



Oklahoma Child Care  
RESOURCE & REFERRAL ASSOCIATION, INC.

## Board of Directors Meeting Minutes

OCCRRA  
June 17, 2015

### **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:** Mike Upton, Karen Smith, Sheila Clark, Dianne Juhnke, Brittney Wycoff, Joetta Gatliff, Jane Humphries and Dale Wares

**Members Excused:** Denisia Deramus

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

**Quorum:** 6 makes quorum. 8 were present, quorum was met.

### **Board Training**

Began at 9:00 am

Members Present: Dianne Juhnke, Dale Wares, Sheila Clark and Mike Upton

The training was a video presentation. It was an overview on how to proceed and what to expect from Board Members in regards to fundraising and fundraising training. Resources were referenced that may be of use to the Board's Resource Development Committee as they develop fundraising strategies.

It would be advised to cultivate a better relationship with past board members.

There will be a board training with each board meeting.

### **Board Meeting**

Mike Upton called the meeting to order at 10:00 a.m.

### **Consent Agenda (Mike Upton)**

- Minutes from March 2015 Board Meeting.
- FY2015 3rd Quarter Financials (January 2015, February 2015 and March 2015)
- OCCRRA Highlights

No discussion or questions on the consent agenda. Agenda was accepted.

### **Governance Committee (Karen Smith)**

#### ***Resignation***

Stephanie Makke has left her position as a regional manager and has accepted a new position with Choctaw Nation. She has tendered her resignation as a regional representative on the board of directors.

***Mike Upton moved to accept Stephanie Makke's resignation; seconded by Dianne Juhnke. All were in favor.***

#### ***New Board Members***

1. Stephanie Makke is presented to remain on the board as a member at large and to fill the vacant position created by the resignation of Jennie Dexter effective September 2015. Choctaw Nation is supportive of this decision and she would represent the SE portion of the state.
2. Martha Balderas is presented to become a member at large effective September 2015.
3. Taffy Henderson is presented to become a regional representative to replace Stephanie Makke. She would begin serving September 2015.

***Karen Smith moved to accept the three new board members as depicted above; seconded by Dale Wares. All were in favor.***

### **Finance Committee (Brittney Wycoff)**

#### ***FY2016 Budget***

The budget submitted for board approval has figures for a flat budget, a 3% cut, and a 6% cut. All three were presented to prepare for what might come to fruition once we receive the DHS contract. Yesterday Paula was contacted by DHS CCS and told that we have been approved for a flat budget *at this time* and we should look to see our contract sometime next week. "At this time" implies they may decide to cut our budget as we get into the year. This has always been a possibility. It is recommended we approve all three budgets in the event the budget changes during the year.

***Brittney Wycoff moved to approve all three budget scenarios; seconded by Sheila Clark. All were in favor.***

#### ***OKDHS CCS***

It is Paula's understanding that DHS has taken an 8% cut across the board. Lesli Blazer protected her contracts resulting in steeper cuts at CCS.

#### ***Contingency Plan***

A plan was written to cover our bases in the event there was no contract on July 1, 2015. Despite reassurances that we will be receiving our contract very soon; it is advised to approve a plan. Our current policies do not address contingency plans. The plan presented to the board for approval would have employee's maintain a work presence for 4 weeks. At week 5 another plan will have to be implemented that addresses shutting down operations whether temporarily until a contract arrives or permanently in the absence of a contract.

It is Paula's understanding that we are not able to retroactively charge the contract for operations prior to a signed contract. The organization has funds to support two months of operations, overhead contract termination fines and employee PTO liability.

***Brittney Wycoff moved to accept the contingency plan as depicted above; seconded by Sheila Clark. All were in favor.***

### ***Financial Procedures Manual***

Changes were made to the manual in 2013. The revised version was never provided to the board. A question posed during the Finance Committee Meeting was how often the manual is reviewed. We feel we have a comprehensive manual. Both Michelle and Paula have attended financial operations/fraud seminars during this fiscal year and most scenarios discussed are covered. If the CPA who reviews our quarterly financials, the CPA who does our bank reconciliation or the Auditor recommend changes, we implement them. They have not recommended a change since 2013.

### ***Regional Contracts***

Contract's for the regional offices will be prepared but will not be released until OCCRRA has a contract in hand. They will each operate from their own contingency plan in the event a contract is not received by June 30<sup>th</sup>.

### **Resource Development Committee (Joetta Gatliff)**

#### ***Solicitation Letter***

A solicitation letter was reviewed with feedback at the Resource Development meeting. A new letter has been drafted and will be taken to the committee meeting next month. The letter, once finalized will be given to the board to distribute to 5 people of their choosing with a personal notation. A solicitation letter will at least help us to move forward.

It's important that we present a compelling case to potential donors about what we do and what we will do with their money. We definitely need to develop our own cause (a product).

#### ***Committee Members***

The committee only has two members. There is a need to have more! The board was urged to join and/or to think of potential members.

#### ***Events***

The committee discussed ideas for fundraising events. More research was necessary before making any decisions. Joetta contacted Safe kids. They host a golf tournament every year and net \$27,000-\$30,000 each year; but, they have a volunteer committee of 60 people. Part of the complication OCCRRA has is the small number of staff and board. Hosting an event becomes more difficult without more volunteers. The committee discussed possibly teaming up with another organization to host a fundraising event. It would be excellent to have a niche, an event that we consistently host every year.

- Partnering with a for-profit organization may be a better option as opposed to a nonprofit. Most nonprofit organizations are in the same financial situation as OCCRRA.

### ***Board Training***

Look for fundraising training at each board meeting. The thought is that most members would prefer the training come after the board meeting as opposed to arriving early. The meetings typically ends before noon and there is time for training. The committee is meeting again in July and will discuss the next training.

### **Public Policy Committee (Dianne Juhnke)**

#### ***Legislative Session***

Each year during the legislative session, Oklahoma lawmakers file bills for consideration. If bills are referred to committee and if they are passed out of committee, they are sent to their respective houses for a vote. If approved in the house of origin, they go to the other side. If approved unchanged they are presented to the Governor for signature before becoming a law. The session runs from February to May.

#### ***Interim Studies***

There are several interim studies requested that deal with child care. An interim study is usually completed prior to the start of the legislative session. Legislation for consideration can potentially be generated and presented during the next legislative session. Paula is following these. One study addresses access to quality child care from Rep. Inman. Dianne has been in touch with him and has made it known she is interested in finding out more information. She took time to share with him what we do. She has yet to hear back from him. Many times quality care studies actually address licensing regulations and express a desire to cut back on guidelines in the interest of making it easier for more people to provide child care. On July 10<sup>th</sup> the Speaker will make a decision about which interim studies to approve. There are four studies being presented. We are not sure how many will actually be held.

#### ***Legislative Interaction***

Last year it was noted that the committee really needed to be more proactive about OCCRRA's involvement. This year the committee will be meeting in August to discuss issues impacting our industry, studies that apply to us, and steps moving forward.

#### ***Day on the Hill (Washington, D.C.)***

Paula attended this event during the CCAoA Annual Meeting. The initial thought was that the day would not have much success as the legislators were not in session. In reality the visits were some of the most successful to date. The visits were held with the legislative aides who were able to give us dedicated time and undivided attention. Our impact was more profound. Looking forward it would be ideal to make arrangements to visit when legislators are here locally; and when in D.C. visit with their aides. It all comes down to relationships. It is a good idea to focus on legislators that asked for studies regardless of whether they are on the agenda.

### **Executive Directors Report (Paula Koos)**

#### ***FY2015 Progress Assessment Visits***

Progress assessment visits happen in the final quarter of the fiscal year. All have been completed and all regions are on track to meet contract expectations.

### ***FY2016 Progress Assessment Document***

We are in the process of generating the document for next year. It needs some more work to become finalized. This year the call center was established causing some of the regional work to shift to the call center. The call center is handling the bulk of calls (and doing a great job). The assessment document didn't adjust for the change as well as needed. The new document will focus on the trainings and TAs that are happening regionally. We have introduced the NACCRRAware TTAM Module (Training and Technical Assistance Module). The database allows training and TA to be tracked by training and core competencies that OKDHS CCS has expressed are important. The TTAM is very detailed and streamlined, allowing for better reporting without a lot of hand calculations. The module creates a platform in which all regional training and technical assistance is recorded in the same way, statewide. For the past three weeks Marti and Sharon have been visiting each region to introduce and train on the TTAM with a rollout deadline of July 1<sup>st</sup>. They have been to 6 of the 8 regions and each visit has been very productive and successful. Each visit has revealed a little more on what we need for implementation.

### ***Shared Services***

Grants were solicited from the Potts Family Foundation and the Inasmuch Foundation; neither were granted. A grant application has not been done for Sarkeys Foundation. We needed funding from all three to compile the \$125,000 needed to start the project. Shared Services will be a great thing for the providers in our state if we can manage to raise the funds. It provides job descriptions, menus, classroom plans, and supply discounts along with many other areas of assistance.

### ***Regional Structure***

Stephanie Makke's resignation has left the SE Region (Southeastern University CCR&R) without a Director. The region covers 11 counties in the far SE corner of the state and is housed in Southeastern State University. Although Stephanie's new position at Choctaw Nation presents a wonderful conduit for our organization it has left us with an area of the state exposed. Janet Scribner is the only other employee for that office. SOSU has a resource library that is supported by CCR&R and by Choctaw Nation. The resource specialist manages the library and half of her salary is paid by Choctaw Nation.

Conversations have been initiated to possibly merge the SE and the SC regions. Southcentral's main office is located in Ada within East Central University. We are not currently looking to close the SE office. The resource library there creates a relationship with Choctaw Nation that we do not want to lose. Negotiations will take time beyond the time remaining in FY15; it would be advisable to remain with SOSU for FY2016. Initially we will start with a 3 month contract for each region until negotiations are complete. It is important that we maintain relationships and honor the structure.

ECU is closer to some of the SE regional counties. This makes Ada the ideal main location. The board discussed the potential of having a satellite office in McAlester. That area has high need with high poverty. There are many systems already in place to cultivate better living environments and we may find opportunities we don't have in other areas of the state. With an office in Ada, Durant and Macalester the counties would have good coverage. Combined SE and SC are comprised of 22 counties creating the largest geographical region in the state and the third largest for funding.

Paula requested board approval to proceed with an open dialog with both agencies and to begin planning for the future. The board approved.

### ***Hispanic Conference***

Each year we hold a conference for our Hispanic providers. Primarily their first language is Spanish. This year there were 90 participants; there have been as many as 125 participants in the past. The Hispanic Conference is always received well and it is an opportunity for us to work in conjunction with CECPD. OCCRRA is becoming well known for the event.

### **Old Business**

#### ***Strategic Plan***

The dashboard given to the board covered calendar year 2015. The plan is coming along nicely. The areas of discussion were:

Step 3 – The governance committee has discussed and identified potential members. We weren't successful in recruiting anyone during the last quarter; but, have other potentials.

Step 8 – The information has not yet been solicited from the Board so no identification has been made. Among the regions there are good relationships with the legislators resulting in a couple who actually know OCCRRA and what we do. At the end of the year once the interim studies have been conducted and after the end of the year are good times for legislative outreach.

Step 10 – We need to increase the members on the development committee. No strategy for moving forward has been formulated at this time.

Step 13 – A needs assessment is currently being done. It will be complete by June 30<sup>th</sup> as part of our contract obligations with OKDHS CCS. At that time an action plan will take shape.

The colors on the dashboard represent the staff member responsible for feedback and action. The names were not included in the board handout.

### **New Business:**

***None***

### **Executive Session**

***None***

**Announcements**

- Look for an email when a contract arrives.

There being no further business *the meeting adjourned at 11:00am. Moved by Dale Wares, seconded by Mike Upton. All were in favor.*

**Recorded by,**

**Respectfully Submitted by,**



Michelle Miller  
Recording Secretary

Sheila Clark  
OCCRRA Board Secretary