

Approved
September 18, 2014



OKLAHOMA PARTNERSHIP FOR SCHOOL READINESS

Board Meeting Minutes

Thursday, May 15, 2014

Department of Libraries

1:00 PM

The agenda was posted at 421 Northwest 13th Street, Colcord Building, Oklahoma City, Oklahoma on Wednesday, May 14, 2014 at 8:30 AM.

Call to Order

The meeting was called to order by Ann Cameron at 1:06 PM.

Members Present

Ann Cameron, Edd Rhoades (1:20) for Terry Cline, Kathy Cronemiller (1:09) , Phil Dessauer (1:08), Bill Doenges, Marny Dunlap, Kay Floyd, Barbara Hankins, Bob Harbison, Kermit McMurry for Glen Johnson, Ed Lake, Lesli Blazer designee for Ed Lake, Susan McVey, Vaughn Clark for Larry Parman, Ray Potts, Dan Schiedel, Treasa Lansdowne designee for Lisa Smith, Janet Karner designee for Robert Sommers, Jay Weatherford, and Amy Tate for Stephan Wilson

Members Not Present

Teri Brecheen designee for Janet Barresi, Marcia Brueggen, Caren Calhoun, Andrea Hall designee for Joe Cordova, Somerlyn Cothran, Ed Long designee for Nico Gomez, Janet McKenzie, Annie Van Hanken and Amy Chlouber designee for Terri White

Staff Present

Debra Andersen, Alexandra Bohannon, Peggy Byerly, Stephanie Mendenhall, Cyd Roberts, and Megan Tyler

Approval of November, 2013 Minutes

Ann Cameron asked everyone to review the February 20, 2014 minutes.

A motion was made by Susan McVey to accept the minutes with the correction of adding Treasa Lansdowne as being present and the correction of a couple of typos. Ray Potts seconded the motion and all members present, except Marny Dunlap who abstained, voted in the affirmative. Motion passed.

Finance Report

- Stephanie Mendenhall reported on the OPSR budget as of March 31, 2014. FY2014 month budget is \$1,780,480 and the year-to-date Expenditures are \$1,086,483. The FY2014 month percentage year-to-date budget is 81.4% and the overall percentage to budget is 61.0%.

Budget

- Stephanie presented the proposed budget for FY2015 that was based on flat funding. We still have not heard what the actual amount is going to be. It has gone through the Finance Committee and this is how they proposed the funds be spent if we should be flat funded. The only change from FY2014 to FY2015 was that \$8,270 from category Community Technical Support up into the UCO Professional Services Management area – this money will still be used for Community Technical Support but we have found it is easier to access the money through University channels than the State channels.
- Kermit McMurry emphasized that if the state dollars were anything but flat funding then the Finance Committee would regroup and prepare a new budget which would then be presented to the OPSR Board for a new vote.

A motion was made by Kermit McMurry on behalf of the Finance Committee to accept the proposed FY15 OPSR Budget with the understanding that if funding levels are changed at the direction of OKDHS, the Finance Committee will make recommendations to the OPSR Board on how to reallocate funding for FY15. The motion was seconded by Bob Harbison and all members present voted in the affirmative. Motion passed.

By-Laws Revisions

- The marked-up version of the new By-Laws Revisions was discussed and some changes were made as follows (the changes/additions are bolded in red and the deletions are bolded in blue. Any changes made today are bolded in green)
 - Ann Cameron, Chair, explained that she would like to vote on these by Articles.

ARTICLE II BOARD MEMBERS

- **Section 2.5 Attendance.** ~~On an annual basis, t~~ The Board shall submit an **annual** attendance report to the office of the Governor **by February 1.**
 - **Section 2.7 Executive Director.** The Executive Director shall serve **as an ex-officio member of the Board with voting rights and whose attendance at Board meetings shall count toward quorum. Executive Director shall not be elected to an officer's position.**
 - **Section 2.8 Ex-officio Members.** **The OPSR Board may approve up to five (5) ex-officio members by a majority vote of the Board. These such ex-officio members shall not count toward quorum and shall not have voting privileges. The ex-officio members shall serve for two (2) years and may be approved for two (2) consecutive terms. Ex-officio members shall not be elected to officer positions.**
- *A motion was made by Ann Cameron on behalf of the Executive Committee to accept the changes made to the by-laws in Article II as presented. The motion was seconded by Dan Schiedel and all members present voted in the affirmative. Motion passed.*

ARTICLE III BOARD MEETINGS

- **Section 3.4 Special Meetings.** Special meetings ~~must~~ **shall** be called by the chairman of the Board, at the decision of the Executive Committee, or upon written request by three (3) members of the Board. No business shall be considered at any special meeting other than ~~the purposes mentioned in the notice given to each member.~~ **the business identified in the special meeting's agenda. except upon the unanimous consent of all members.**
- **Section 3.5 Notice of Meetings and Agenda.** Notice of **regular** Board meetings shall be **received by each member at least seven (7) in advance. Notice of special meetings shall be received by each member no later than 48 hours in advance. mailed or sent by**

~~electronic communication to each Board member at the member's last recorded address at least seven (7) days in advance, with~~ Notice may be delivered by regular mail, electronically or by personal delivery to the member's address of record or contact information on file with the Board and shall include a statement of time and place. The meeting's agenda shall be ~~sent to each Board member at least 24 hours~~ posted in accordance with the Oklahoma Open Meeting Act at least 24 hours prior to the scheduled meeting, ~~and information to be considered.~~

- **Section 3.6 Quorum.** At all meetings of the Board, a quorum shall consist of a majority of the entire number of Board members or designees **excluding any Board positions not appointed by the Governor at the time.**
- *A motion was made by Ann Cameron on behalf of the Executive Committee to accept the changes made to the by-laws in Article III. The motion was seconded by Kathy Cronemiller and all members present voted in the affirmative. Motion passed.*

ARTICLE IV EXECUTIVE COMMITTEE AND ARTICLE V OFFICERS

- **Section 4.1 Composition.** The Executive Committee shall be composed of the OPR Board elected officers, the Executive Director, immediate past Board chair, ~~the past chairmen~~ and the current chair~~men~~ of standing committees. Other members ~~may~~ serve **on the Executive Committee** upon request of the ~~committee~~ **Chair of the OPR Board.**
- **Section 4.2 Duties.** The Executive Committee shall have and exercise all of the authority of the Board in the management of the OPR, except to the extent of adopting, amending, or repealing the By-Laws; approving the annual budget; or where action of the full Board is required by law. The Executive Committee shall keep regular minutes ~~report~~ of its proceedings and actions, ~~which shall be reported to the Board at their next scheduled meeting.~~
- **Section 4.4 Meetings.** The Executive Committee shall meet at such times as may be fixed by the Committee or on the call of the Chair~~man~~ of the Board. The Executive Committee shall meet at a ~~place which~~ **place that** is convenient to the public, and at such times as may be **established** ~~fixed~~ by the Committee. Notice of the time ~~and~~, place of the meeting ~~and information to be considered~~ shall be **given to received by** each member of the Board and each member of the Committee at least seven (7) days in advance of the meeting. ~~The agenda shall be sent to e~~ **Each Board member of the Board and Committee shall receive the agenda at least 24 hours prior to the scheduled meeting, and comply with the Open Meetings Act when applicable.** Notice may be delivered by regular mail, electronically, or by personal service to the member's address of record or contact information on file with the Board.
- **Section 4.6 Removal.** ~~The entire Executive Committee or A~~ any individual member thereof may be removed from the **Executive** Committee with or without cause by a vote of a majority of the full Board.
- **Section 4.7 Vacancies.** ~~The Board shall fill all vacancies in the Executive Committee, which may occur from time to time.~~ **Vacancies in officer positions shall be filled as described in Section 5.5. All other vacancies will be filled by the Chair and will serve until approved by the Board at the Annual Meeting.**
- **Section 5.2 Election.** ~~The C~~ candidates for officer **positions** shall be nominated by the Executive Committee and elected by a majority vote of the Board at the ~~A~~ **Annual M** meeting.
- **Section 5.5 Vacancies.** **If a vacancy occurs during an officer's term of office, the A** vacancy ~~in any office~~ shall be filled ~~in the manner prescribed in Section 5.2.~~ **by a nomination from**

the Executive Committee and elected by a majority vote of the Board at the next regularly scheduled Board meeting.

- Discussion followed about whether to add to the last sentence of Section 4.1 regarding the voting rights and the soundness of the Chair appointing others beside the officers to be members of the Executive Committee.

An amendment to the motion was made by Susan McVey to change the last sentence of Section 4.1 of Article IV to, "Other members may serve on the Executive Committee upon the request of the Chair of the OPSR Board and shall have voting rights." Kathy Cronemiller seconded the motion. All members present voted in the negative. Motion failed.

An amendment to the motion was made by Vaughn Clark to delete the part in Section 4.1 of Article IV where it begins "Other members may serve" (final sentence) from the by-laws. The motion was seconded by Kay Floyd and all members present voted in the affirmative. Motion passed.

A motion was made by Ann Cameron on behalf of the Executive Committee to accept the changes made to the by-laws in Article IV and Article V, including the previous amendments plus the correction of adding a period to the last sentence of Section 4.2 of Article IV. The motion was seconded by Ray Potts and all members present voted in the affirmative. Motion passed.

ARTICLE V OFFICERS

- **Section 5.2 Election.** ~~The~~ Candidates for officer **positions** shall be nominated by the Executive Committee and elected by a majority vote of the Board at the ~~Annual Meeting~~.
- **Section 5.5 Vacancies.** **If a vacancy occurs during an officer's term of office, the** ~~A~~ vacancy ~~in any office~~ shall be filled ~~in the manner prescribed in Section 5.2.~~ **by a nomination from the Executive Committee and elected by a majority vote of the Board at the next regularly scheduled Board meeting.**
- Discussion on the nominations ensued. Clarification was that the nominations would be given by the Executive Committee and then nominations would be opened to the floor at the Board meeting.

Revote was done on Article V and all members present voted in the affirmative. Motion passed.

ARTICLE VIII , ARTICLE IX , ARTICLE X REST AND ARTICLE XI

ARTICLE VIII FISCAL POLICIES

- **Section 8.1 Fiscal Year.** **The Fiscal Year of the Board shall be July 1 – June 30.**
- **Section 8.2 Dissolution.** **In the event that this organization is dissolved as a result of Sunset Legislation** ~~or if other legislative action is taken to dissolve the Board.~~ **all business of the Board will cease within one year.**
- **Section 8.3 Finance Committee.** **The Finance Committee shall prepare an annual budget to be presented to the Board for approval no later than the last day of the Fiscal Year. Upon Board approval, the budget will be submitted to the Oklahoma Department of Human Services.**

ARTICLE ~~IX~~ ~~VIII~~ AMENDMENT OF BY-LAWS

- **Section 9.1 ~~Process~~ Amendments.** These By-Laws may be amended, altered, changed, or repealed by the affirmative vote of a majority of the Board, at any regular or special meeting of the members if **proper** notice of the proposed amendment, alteration, change or repeal **be contained in the notice of the meeting is given.**
- **Section 9.2 Notice.** Any notice required under the By-Laws of this organization shall be mailed or sent by electronic communication to each Board member at the member's last recorded address at least 24 hours prior to the scheduled meeting.

ARTICLE ~~XIX~~ CONFLICTS OF INTEREST

- **Section 10.1 ~~9.1~~ Voting.**

ARTICLE ~~XI~~ APPROVAL

- **(Last Sentence) The By-Laws were amended and approved by the members at the Board meeting held on XXX.**

A motion was made by Ann Cameron on behalf of the Executive Committee to accept the changes made to the by-laws in Article VIII, Article IX, Article X and Article XI as presented. The motion was seconded by Dan Schiedel and all members present voted in the affirmative. Motion passed.

The By-Laws have passed. The corrections voted on will be made and the document will be signed as of May 15, 2014.

SSO Community Contract Renewals

- Kathy Cronemiller reported that the Community Mobilization Committee found no major problems with the contract renewal

A motion was made by Kathy Cronemiller on behalf of the Community Mobilization Committee that the Community Contracts of FY15 be renewed. The motion was seconded by Kermit McMurry and all members present voted in the affirmative except Jay Weatherford and Phil Dessauer who abstained from voting. Motion passed.

Kathy Cronemiller made a plea for more volunteers for the Community Mobilization Committee as they are now down to three members. Kermit McMurry volunteered to be a member of the committee.

OPSR Recommendation Process

- The Policy and Workgroup Coordination Committee has submitted a recommendation about the OPSR recommendation process. In the past the recommendations have been submitted by the workgroups, filtered through the Policy and Workgroup Coordination Committee, sent to the board to be voted on and if approved then they were presented to the Governor as part of the annual report. The recommendation from Policy and Workgroup Coordination Committee is "Policy Workgroup Committee recommends that we suspend developing annual recommendations to the Governor and Legislature but allow flexibility to put forth recommendations as the need arises."

A motion was made by Ann Cameron on behalf of the Policy and Workgroup Coordination Committee to recommend that we suspend developing annual recommendations to the Governor and Legislature but allow flexibility to put forth recommendations as the need arises. Kermit McMurry seconded the motion.

- In the legislation that created OPSR as the State Advisory Council, the federal regulations does state that we will provide recommendations to the Governor but it does not state annual recommendations. Annual recommendations and the deadline of November 1st of each year was a self-imposed procedure.
- Discussion followed
- Ann Cameron asked Bob Harbison and any other members who would like to organize the past recommendations to meet and bring back their recommendation to the Board as how to actively keep the Governor recommendations on our mind

Kermit McMurry moved to withdraw the motion from the Policy and Workgroup Coordination Committee, which stated “we suspend developing annual recommendations to the Governor and Legislature but allow flexibility to put forth recommendations as the need arises.” and instead send the motion back to the Committee with the sentiments of the board stating that the motion is unnecessary as the process for developing the annual governor recommendations was not a formalized process. The motion was seconded by Dan Schiedel and all members present voted in the affirmative. Motion passed.

Break

Home Visiting Campaign Presentation

Seth Chase and Lauren Schumer with PEW Charitable Trusts gave a presentation on the Home Visiting Campaign in Oklahoma. Please refer to the PowerPoint slides.

Child Welfare Grant Update

- Debra updated the Board on the grant that was received by the OPSRF from the Administration from Children and Families to improve the connections between the early childhood system and children served through the child welfare system.
 - The Center for Child Abuse and Neglect (CCAN) at OU Health Sciences has been surveying foster families, child welfare, child car and other early childhood providers and conducting a review of policies impacting young children in child welfare
 - Cyd Roberts reported that the grant covers five counties: Oklahoma, Kay, Garfield, Muskogee and Comanche
 - Smart Start contracted with the Center for Child Abuse and Neglect (CCAN) at OU Health Sciences for the grant evaluation.
 - Smart Start also contracted with Oklahoma Association for Infant Mental Health for the training component of the grant. There will be two trainings each quarter in each of the five counties. One of the trainings will target foster parents and one will target professionals who work with children in foster care or at risk of entering foster care. CCAN developed the interviews, are completing a document review, and developed a pre- and post-test for the training.
 - The evaluation team will present findings to the Board once the results have been analyzed

Community Report

- Megan Tyler reported that the community contract monitoring and renewal process was complete
- Four communities were awarded funding from the Inasmuch Foundation for the Innovative Grants this year: Ada, Tulsa, Norman and Oklahoma City
 - Projects are include:
 - Development of parent and family Coalitions to gather authentic feedback on issues regarding access to services and about how families receive and access information on resources for their families
 - Providing support for parents and teachers in completing developmental screening assessments
- Continuing work with the ABle Change Framework – extended contract with Dr. Pennie Foster-Fishman and Dr. Erin Watson to:
 - Provide more coaching and training with the communities
 - Assist in compiling the local information to assist the state-level work
 - Provide technical assistance to Megan and Debra as develop the new community application

Foundation Report

- Debra Andersen reported that Nicole Boyles is no longer with Smart Start Oklahoma
 - At the upcoming Board meeting in June, the next steps to fill that position will be discussed
- The Foundation has been awarded a grant with the Sarkeys Foundation
 - The grant application was centered around family engagement; improving strategies in giving parents voice into the design and delivery of services
 - It will be carried out in Durant, Norman, and Stillwater

Executive Director's Report

- Debra Andersen reminded that Rosalee is retiring at the end of June
- The North Carolina Smart Start Conference was in May
 - Debra participated on a panel with Steven Barnett, director of NIEER and discussed Oklahoma's history in implementing the Pre-K program
- The Oklahoma Department of Human Services has released the 2014 Risk and Reach Report
- Julie Shatswell has been hired to replace Rosalee and she will start next week

Chair Comments

- Ann Cameron gave an overview of the OPSR Board Book
 - Board Member Expectations – want to vote on this next meeting and have all Board members sign it
 - Asked everyone to make sure their contact information is correct – if not please let staff know
 - Ann requested that the Board members and Designees do a short bio and send it with a head shot picture to Rosalee
 - Bio should to be no more than 1 to 3 paragraphs
- Ann revisited the board expectations and wanted input from the members on this document
 - Suggestion was made to have round robins with as many Board members as possible to participate in different parts of the state – such as, morning coffee, breakfast, etc.
 - Maybe once or twice a year
 - Also add the communities contact list
 - Key accomplishments and history of OPSR would be a good addition

- Please contact Ann if you have any further comments on the expectations
- Map of state with community locations

Announcements

- Early Head Start Child Care Partnership expansion grant will be open next week
 - Smart Start Oklahoma will post resources online to assist those interested in applying
- An additional grant opportunity will be available for PreK expansion
- In July, Smart Start Oklahoma will coordinate with OICA and the Ounce of Prevention to form an early childhood advocacy coalition

New Business

No new business

Adjournment

Ann Cameron adjourned the meeting at 3:27 PM.

Next meeting:

The next meeting will be Thursday, September 18, 2014 at 1:00 p.m. at the Oklahoma Department of Libraries.