

Handouts: *Executive Director's Report, Registry Strategic Plan, Registry Staff Handbook*

10:10 Cathy Howe-Thwait's

Established Quorum / Attendance – Nicole Lopez, Josh Vick, Pam Boulton, Patty Castillo, Cathy Howe-Thwait's, Angel Stoddard, Brian Kluender, Jody Gennrich, Betzaida Vera Heredia, Linda Eisele, Chenoa Ruecking, Verna Marker, Tammy Dannhoff, Christine Moldenhauer, Luanne Platt

10:15 Minutes from May 18, 2016 Board Meeting- Pam- Move to approve the minutes from the May 18th, 2016 board meeting. Angel- 2nd. Cathy- Call to a vote- All approve, motion carries

Committee Reports

- **Career Development Recognition Committee-**

Angel- Updates on the activity of the career development recognition committee, held the T-TAP train the trainer for 35 trainers. DCF owns the T-TAP content and they are wanting a url to access the content for trainers. There is still some confusion on the role of the "specialist" role. The committee wants some assurance of quality verification for specialists. Luanne- I screen the trainings for quality and look for particular standards and I filter and reject trainings that don't meet standards. The CDR Committee is currently meeting quarterly however looking to move to two times per year.

- **Credentials Committee**

Pam- This committee has been very active and I'll let Chris give you the updates. Chris- For data purposes we have seen a significant increase in the number of verified credentials this year vs. last year. FY 14-15 – verified 377 credentials. This year from Oct. – June we verified 399 credentials. We have held more commissions as well last year- 31 commissions, Oct. – June 29 commissions. We have hired two new Registry commissioners and we are currently looking for two new bi-

lingual commissioners. We are creating a template for each individual course within the credentials, and a template for each credential program to lend some alignment in form and content. The Registry will then copy write the curriculum. The hidden urls are going to be credential instructor urls. We are working on creating an extra tool kit for instructors, new training, newsletters, outreach, forms, and we've started a new handbook of policies and procedures for the credential programs. The first policies were implemented July 1st. The Graduation Gala will be March 4th in Madison this year. We are also exploring the possibility that WECA and TEACH would host a graduation celebration at the WECA conference. We are updating the credential survey for post credential assessment. The website has been updated with new process information, links to universities, new FAQs answered, and reorganization. The credential retreats will be held as credential summits at ITT-Tech here in Madison. We will go through four credentials each year and this year we will focus on the Afterschool, Infant-Toddler, Inclusion, and Family Child Care Credentials. We are working on creating a newsletter to go out to our partners, including information on the new website, training website, save-the-dates, and more.

- **Contracts Committee**

Nicole- The WECA contracts have expired and we've seen the expansion of the DCF contract for more membership coupons up to \$150,000. This launched July 1st. The MN contract has expanded by \$150,000 for more staff and outreach activities.

- **Data Analysis & Research Committee**

Tammy- Peter and I attended a conference for data alignment. Nicole- all verified data needs to be in one centralized location. We will be housing the data here and gathering data points from all the agencies to transition the reporting structure to one overall data system. We can then use the data for workforce studies and other research needs.

- **Marketing Committee**

Josh- We have made improvements to the website content, Luanne and Josh are working on T-TAP website and adding significant information for partners and trainers. We have been creating communications to the PDAS and T-TAP community via e-newsletter and have seen a more than 50% open rate. We have sent out communications on the new

background check policies, the free membership coupons, and our last email communication was sent to over 20,000 with a 40% open rate. Our latest Facebook posting received 2000 opens, and many shares and likes. Nicole- Providers have already used half of the \$150,000 in free membership coupons in less than one month. Josh- We have also mailed out new membership cards to all members. The next piece to go out will be to remind expired members to renew their membership to receive the cards. MN already has the cards and application. Betzaida- We need to make sure our MN website is accessible and easy to use, especially since we have an online presence rather than a physical office.

- **Personnel Committee**

Nicole- We needed three new staff for MN, one outreach specialist and two Registry specialists. We have hired a new comptroller- Brian Kluender. Cathy- We will need to think about how to conduct Nicole's annual review process. Nicole- We have also implemented an annual review process.

11:45 Executive Director's Update

- **Registry Staff Recognition**

Nicole- I am starting a new staff recognition and service award. Our first service award certificate is to Linda Kennedy in recognition of her 17 years of service at the Registry. Thank you Linda for your dedication and years of service.

Strategic Plan and New Org. Chart was presented with a reorganization of positions and duties with new titles and structure. This will move both the WI and MN teams under one unified structure.

Budget was presented and Nicole and Brian are working on creating a new budget model for next year including more detailed line items to more accurately reflect the detail of revenue and expenses. We now have a purchase approval process in place to better control costs. We are collecting an inventory list to cycle out old equipment and replace on a schedule. We are exploring new revenue streams. Betzaida- MN contract update, this is the 2nd year of our contract and our audit was positive in terms of deliverables and they are happy with our services. We have a goal to document and measure our processes to verify

accuracy for our PER- peer eligibility review. Parent Aware has a higher volume of work. New innovative ideas are coming to MN.

Nicole- We propose a 3% cost of living increase for the staff salaries. We also have two staff members who are going from the salary to hourly rate because of the new federal regulations. I met with Verna in June to create a cost of living increase proposal. This will be an increase of \$27,396 to cover the new costs. Angel- How will we cover this additional cost? Nicole- We have reorganized, creating new positions and eliminating other positions. I am predicting that our revenue will be sufficient to cover this 3% increase. Angel- I move to accept the proposed staff salary increases. Patty- 2nd. Discussion. Cathy – Table vote until the budget is approved. Recess for lunch.

12:10 - Break for Lunch

1:06- Cathy – Reconvene the board meeting. Nicole distributes proposed budget for FY 16-17 Discussion. Nicole distributes a proposal for moving into a larger space. Discussion. Need total cost including moving expenses and furniture and negotiation with current leaser. Pam- Motion to accept recommendation for the rental budget of \$90,000 and ask Nicole to research other space options of at least 6000-7000 sq. ft. Chenoa- 2nd Cathy- call to vote, all approved, motion carries.

Pam- Motion to table the vote on the budget until we have more information on the New World Now contract and predicted revenue. Verna- 2nd Cathy- Call to a vote, all approve, motion carries.

Nicole will submit more detailed budget by Friday September 2nd via email to the board members.

2:30- Two-year Strategic Plan handed out with org. chart. Discussion.

2:50- Angel- I move to approve the strategic plan. Tammy- 2nd Cathy- call to a vote, all approve, motion carries.

2:55- Nicole handed out employee handbook. Jody- created an updated employee handbook and human resources policies.

3:00 – Pam- move to approve the new employee handbook and human resources policies. Angel- 2nd Cathy- call to a vote, all approve, motion carries.

Cathy- Next board meeting will be November 10th and this will be our annual meeting as well.

10-12- Advisory Council Meeting
12-1- Annual meeting over lunch
1-4 – Board Meeting

3:10 – Verna- Move to Adjourn, Patty- 2nd, All approve, Adjourn.

Note: August 24th, 2016

Executive Director Emailed amended budget to the board for approval. Cathy – Called to a vote via email and all board members responded unanimously to approve the budget for 16-17. Motion carries all approve of the budget for 2016-17.