

Resources sent out ahead of time:

*Executive Director's Report, Registry Financials spreadsheet, Agency Updates, Registry Credential Data Summary, Restricted Funds, Minutes from November 2, 2017 meeting (Advisory Council, Annual Meeting, Board Meeting)*

**10:00** Call to Order: Patty Castillo – Establish Quorum / Attendance

Pam Boulton, Patty Castillo, Cynthia Perry, Tammy Dannhoff, Angel Stoddard, Janet Mincks, Joshua Vick, Jody Gennrich, Christine Moldenhauer, Emily Finnerud, Brian Kluender, Luanne Platt, Peter Deakman, Betzaida Vera-Heredia, Nicole Lopez

**10:05 Minutes from November 2, 2018, Board Meeting** - Pam - Motion to approve the minutes from the August 9, 2017 Board Meeting. Janet- 2nd, Call to a vote. All approve; minutes approved.

**10:08 Executive Director's Update:**

Financial Findings - Scott Haumersen and Danielle Moyer from Wegner: Purpose of the audit was to find any undetected errors. The assessment reviews internal control system. Audit results:

- Financial statements are healthy
- No questioned costs
- Some Internal material weaknesses
  - Adjustments & corrected procedures to improve any material weakness
- Balance sheet
  - 2017 Financials are consistent with 2016
  - 6-month operating reserve

**10:39 Financial Report** – Brian: The budget outlook is solid at this point of the year. Line items for printing and professional items are over budget but most line items are on track. Net income is on pace with what is expected.

Restricted Funds Proposal

We have transferred \$250,000 to an interest earning savings account in August 2016. We propose to restrict this savings account balance to be used for contingency purposes.

**10:44** Pam - Motion to approve the restricted funds proposal. Janet – 2<sup>nd</sup>. Call to vote. All approve, motion carried.

**10:49 Credentials Report** – Christine: 3,951 individuals that have been awarded a Registry Credential with 8 commissions from November to January and 7 commissions scheduled

from March to May. We have developed a new Credential policy – video / photo agreement form for parents. This document aims to strengthen privacy agreement between students & parents. I attended UWM Adjunct instructor retreat and hosted the Credentials summit, where we updated portfolio guide & reviewed coursework. There is work happening for course materials with community partners & colleges. We are working on planning for the Graduation Gala – scheduled for March 3<sup>rd</sup>.

**10:59 Marketing & Communications Report** – Josh: In Wisconsin, communications centered around the November coupon for free Registry membership and renewal. Communications were sent to all current members and organizations, and those who had an account but never applied for membership. The Registry also sent a physical letter to members who had expired in the past 3 months as well as those who were about to expire. Communications were also sent to all audiences regarding the updated system in January. Organizations received additional emails prior to the update, detailing the new log in requirements. The Registry also shared news of the updated Career Levels in February.

Regarding the Michigan contract, resource centers across the state were invited to join a series of introductory webinars in November. Invitations were also sent in December and January to all pre-approved trainers detailing what the MiRegistry is as well as how to create an account. Work is being with a 3<sup>rd</sup> party vendor to create a website ([www.miregistry.org](http://www.miregistry.org)) and print marketing materials for MiRegistry.

Betzaida: Regarding the Minnesota contract, the Career Lattice was updated and published. Translation work was completed on the website ([www.mncpd.org](http://www.mncpd.org)) and now includes English, Hmong, Somali, and Spanish. Improvements were made on the website to make it more accessible and improve usability. Achieve also launched a job board and community board.

**11:22 Agency Report** – Nicole: Annual staff evaluations have been completed for 2017. The evaluations allowed for supervisors and staff to talk one-on-one about strengths and goals for 2018. The Registry as also started participating on I/T study with OPRE. The study has great potential to deliver important findings but with any study, The Registry will be cautious on how data is utilized.

**11:32 PDAS Report** – Luanne: The new Registry career levels were launched. A commentary was created to help convey updates but also provide an overview of how to better understand the levels. The PDAS Committee is onboard to develop requirements for online training platforms and is also working also on training evaluations, in which data would be collected by The Registry. The PDAS Summit is scheduled for April 26<sup>th</sup> and Jill Soto will be the keynote speaker.

**11:42 WI Operations Report** – Jody: The new policy regarding official transcripts has been well-received overall attributed to agency communication with clients. The system updates in January went reasonably well. Inbound calls have increased in January due to clients acclimating to the updates. The Registry had more than 2,500 applications in the month of November due to the launch of the “membership” coupon which impacted processing time.

**12:05** Lunch Break

**12:47 Minnesota Contract Report** – Betzaida: The fall Parent Aware cohort deadline is December 31, which impacted the number of applications. Though the number of applications almost hit 1,600 in November, processing time was kept under 6 weeks. The spring cohort started January 1, which also impacted the number of applications.

MN is in the process of implementing an improved trainer approval process which includes new trainer types and specific approval and renewal requirements. MN expects a significant number of applicants will not meet the new DHS approved criteria for new trainers.

DHS contracted with the Center for Inclusive Child Care to administer the Infant and Toddler Specialist Grant. One of the main goals is to increase the availability of Relationship-based Professional Development Specialist that will support practitioners providing services to infants and toddlers.

The Develop Help Desk continues to provide support mostly over the phone.

**1:14 Michigan Contract Report** – Emily: MiRegistry conducted several webinars in November and conducted one-on-one calls with each resource center in December and January. We want to utilize the resource centers almost as MiRegistry ambassadors to help folks understand and recognize the importance of having a registry. Carlie, Peter, Christine, Josh, and Emily traveled to MI in December to present. Attendees had many questions that were addressed and helped staff create FAQs for the resource web page. Pre-approved trainers were invited to join the registry and we had nearly 350 applicants finalized in December and January. Zendesk was launched for the team and 66 tickets were solved in January with a 7.2 hour average first response time.

**1:26 Information Management** – Peter: The 7.0 update was launched at the end of January and will help increase security and usability. Unique emails are required for all users. There are unique cases that require special attention by our developer, especially regarding organizations. They were on sight for our launch and helped staff troubleshoot issues, and continue to offer any needed support.

**1:40 Vote for Board Vacancy** – Patty: We still have a vacancy in the position of Board Secretary. The previous Board Secretary has nominated Tara Von Dollen to fill this position. Tammy – Motion to approve Tara for the Board Secretary, Angel – 2<sup>nd</sup>. Call to vote. All approve, motion carries.

**1:55 Historical Overview** – Pam: After years of collaborating, collecting feedback, and learning from many others across the nation, The Registry was launched by the following collaborating partners: Wisconsin Early Childhood Association, Wisconsin Child Care Administrators Association, and Wisconsin Family Child Care Association. It was really a grassroots effort to provide recognition of an individual's education and training. Over time, The Registry grew and expanded by developing credit-based Credentials and creating the professional development approval system to promote quality training and assure trainer



content knowledge. The importance of using data in the field has grown tremendously over the years, which The Registry plays an important role.

**2:25** Angel - Motion to adjourn, Tammy -2<sup>nd</sup>. All approve; meeting adjourned.

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