

Location: The Registry

Handouts: *Executive Director's Report, Board Financials spreadsheet, Registry Board & Committee Structure, PDAS Specialist Requirements*
Met at new location for a tour at 9 am -940 am

10:00 Establish Quorum / Attendance

Attendance:

Nicole Lopez, Josh Vick, Brian Kluender, Jody Gennrich, Christine Moldenhauer, Patty Castillo, Cathy Howe Thwaites, Pam Boulton, Angel Stoddard, Linda Eisele, Verna Marker, Janet Mincks and Tammy Dannhoff

Minutes from November 10, 2016 Board Meeting- Minutes from May 18, 2016 Board Meeting – Pam - Move to approve the minutes from the November 10, 2016 board meeting. Angel 2 ND, Patty - call to a vote, All - approve - motion carried.

Executive Director's Update

Registry Staff Recognition - Registry Staff recognitions:

3 Years:

Betzaida Vera-Heredia, Tara Hudson, Kara Duehr, Daniel Wielinski, Natalie Falconer, Joshua Vick

19 Years:

Luanne Platt

26 Years:

Peter Deakman

- Committee Reports

Career Development Recognition Committee-

Angel – The PDAS Summit is April 27 at The Crown Plaza. It will be a little different, there will be a keynote, Robin Fox from UW Whitewater with breakout sessions by: Josh/Angel, Kim Fabich, Robin Fox and Luann.

T-Tap competencies, up and running. Committee needs to meet. The site will be getting a hidden URL for T-Tap.

Advisory Council, meets two times each year. Members want to know what their purpose is, are they stakeholders?

Cathy read bylaws of the Advisory Council, as to what their role is.

Angel – suggested the Advisory council needs a written document as to what their duty is.

Angel - Recommendation from the PDAS committee to form a committee for the Registry Specialist.

Nicole – concerns that there will be an issue with cost because of the Data / Programing, is was brought up to bring it back to the next or forthcoming meeting to implement a plan on the Registry Specialist.

Linda - must make sure trainers / specialists are clearly defined.

Nicole – how to implement - get it out to the EC field. Trainers fill out application
NON SPONSERED SPECIALIST

Angel – Assessment Verification, work in progress, document is too long, did not realize how many assessments are out there.

Not a committee report – but career levels

Contracts Committee- Linda – Nothing to report

Credentials Committee- Pam gave the floor to Christine – Newsletter is out, check it out.

Infant / Toddler Credential Surpassed Administrator Credential.

Commissions have slowed down but expect to pick back up to even things out.

Graduation Gala is March 4 in Madison this year, was limited to one guest because of so many graduates. Bonnie Paiser will be getting the Lifetime Learner Award, she is humbled.

The Credential Summit was held in January,

Afterschool & Youth Development

Updated ASYD Portfolio Guide outlines a new portfolio format including rationales and a selection of work samples to demonstrate a transfer of knowledge.

Anticipate the release of this guide March 2017.

Additional course content in the area cultural sensitivity is in the works for Courses 1 & 2.

Family Child Care

Work continues on the full revision and reorganization of this credential.

Further development of the new course modules for this credential were explored.

Anticipate the release of the newly updated course guides summer 2017.

Inclusion

Feedback was gathered for the workgroup scheduled for summer 2017. Overall the credential is going well and just needs minor tweaks.

Interested in being a part of the workgroup to explore potential updates? Contact Christine at The Registry.

Preschool

Work began on revising the Preschool Portfolio Guide to reflect the new hybrid course model.

The portfolio guide is getting a complete overhaul and the changes are exciting!

Anticipate the release of this new guide summer 2017

Data Analysis & Research Committee- Data Analysis

Peter – SFA & DPI made transition with their Data.
Working with Jill H. and her team to work with the CCRR's to eliminate a lot of work for them, unified reporting.
Talking with SFTA on doing reporting for them, training on who is being reached and where.
Met with Erin G, at DCF, and started to find out what they want, as our Data has morphed and changed and want to look at it with them.
DPI, collaborating with them on the Pyramid Model.
Reviewed transition and challenges in getting that data to who needs it

Executive Committee- Nicole - all contracts were under processing time.

WI – 5 weeks

MN – 4.1 weeks

We are in the process of applying for a 1.9 million dollar RFP for the Develop and Implement an infant and Toddler Specialist Network, which would run through April 1, 2017 thru June 30, 2019. We are also writing for a smaller grant locally with DPI for \$20,000.

Theft occurred on January 25, 2017 which resulted in 3 surface laptops stolen (\$3000). All laptops were replaced within 24 hours. Monona Police were able to capture the teenager who admitted to the crime, which was caught on video. The Registry has been contacted in relation to restitution from Dane County Dept. of Human Services Div. of Children and Youth and Families.

We will be moving from our current space February 24, 2017 and set up temporary space by Monday February 27, 2017. All communications are underway through both Josh and Julie. Our permanent space is scheduled to be complete April 15, 2017. Colors and finishes have been selected for the new space to reflect a more vibrant and clean look.

We will be implementing a new phone system upon moving to our permanent location. Our current provider Nextivia is charging a monthly fee of \$603.57 (annually \$7242.84) over 5 years that is \$36,214.20. With the new service provider, we will have what are called soft phones (computer based phone systems) with headsets and leadership will have office phones. The five-year plan costs \$13,481. A savings of \$22,733.20 over 5 years.

Finance Committee- Brian – Handed out an updated, Budget vs. Actuals: Oct16-Sept17 - FY17, there was a typo.

Overall income and expense a little behind, 31%.

Printing was high, ID cards.

Professional fees, bulk is audit fee.

Equipment, purchase of Surface pros so staff can be mobile and wireless headsets.

Moving expense, was going to \$5,000, Nicole got it down to \$3,000, her fiancé recruited the Platteville police department to help.

Motion from the committee to reallocate \$10,000 from line 520 consultants to line 505 professional Development and line 575 Travel. This is because the staff had to develop a professional development goal for the year.

Marketing Committee- Josh – December was busy, sent reminders for the background checks, Josh called 80 T-Taps, and most were pleasant with just one or two negative responses.

The Registry ID Card Facebook contest was good, added about 100 new “likes”. There were 3 winners, gained a lot of community engagement with the contest.

Conferences: attended the Head Start Conference, registered 10 new people Josh and Ashley attended a 4C’s meeting; they answered a lot of questions and cleared up a lot of misconceptions about the Registry. Josh gave them his information for future questions.

We will be attending the WI Child Care Administrators Conference February 22-24.

Personnel Committee- Jodi - Reviewed Internal/External policies and procedures with staff.

Operating at 10% inaccuracy, of 16,934 applications we had 98% accuracy.

Will be trained new staff at the end of January and she is doing great, averaging 89% accuracy.

Hired a temp. to fill in for Dan out on medical leave.

Implemented a 90-day cancellation policy.

Closed Session- ED annual review

It was requested that when asking for new business, please put who had the request.

Nominating committee, the bylaws were read so it was clear, was is to be accomplished.

Discussion of how do you get on the Registry Board, how do we recruit. All agree it would be beneficial to have different areas of expertise and ethnicities.

LUNCH 12 pm

Reconvened 12:45 pm

1:00- New Business

- Committees
 - Nominating Committee / Recruitment of Board members

Revisit bylaws & statement of purpose regarding committees & committee designation - Patty – Application for Board members never got developed, nominating committee will develop.

Discussion on board member roles, went through each to see what is working and what needs to be looked at. Discussed having at large members.

Pam – I motion that we investigate eliminating the contacts committee as a standing committee, dividing the Career Development Recognition committee into two components and revise the bylaws to reflect those changes. Verna Second. Linda and Pam will investigate.

2:00 Review results of WAN After School survey- Linda gave us a presentation on the WAN After School survey. Linda- Two categories, early childhood and school-age. Need to gain respect of the Afterschool entity.

Pam- The career ladder is a good place to look for changes to meet the needs of the school-age field. Work with the licensing and YoungStar levels.

Peter D. – Custom searches to seek specific data need a system of custom search tools. It is very costly to create different kinds of certificates/membership levels. We will need to consider the funding sources in these discussions and look into the National level of AS network. Pam- This is a catch 22 because the time in AS is so short that they can't wait the 5- weeks for the Registry findings. Linda E.- The Registry is interwoven with licensing and YS. Nicole- We are exploring changing the levels and matching to the 36 hours of education and these discussions have already started.

Angel S.- We need to consider the review process for unrelated degrees. We have a member with a Business Degree who is asking for this to count as equivalent to the Administrator Credential. Nicole- a degree is a degree. To be an effective manager of a children's program the manager needs to not only understand business but also the early childhood field. Angel- explained the need for Director quality- maybe by the career ladder. Linda- There is a disconnect between licensing and Registry levels. Different certificate for different position held by one person. Peter- This is a birth-12 Registry not a position registry. It would be possible to break it up by position but it all costs money. Where do you draw the line? SA + a long list of courses, including business, even longer? Angel- How do we value the director on the career ladder? Would we say that a business degree is o.k. for the director position but not for the teacher position? Pam- We have a process for looking at the career levels and taking her request this year and discussing. We are responsive to licensing because licensing created us. But we can be more responsive by organizing a sub-committee to discuss the needs of members and to look at all the ramifications of changes, the who, why, etc. We need to have licensing be a part of the conversation of changing career ladder qualifications. Degrees can't be tested out so need to say that the degrees have a meaning and the Registry made the decision to stay within that meaning. We need a sub-committee to work on this question. Patty- Need to develop a sub-committee to identify the stand out issues. We need a chair and staff, Pam, Angel, Peter, Nicole, Luanne,



and board members will define issues and pull in other stakeholders. Verna- questions from WCCAA and issues with the Registry, TCs and not penalize if doc. In processing going out to groups fielding questions with TC of YoungStar. Mailing of Registry Administrator Credential Cert. include WCCAA membership coupons. Looking at adding WCCAA to certification. Nicole- We need to add this to the agenda at the next board meeting. Nicole/Linda/Angel- Advisory council is open forum and others can attend so that they can here hear and respond. Is this open to any member? Should we put it on the TEACH calendar, out through WAN, WCCAA, WECA, etc.? We could send an email invitation to our 14,000 members. Angel- New business survey requested to be a part of the advisory council and market to all members. 1. Question- Are you interested in being on the Registry Advisory Council?

Angel- Move to adjourn. Janet- 2nd.

3:00 -Adjourn

DRAFT