistance (TA) which assists child care providers to achieve licensing standards and to increase their STAR levels.

In FY2015, with the bid for the CCR&R contract and the mandate of OKDHS CCS, a Call Center was created and Rainbow Fleet won the bid. Parent referrals became centrally located in OKC for the entire state and were removed from each region. Each region acts as backup to the call center and handles all walk-in referrals. This shift has not diminished parent services; but faces the reality of the effect modern technology has had on face-to-face and telephone interactions. More and more families turn to the internet for their needs. The creation of a centralized call center has allowed the regions to shift their main focus from families to providers and their training and TA needs. This is a direction OKDHS CCS supports and has strongly encouraged within the contract.

Our next bid for contract will be for FY2019 (July 2018-June 2019). Contracts typically come with 4 – 1 year extensions. At this time, without us there would be no provider support.

***OCCRRA Staff***

The staff were welcomed to the meeting. The Board introduced themselves. The staff then gave a little background about themselves and their positions:

Database Coordinator Sharon Williams:

When OCCRRA’s structure changes July 1st my new title will be Database Manager and I’ll take on additional duties that were previously under Parent and Provider Services.

I manage all aspects of NACCRRAware, the statewide child care database and the technical assistance database, TTAM. I authored and maintain the current NACCRRAware and TTAM Compliance Guides for users. And, I provide training, technical assistance and support to those users. Most recently, I’m very proud of the work we’ve done with Technical Assistance and TTAM.

John Kenyon-he’s a nonprofit technology educator and strategist, said “After people, data is your most important asset.” Data=Information=Knowledge -- Data is important because it’s Information, and Information is Knowledge. The more knowledge we have about what we’re doing and why we’re doing it, the better the outcome.

Parent Services Manager Marti Nicholson:

I have been with OCCRRA for 11 years as the Parent Services Manager, and have shared the responsibilities of Provider Services Manager since that position became vacant in 2012.  I am responsible for training and supporting regional staff as well as monitoring contract compliance.  My professional focus has been on customer service and the professional development of referral specialists.  I am the author of multimedia and online training courses that are used across the nation by child care resource and referral agencies.

Recently,  I spear-headed OCCRRA’s planning for delivery of technical assistance to child care providers when the DHS contract required added services in that area.   .

I will be retiring June 30, 2016.  When I leave, my position will be absorbed by the remaining 5 staff members.  The retirement party is June 24th – everyone mark your calendar!

Hispanic Services Coordinator Keila Garcia:

I have been with OCCRRA for 11 years.  As Hispanic Coordinator I started the Hispanic Project, translate all the outreach resources and set up a Spanish line to help Hispanic families and providers. I also started the only Hispanic Conference in the state which this year will celebrate its 10th year of serving Spanish speaking providers in the state.   I have been sharing the duties created when the Provider Services Manager position became vacant in 2012.

When our structure changes July 1st, I will become the Program Services Manager and take on duties that were previously under Parent and Provider Services.

Community Services Manager Stephanie Lippert:

I have been with OCCRRA for 12 years.  As Community Services Manager I monitor the regions’ progress on contract items relating to community outreach and collaboration.  I follow all state and federal policy affecting child care, annually update the Child Care Portfolio data, develop the agency’s annual report and recently created the new OCCRRA website.  !

When our structure changes July 1st, I will absorb some of the duties that were previously under Parent and Provider Services.

Office Manager Michelle Miller:

I am the first voice you will typically hear when you call the agency. I work to create a positive and knowledgeable first impression. I manage administrative duties for the office. As the sole bookkeeper I perform all accounting functions to include payroll and preparing financials. I assist with Human Resources and maintain employee documents. I am the main interaction with the auditor each year. I am the Recording Secretary for the Board of Directors and provide administrative assistance whenever needed.

In August I will have been here for 9 years as the Office Manager.

***New Staff Structure***

Paula shared with the group the staff diagrams starting from 2011 to date. With the resignation of the Parent Services Manager (PSM) and our most recent budget cuts this will be the third restructure in 5 years. The duties of the PSM will be absorbed by the remaining staff:

* Executive Director – Paula Koos
* Office Manager – Michelle Miller
* Program Services Manager – Keila Garcia (previously Hispanic Services Coordinator. She will continue to service the Hispanic Community)
* Community Services Manager – Stephanie Lippert
* Database Manager – Sharon Williams (previously Database Coordinator)

**Call to Order**

Mike Upton called the meeting to order at 10:27 a.m.

**Consent Agenda (Mike Upton)**

* + - Minutes from December 2015 Board Meeting.
		- FY2016 – 2nd Quarter Financials (October 2015, November 2015 and December 2015)
		- 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 (Paula Koos in Brittney Wycoff’s absence)**

***Financials***

Second Quarter FY2016 Financials are on track with no surprises. We are operating as though we have already taken the 3% cut and acting very conservatively until further cuts are made known.

***Bank***

We are not a large account with only $1.5 million in pass-through funds, a savings account of only $64,000 and three credit cards. The amount of checks we use monthly is minimal. Any vendor that takes online payments is paid via the internet. Our main needs provide for any transaction over $1,000 to have the Board President or Board Treasurer’s approval (second signature) and the ability to pay staff and regional offices via direct deposit.

We looked at Midfirst Bank, Bank of Oklahoma, First Citizens Bank, and IBC Bank (current). A handout was given to the board to show a comparison of each bank and the services they offer. Ultimately we chose First Citizens Bank. They are a small bank focused on local businesses. They have two locations – our location is in the Landmark Towers, here in OKC. They offer a courier service for deposits at no charge, free checking, and our first batch of checks for free. This will save us $300-500 in check stock and $330 a year in bank fees. Although the savings account has a small interest rate it will still show a gain rather than a loss. Bank representatives came to the finance committee meeting and did a presentation. They offer free checking to any board or staff member and expressed a willingness to interact with the board of directors. We are planning a transfer of funds effective July 1, 2016.

Although this action doesn’t require board approval, Paula felt it was in everyone’s best interest to put this up for a vote.

***Mike Upton made a motion to approve switching banks from IBC Bank to First Citizens Bank; seconded by Karen Smith. All were in favor.***

***Bank Signatories***

New signatories will be required on the new checking account. Since Marti Nicholson is leaving she will be removed and Keila Garcia will be added. Policies will change to say Program Services Manager and remove Parent Services Manager.

***Mike Upton made a motion to change policies as noted above; seconded by Dianne Juhnke. All were in favor.***

***FY2016 Budget Revision***

The budget revision included in the board packet shows the original budget and a revised budget with a 3% cut.

In order to meet budget cuts OCCRRA has been looking at all processes to see where cuts and reductions can be made. Small cutbacks here and there really do add up.

The regions have been given a tentative figure for revision. Some of the regions have money not spent for the year. Although we are facing cuts it is also important to spend every penny. The SE Region reported an expected return of $13,000. These funds were reallocated to the other regions with the suggestion to spend the bulk on mileage associated with TA’s since the contract needs have increased without additional funds.

NACCRRAware is the database used for parent (client) information and referrals, maintaining provider information, the online referral module for internet searches, and for tracking technical assistance. Typically the annual cost is just over $16,000. It has been our practice to pay this expense quarterly, with the first payment in the previous fiscal year (June 1st installment) and the remaining 3 installments in the current fiscal year. This year we are not planning to make the first installment for NACCRRAware for FY2017. This cuts $4,065 from our budget projections. However not paying the first installment increases the expense next year where another budget cut is anticipated. This is a necessary evil.

Out of State Travel was budgeted for $5,000. There is a ban on out of state travel by OKDHS CCS. This line has been reduced to zero. Any travel made this year was funded by OCCRRA.

Personnel Expenses will not be spent in their entirety but will be absorbed by operating expenses; specifically in the salary line. Health, Vision, LTD and Life insurance policies are being revisited and changed for savings reasons. Quotes show 23% savings on vision and 52% on LTD. They will be changed effective April 1, 2016. The agency will wait until July 1, 2016 to make any changes to the Life Insurance policy as the rates are set for a year.

The agency can absorb another 2% cut without making radical operational changes. Moving into next year we will have the personnel expense from the Parent Services Manager position to absorb cuts. Anything above 10% will require major changes. The hope is that there will be some money left from the vacancy to give staff raises as this hasn’t happened in several years and duties are increasing.

***Mike Upton made a motion to accept the budget revision; seconded by Tammy Charles. All were in favor.***

**Governance Committee (Karen Smith)**

***Elections for 2017***

Currently the Treasurer and President positions are set to expire. Mike has agreed to serve another term as President. Brittney’s second term as Treasurer is expiring and as such she cannot be re-elected. The board officers need a new Treasurer and a Vice President.

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 January 2017.

***Potential Members***

* Martha Balderas was interested in serving but has been unreachable. We will thank her for her interest and notify her of her removal from the board. The communication will more than likely be returned. She will be officially removed once notified.
* Brittney Wycoff referral – in the past the person in this position has found someone within their firm to join the OCCRRA board upon their term expiring. Paula will speak with Brittney to see if she has anyone in mind.
* Marny Dunlap was receptive to the idea of joining the board but not excited. Paula hasn’t heard anything from her and will reach out again and send her a packet of information.

**Public Policy Committee (Dianne Juhnke)**

***Federal***

It is not likely we will be seeing any real changes at the federal level.

***State***

SB1273 Safe Sleep bill passed the house committee to go to the house floor. No real concerns with this bill. Some of the language was confusing “no toys in the sleep area”. It was changed to “infant sleep area”. Although that isn’t much clearer Lesli Blazer from OKDHS CCS assures us not to worry because the language is defined in better detail in the licensing regulations.

* Child care facilities shall not use soft or loose bedding, including, but not limited to, blankets, in sleeping equipment or in sleeping areas used for infants. No facility shall allow toys or educational devices in sleeping equipment or in a sleeping area used for infants. No facility shall place a child in sleeping equipment or in a sleeping area which has not been previously approved for use as such by the Department.

SB1274 has to do with liability insurance. It passed the house committee to go to the house floor.

* Child care facilities shall maintain general liability insurance coverage of at least $200,000. For each occurrence of negligence.  Post a conspicuous notice placed at main entrance of facility printed with lettering that is legible and is at least ¾ in. boldfaced type and is copied and provided to parents or legal guardians of each child under supervision at the facility.  Facility shall maintain a compliance file onsite.

SB1211 mandates a subcommittee that already exists as the peer review board.

* Utilize subcommittees to make recommendations of best practices in licensing standards for child care centers, family child care homes, residential child care facilities, child-placing agencies and group homes. The committee shall include consumer representation for all categories of facilities licensed by the Department. Advisory Committee:  A majority of the Board shall be representatives of child care facilities. Such rules shall not be promulgated until after consultation with (add) the Commission on Children and Youth and any other agency deemed necessary by the Department.

SB1554 has been assigned to the Children, Youth and Family Services Committee in the House as of yesterday. At this point, our best effort would be to educate Rep. Sally Kern about the impact of lowering the educational standards for center directors, in hopes that she will not hear it in the committee. This bill will definitely affect the quality of care.

* Beginning 11/1/16, CC directors shall have 1. A bachelor degree; or 2. An associate's degree including either three (3) credit hours in early childhood education, child development or school-age development or three (3) credit hours towards a Child Development Associate (CDA) or Certified Childcare Professional (CCP) credential or three (3) credit hours in administration and management and at least six (6) months of experience working with children from newborn to twelve (12) years of age; or 3. A high school diploma or General Education Development (GED) diploma, six (6) credit hours in early childhood education, child development or school-age development or six (6) credit hours towards a CDA or CCP credential, three (3) credit hours in administration or management and at least one (1) year of experience working with children from newborn to twelve (12) years of age.

The committee has decided to look at each proposal with the same mind set – Does this have an impact on the quality of child care? If so, OCCRRA will take an active stand.

Look for emails from Stephanie Lippert with updates on the bills.

***Day at the Capitol***

April 12, 2016 is the day selected by the committee to have a CCR&R Day at the Capitol. This is also Child Abuse Prevention Day. On this day each region will meet with their legislator and let them know what is going on in their district. The week selected is later than originally planned but was strategically picked by the Public Policy Committee. It falls between both deadline weeks in which meetings would have been impossible. The 12th is also a Tuesday and it has been brought to our attention that most Legislators are in meetings on Tuesday mornings. We will work to plan our day in the afternoon as to meet with them in person.

***Consortium***

After the CCDBG passed it became necessary to join a consortium along with 11 other states to have them get information and track progress as changes are proposed and made. Last year the consortium focused on the CCDBG and responded to comments regarding a national hotline and website. It has come to light that CCR&R has the most accurate database of anyone in the country. The consortium has been very beneficial and was money well spent. The contract paid for a certain number of hours that will carry through to July. At that point we will be cutting back on the contract so we can save some money.

**Resource Development Committee**

Did not meet this quarter.

***It is vital we find a chair for this committee.***

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

***Budget Discussion***

The main focus of this quarter has been the budget. It has been very difficult because although we were told to expect a 3% cut we were never given anything official in writing. If there is another revenue failure there are no ideas on how it will affect us and we have no information on FY2017. Marti’s retirement is very timely. Her PTO payout will not happen until FY17 because FY16 doesn’t have the funds. Her departure will hopefully allow us to keep up with our obligations to the remaining staff.

***Referral Calls***

Referral calls continue to go down. 10 years ago the number increased drastically because OKDHS did a big marketing piece that drove business to us. Since then the numbers have only decreased. Another campaign isn’t going to happen anytime soon. People are moving toward online access. Most go to the OKDHS website, Child Care Locator, and not us. The good news is that OKDHS CCS is focusing on TA and away from Parent Services at this time.

**Old Business**

***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.

Definitions:

* Pending = No activity, nothing has been done.
* On Track = in process, we are working on it and expect to have it done by the deadline.
* Met = item complete
* Delayed = past objective deadline – some items are being worked on and some are not. Look to the comments for clarification.

Each meeting the board reviews the strategic plan based on date deadlines. We are slightly over one year into a three year plan. Michelle will provide an At-A-Glance spreadsheet to share with the board on our progress at the end of this first year in the near future. On all 30 steps we are 20% pending, 7% on track, 26% delayed and 47% met. The plan is halfway completed and we are only beginning year two. The percentages are good. Some of the delayed items need to be revisited to see if they can ever truly be met.

The strategic areas of discussion included met items that were met with no definitive outcome relayed to the board or because some met items need to be recurring annually:

*3rd Quarter FY2015*

Step 3 –Delayed/in process and ongoing. Marny Dunlap was previously president of the Smart Start board and is a good candidate to build relationships between other early childhood boards and OCCRRA by adding her to the OCCRRA board of directors. We are looking at this strategic objective and realize we will always be working on it.

*4th Quarter FY2015*

Step 7 – Met/ongoing. Having conversations with at least three key legislators to further our goal to build relationships with legislature is currently met; but we will always be working on it.

Step 8 –Delayed/in process. A list with each board members legislator was given to the board with a request to let Paula know other relationships they may have. A chart will be developed depicting linkages once feedback is received.

Step 9 – Met/ongoing. A matrix of board representation has been developed and the governance committee constantly searches for diverse board members. We are currently considering the possibility of asking one of our new Citizen’s Bank employees to join the board. They indicated a willingness during their presentation to the Finance Committee. Paula will discuss it with them and see if we can make that happen in time for the December slate.

Step 10 – Delayed/in process. Developing a written fund raising strategy has been a challenge. The Resource Development Committee does not have a chair and as a result has not met this year. The previous chair has not responded to any correspondence. We are in need of someone to rise to the occasion and volunteer to serve.

In the meantime, Paula will put together a written fund raising strategy to present to the board in the June meeting.

Step 13 – Met. A needs assessment was conducted of providers/licensing workers to see what they perceive as the training needs in their community so trainings can be planned. What did we learn from the training needs assessment survey conducted after the June 2015 board meeting? What did the action plan look like that was developed after the meeting with Linda Whaley when FY15 ended? Everything we need to do takes money. Not a lot of response from the December campaign.

*1st Quarter FY2016*

Step 14 – Delayed/in process. Gus Blackwell is a lobbyist for OCCA and is someone we considered asking for his time for strategic step #16. But then we noticed he was lobbying for bills we oppose. In addition he has been involved in some unethical activity during his campaign. It is to our benefit that we didn’t approach him. We are now looking at Steve Lewis with Children and Family Services. We discussed SB1554 with him and he appreciates our view point. We can contact him and ask him to support our position. We have been down at the Capitol a lot this year. There is some recognition of who we are between the Public Policy Committee and the R&R Regional visits had this year. We are doing a good job at getting out there.

Step 15 – Delayed/in process. Regions will be empowered to offer high quality training to providers that advances their professional development by offering two key topics for training linked to onsite TA. This item is back on track and the regions have been given a lot of information. We have focused on core competency and TA’s. The board will be updated on everything we have done and will be notified once two key training topics have been selected.

*2nd Quarter FY2016*

Step 16 – Delayed/nothing done. Nothing has been done to secure one hour of donated time per week from a lobbyist on kids bills. The board discussed their unwillingness to complete this step. We have Linda Whaley, Karen Smith, the OCCRRA Board and the OCCRRA Staff all active at the Capitol. This item is not in our best interests, especially after what happened with Gus Blackwell. It is really hard to find someone without a set agenda who has time to donate. This item is on the backburner and may never be done.

Step 17 – Met/ongoing. A one page visual marketing plan was developed by OCCRRA staff to share with legislators to help them identify with R&R during 2015. This item really needs to be done at least once per year. Jim Green is willing to work on creating a one pager for 2016.

Step 18 – Met. The gap analysis was conducted and the results were shared with the board. Everything that needs to be done takes financial support we are currently lacking. The analysis should be revisited if and when our financial situation improves or we find other sources of income.

Step 20 – Delayed/in process. Over the course of the last year we have talked to many people to find someone to join our board from other early childhood boards. Pat Potts was not interested. We are still in conversation with Marny Dunlap. There has been no discussion with OICA but they are on our radar.

Step 21 – Delayed/in process. A marketing plan has not yet been developed, Jim Green is willing to work on this as he works to develop a one page visual for step 17. He will meet with Paula to discuss agency needs.

Step 22 – Delayed/in process but unable to make much headway. With all the changes happening at OKDHS it is unwise to spend money on a marketing and advertising plan. This year’s focus had been on TA’s being done and reporting. This has paid off with OKDHS CCS, they are amazed at information we can provide. From a Director’s perspective this is in itself is a difficult area with budget cuts due to mileage expenses from onsite visits. We are pushing for OKDHS to accept TA’s being done over the phone since at this time they only accept “in-person” visits. Having to drive to each provider is the most difficult financial obstacle; leaving little budget room for marketing or advertising.

A conversation was had with Safe Kids recently and they are willing to add our information to their brochures. At this time meeting this item is dependent on situations like this one and the PSA campaign that will air over the summer.

This item should be placed on hold until budget cuts and system changes have evened out.

*3rd Quarter FY2016*

Step 24 – Pending. Within the Governance Committee they have discussed a lot of potential candidates but have not created an inventory list of potential stakeholders with whom to start fostering relationships. The committee has decided they will discuss only this item in their next quarterly meeting. No special meeting will be held. As of April 1, 2016 this item becomes delayed with no activity.

Step 25 – On Track. The item is to conduct two “train the trainer” sessions for regional staff on content when presenting key topics. This is in process. As of April 1, 2016 this item becomes delayed but still being worked on.

*4th Quarter FY2016 – to be discussed over the next quarter*

Step 26 – Pending. Identifying what successful means and creating a model has not been worked on. It was decided at the December Board Meeting that this item has to do with stakeholders getting involved so the Governance Committee was added to this step. During the Governance Committee Meeting in March it was determined that this step is not truly a governance item, so the committee has been removed. This step’s deadline is June 2016.

Step 27 – Pending. Adding an OCCRRA/R&R person to the Smart Start board to help build relationships between other early childhood boards has been discussed minimally. Sherry Rackliff and Laurie Hand were identified as potential candidates during strategic planning but have not been approached. This step has a deadline of June 2016

*4th Quarter FY2017*

Step 28 – Pending. Having an open dialogue with state level partners to recognize OCCRRA’s expertise in child care and establishing a verbal agreement at Partners Meeting is not planned until after a plan is completed. The deadline is June 2017.

*1st Quarter FY2018*

 Step 29 – Pending. Building a relationship with the Oklahoma Child Care Association (OCCA) by getting invited to attend a meeting with OCCA and legislators at least once per year has not been worked on. The deadline is September 2017.

*2nd Quarter FY2018*

Step 30 – Pending. This step is part of developing a marketing plan to bring awareness to legislators, lobbyists, community leaders and business people of our services and the issues we support by getting them to attend child care watch tours. Child care watch tours are very expensive and costly to implement. At this time it is felt the regions are not up to this task. The deadline for this step is November 2017. Perhaps the situation will change before the deadline.

***Dashboard Change***

The board requested an area below the action item of the Strategic Plan Dashboard Worksheet that adds a status to indicate a conscious decision being made to place a step on hold or to step back completely.

***Shared Services- ECE Resources***

This year OCCRRA submitted proposals to both the Potts Foundation and the Inasmuch Foundation for funding support to implement the Shared Services Program. Both declined.

This program will give providers access to personnel policies, meal planning, job descriptions, group discounts, and free or discounted memberships – just to name a few benefits. The program would greatly enhance and streamline administrative processes for child care providers across the state, not to mention saving them money. At this time there are 22 states already using the platform and research shows the average child care center saving approximately $7,500 per year and the average child care home saving approximately $1,000.

OCCRRA has been working for two years to find outside funding to support this program. The cost is $50,000 to customize the program for Oklahoma with $25,000 in fees per year. The goal is to use membership fees to supplement the program. If we charge a scaled membership fee ranging from $15-$125 (homes-centers) it will cover our annual expenses. The facility would recoup their money in no time at all in discounts and free services.

Paula discussed the program with Paula Gates from Sunbeam Family Services and she liked the idea quite a bit. She expressed that the Early Head Start partnership (5 locations) has some unassigned funding. They might be interested in putting the funds towards managing the project. We would then split the reserves of the second year with Sunbeam. Paula Koos sent them a proposal and is hoping for a 2017 implementation of ECE Resources in our state. Paula also spoke with Kathy Cronemiller and she expressed her ability to find someone to help us implement the program.

A handout was given to the board regarding ECE Services.

***Quarterly Report***

Item C8.11.1.2 was questioned by Taffy as a potential error. Paula will look into it with Sharon.

Item C6.11.1.2 was questioned by Taffy as a potential error. This item looks like it should be in the provider section for regions and not in the referral center’s items. Marti visited the group for discussion and to clear up any confusion. Further investigation will be made by Marti to determine if this item is in the wrong location.

**New Business:**

***Meeting Locations***

In the last three years we have tried to have one board meeting a year at a regional location. We have gone to Tulsa and Bartlesville. Discussion was had on which location the board would like to visit. The group settled on Enid to visit CDSA CCR&R in June 2016.

***Annual Pledges/Contributions***

Quarterly contributions were collected from board members. Not everyone has made a pledge for the year. Please do so, all board members must participate in contributions to be awarded certain grant applications.

**Executive Session**

The session lasted 15 minutes.

**Announcements**

* May 2, 2016 – The Marshall Islands are having a Micronesian Day at the Capitol. Although their issues are not child care issues it is still very important. They don’t have much of a voice and are having serious health care issues. Anyone with a strong voice should go and show support.

There being no further business ***the meeting adjourned at 12:02pm*.**

Recorded by, **Respectfully Submitted by,**



Michelle Miller **Stephanie Makke**

Recording Secretary **Board Secretary**