 **Nebraska Early Childhood Education Endowment**

**Board of Trustees**

**Wednesday, November 14, 2018**

**Minutes**

**Welcome & Introductions**

The meeting of the Sixpence Board of Trustees was called to order at 1:03 p.m. on November 14, 2018 at Nebraska Children and Families Foundation, 215 Centennial Mall South, 2nd floor Conference Room, Lincoln.

Trustees present: Cara Small, Sophie Kock, Melody Hobson (representing the Commissioner of the Nebraska Department of Education, joined at 1:18pm), and Helen Raikes (joined at 1:10pm).

Also in attendance: Amy Bornemeier (Sixpence Administrator), Karen Pinkelman and Stephanni Renn (Sixpence Administrative Education Specialists), Cheryl Marks, Mary Jo Pankoke, and Kevin Cloonan (Nebraska Children), Adam Feser (First Five Nebraska), Michaela Hershman (DHHS), and Shane Rhian (NDE Finance Director).

**Approve Minutes from September 19, 2018**

A motion was made to approvethe minutes by Helen Raikes. Second by Sophie Kock. Voting yes: Cara Small, Sophie Kock, Melody Hobson, and Helen Raikes. No opposition, motion carried.

**Review Financial Reports; discuss status of CCDF Sub-Award between DHHS and NCFF for Child Care Partnership Grants and cover evaluation costs**

Shane Rhian presented the financial reports; currently there’s $2.9M in the cash fund and $4.5 in state general funds. An error on the report related to the amount for the evaluation contract with Monroe Meyer Institute was discussed. A revised report will reflect $75,000 less and will be available at the next Board meeting. The Board discussed the amount of funds available to support technical assistance and evaluation from the cash fund. Shane Rhian projects a $13,000 deficit in funds available to support current contracts. This estimation is subject to change based on return on the investment in the public endowment which has increased in the last quarter; this could potentially offset that amount. Shane Rhian noted that the funds would not be fully liquidated until the following year. Therefore, some general funds would be available beginning on July 1, 2019 to support the evaluation and TA costs. Shane Rhian and Kevin Cloonan advised that the Board should be mindful of these funding limitations when negotiating future evaluation and TA contracts to prevent over obligating the funds.

Kevin Cloonan presented financial forecast reports for the Sixpence cash fund and the CCDF funds. The reports are developed based on Shane Rhian’s reports and an assumption that CCDF funds will continue at the same level going forward. Kevin continues to forecast the next 4 years of funding with $4.8M from state general funds, using the most recent 12 months earnings from the general fund endowment as the future earnings.

Shane Rhian stated that NDE requested the $200,000 cuts that were made in the last legislative session to be restored. He is not optimistic with that going forward due to the passage of the Medicaid expansion.

Michaela Hershman advised that evaluation costs associated with the Child Care Partnership grants could be included in future sub-awards, as an allowable grant activity, but there are no funds available to cover the costs for the current 2018-19 grant cycle.

Amy Bornemeier presented the financial report of the Child Care Partnership grants status. Final reimbursement requests for the 2017-18 grant cycle have been processed and funds were left unexpended, partly due to the spending freeze that grantees and partners had to implement due to the delay in DHHS sub-awarding to NCFF. Grantees and partners incurred expenses with no reimbursement for the first five months of the grant cycle. Michaela Hershman advised that the unexpended funds cannot be carried over. For the 2018-19 grant cycle, $148,978 remain unallocated. The Board directed TA staff to release those funds via CCP Quality Improvement Mini Grants to current CCP grantees who did not leave funds unspent in 2017-18. These Mini Grant applications will be approved at the January 2019 meeting, with funds to be expended by June 30, 2019.

**Review Grantee Status Report**

Karen Pinkelman and Stephanni Renn highlighted grantees who are receiving additional technical assistance around enrollment and turnover in Home Visitor Specialists.

Amy Bornemeier provided an update on all the Child Care Partnership grantees. Most partners have achieved at least a Step 3, and if not, they are preparing to submit their rating readiness request within the next few months to ensure that the child care providers attain a Step 3 by June 30, 2019. The Board discussed the challenges of the 3-year grant terms when child care providers leave the partnership and/or close and replacement partners only have the remaining time of the initial three-year grant term to achieve Step 3. The Board supported NDE’s inclusion of a recommendation into their clean-up bill to change the statute allowing each partner three full years from entering into an agreement with the grantee to achieve a Step 3.

**Discuss Home Visiting Specialist Turnover and Qualifications Issues and Recommendations**

Based on conversations at the previous Board meeting, Amy Bornemeier presented a document highlighting Home Visiting Specialist status and recommendations regarding turnover and challenges that the grantees were experiencing in filling those positions.

Grantees experienced a 37% turnover rate in 2017-18 and have had challenges in filling the positions related to job-specific issues such as burnout, employee classification, equitable pay and qualifications, as determined by Rule 11, especially in rural areas. Examples from specific grantees were discussed. TA is being provided to grantees and partners to support new Home Visitors to be successful.

The Board discussed some solutions and requested TA to recommend accommodations to support the qualified workforce in attaining a qualifying degree for Home Visiting Specialists, as defined by Rule 11, at the next Board meeting.

**Review and Approve Revised Child Care Partnership Grant Applications from Grand Island and York**

Amy Bornemeier reviewed the revised Child Care Partnership grant applications from Grand Island and York.

Grand Island’s six-month $112,500 proposal includes a sub-contract with the Head Start Child and Family Development Program, who is also the sub-contracted partner for Grand Island’s Sixpence Home Visiting program. The Board requested some clarification and revisions to offer funding contingent upon the budget reflecting accurate figures, reduced program support staffing costs, and more detailed partnerships outlining roles and responsibilities of GIPS as the grantee, and with the initiatives providing coaching services outlining coordination of existing coaching efforts in the partnering child care programs.

York’s six-month $137,500 proposal includes a $25,000 start-up budget. The Board discussed and requested some revisions to offer funding contingent upon supporting the child care partners’ increasing the number of children on subsidy and qualifying as “at-risk” as well as reducing their occupancy/operating costs. In addition, the Board would like the new CCP Coach to partner with the new Early Learning Connections Early Childhood Coach Consultant at ESU6.

A motion was made to approve the Grand Island grant contingent upon submitting a revised budget reflecting the specifics discussed, and more detailed partnership agreements with partnering coaching initiatives and with GIPS detailing their role with the grant by Sophie Kock. Second by Helen Raikes. Voting yes: Melody Hobson, Cara Small, Helen Raikes, and Sophie Kock. No opposition, motion carried.

A motion was made to approve York’s grant contingent upon submitting a revised budget reflecting a reduction of occupancy/operating costs and supporting their child care partners in increasing number of children on subsidy and qualifying as “at-risk,” as well as submitting a partnership agreement with ESU6 for Early Childhood Coach Consultation by Helen Raikes. Second by Sophie Kock. Voting yes: Cara Small, Helen Raikes, Sophie Kock, and Melody Hobson. No opposition, motion carried.

**Review Board appointment terms**

Sophie Kock’s term ends December 2018, Helen Raikes term ends December 2019, and both Holly Hatton Bowers and Cara Small’s terms end December 2020. Sophie has decided not to apply for re-appointment. Until the Governor appoints a replacement Sophie will continue to serve and the TA staff and Trustees were encouraged to refer possible Trustees.

**Approve 2019 meeting dates:**

Wednesdays 1-4 pm on January 16th, March 27th, June 12th, September 18th, and November 20th.

A motion was made to approve the 2019 board meeting dates by Helen Raikes. Second by Sophie Kock. Voting yes: Melody Hobson, Cara Small, Helen Raikes, and Sophie Kock. No opposition, motion carried.

**Nominate and vote on Chair and Vice Chair for 2019**

A motion was made to vote for Cara Small as Chair and Holly Hatton Bowers as Vice Chair by Helen Raikes. Second by Melody Hobson. Voting yes: Sophie Kock, Cara Small, Melody Hobson, and Helen Raikes.

The meeting ended at 3:48 pm with a ***motion to adjourn*** by Sophie Kock. Second by Melody Hobson. Voting yes: Cara Small, Sophie Kock, and Melody Hobson.

**Next Meeting Date: Wednesday, January 16, 2019 1:00-4:00 p.m.**