

**BOARD OF DIRECTORS MINUTES**  
**January 28, 2016**

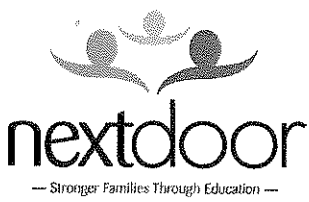
**ATTENDEES:** Tom Arenberg, Hans Kirkegaard, Kathy Lambert, Bradley Jansen, Pastor Barbara Rasmussen, Alan Shoho, Angela Bier, Vicky Cordani, Ben Cordani, Bob Duncan, Mike Shapiro, Tracey Sparrow

**PHONE:** Sue Doyle, Laurie Mahoney, Sadique Isahaku

**GUESTS & STAFF:** Laurie Oryall, Sharon Rise, Craig Becker, JoAnn Weishan, Carolyn Porter Alphonso Pettis, Delvyn Crawford

**EXCUSED:** Bob VanHimbergen, Kathy Schrader, Julie Krey, Zach TeWinkel, Candyce Seider, Mike Aldana, Tim Schaefer, Lynn Barney, Tchernavia Rocker, Farrah Bell, Colette Theus

ITEMS	DISCUSSION	ACTION & PERSON RESPONSIBLE
Call to Order	The meeting opened at 7:32 AM. Tom Arenberg introduced and welcomed Alan Shoho to the Board.	Tom Arenberg
<b>Fatherhood Program- Alphonso Pettis and Delvyn Crawford</b>	Alphonso Pettis and Delvyn Crawford presented highlights from Next Door's Fatherhood Program. Next Door was awarded a grant to implement the Pathways to Responsible Fatherhood Project through Milwaukee County. The program is currently in the training and implementation phase and will begin interacting with fathers in April. The program is intended to reach 475 participants. Resources such as <i>24/7 Dad</i> , a fatherhood development curriculum, and <i>Within My Reach</i> , a healthy relationship curriculum, will be used. In addition to working on implementing the new grant, the Fatherhood Program has been focusing on a Dad's Read program where the Next Door fathers are encouraged to read in their child's classroom every Wednesday. This has been a very popular and positive experience for both the children and the fathers. The Board asked what they can do to support this program. Delvyn responded that the Board can always help by spreading the word in the community about the Fatherhood Program. Alphonso added that fundraising support is always needed so that the program can host activities and events that bring fathers into their children's lives. Vicky Cordani mentioned that the Marketing Committee will be interested in learning more about the Fatherhood Program and how that committee can help.	
<b>Approval of Minutes-</b>	<ul style="list-style-type: none"> <li>• November 19, 2015 Board minutes</li> <li>• Early Head Start Health &amp; Safety Screener Approval Minutes December 23, 2015</li> <li>• Request for a Waiver of the Match In Kind Requirement Early Head Start Child Care Partnership Approval Minutes December 23, 2015</li> </ul>	JoAnn Weishan requested that the November 19 Minutes be changed to reflect that the donation that was received in November was payment in full on the last four years of a five year pledge.



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	<ul style="list-style-type: none"> <li>• New Market Tax Credit Refinancing Proposal Board of Directors Approval Minutes Conference Call December 29, 2015</li> </ul>	<p><b>APPROVED</b></p> <p>Bob Duncan motioned to approve the four sets of minutes, seconded by Laurie Mahoney; unanimous approval.</p>
<p><b>President's Report-Tracey Sparrow</b></p>	<ul style="list-style-type: none"> <li>• Tracey thanked the Board for viewing and returning the certification from the Head Start Governance Training webinar and for returning their annual signed conflict of interest disclosure forms. She also reviewed the Governance, Leadership, and Oversight Capacity Screener. This screener helps us to know if our systems are in place and highlights areas that may need correction before a monitoring review. She reminded that Board that a Head Start Governance Monitoring Review will take place later this school year although we do not yet have a date.</li> <li>• Tracey reported that 2016 contracts for all EHS CC Partners have been completed and signed. The contracts will run through the end of the start-up phase of the grant January 1- June 30<sup>th</sup>. The new contracts detail accountability requirements surrounding the in kind requirement. She also reported that EHS CCP enrollment seems to have plateaued at approximately 300 of the 344 slots available. Partners have until January 31 to meet full enrollment or slots will be redistributed among the partners.</li> <li>• A staff team is going to Chicago at the beginning of February to train for the potential of becoming an Educare data utilization training hub.</li> <li>• The recent evacuation due to an odor at Capitol revealed that we need to tighten up our processes for safety and evacuation- specifically with understanding who should make the final call on evacuation and how leadership should respond. No one was hurt or made ill by the odor.</li> <li>• Our Charter renewal application was presented to MPS at a committee meeting on January 12. This committee voted to recommend contract renewal at the full MPS Board meeting on January 28<sup>th</sup>. Once the board approves the contract, negotiations will begin. We will be asking for the ability to serve more children at our Capitol site. We will also be seeking a Charter with the City of Milwaukee. The application is due in early February.</li> <li>• Tracey reported that on January 27 she received notice from the Office of Head Start that Next Door's CLASS scores for the domain of Social Emotional Support were among the lowest 10% in the country. The assessment, which measures teacher student interactions, took place in the spring of 2015. Tracey is meeting with the education directors on</li> </ul>	<p style="text-align: center;"><b>ACTION ITEM</b></p> <p><b>Board members expressed a desire to see a detailed safety plan for the organization at the April Board meeting.</b></p> <p style="text-align: center;"><b>ACTION ITEM</b></p> <p><b>The Board would like an update on the action plan at the April Board meeting.</b></p>

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	January 29 to address this and put an action plan into place to raise these scores.	
<b>Finance &amp; Administration Committee Report-Mike Shapiro</b>	<ul style="list-style-type: none"> <li>• Mike Shapiro presented the financial statements for the period that ended December 31, 2015, the halfway point in the fiscal year. The statements report a surplus of \$364,000 which shows a slight favorable variance over budget by \$41,827. Revenue and Expenditures are under budget by approximately \$1 million dollars. This variance continues to be related to the Early Head Start Child Care Partnership Grant. We expect that as training and spending needs increase we will be more in line with the budget.</li> <li>• Mike presented Next Door's 2014 Form 990. The 990 Form is our exempt tax return and details how, through public support, Next Door qualifies as a non-profit entity and maintains its tax exempt status.</li> <li>• Mike Shapiro presented the Credit Card report for September and October 2015. Most charges were related to travel, staff trainings and supplies.</li> <li>• Laurie Oryall gave an update on Phase III of the Capitol Drive renovations. Six new classrooms will be added as well as office and program space for the Early Head Start Home Based Program. Windows are being replaced now and the contractor is gathering construction bids. Construction will be during nights and weekends to minimize disruption of children and staff. The completion date is anticipated to be at the end of June or early July.</li> </ul>	<p><b>APPROVED</b> Vicky Cordani motioned to approve the 2014 Form 990, seconded by Kathy Lambert; unanimous approval</p> <p><b>APPROVED</b> Kathy Lambert motioned to approve the September and October Credit Card Reports, seconded by Barbara Rasmussen; unanimous approval.</p>
<b>Advancement Committee Report-Sharon Rise</b>	<ul style="list-style-type: none"> <li>• Sharon reviewed the Donor Financial Activity Report as of January 27, 2016. There have been 601 gifts and 482 donors which is a slight decrease from last year. Total New GAAP which is the total number of outright gifts and new pledges and is the number finance uses is \$1,848,084. Total Cash donations are at \$2,113,584. This is the total number of outright gifts and pledge payments and is the number that the development department uses to determine if they are on target to reach their goals. Donations are \$400,000 away from meeting the budgeted goal of \$2.5 million and \$500,000 away from meeting the stretch goal of \$2.6 million. Sharon expects several donations and pledge payments by the end of the fiscal year including Novo, Buffett, the Brewers and the proceeds from the Walk for Children. She is confident that the development department will meet and exceed their budgeted and stretch goals.</li> <li>• JoAnn Weishan discussed significant year end gifts:               <ul style="list-style-type: none"> <li>○ WE Energies \$20,000</li> <li>○ Jay Koenitzer \$20,000 for a food and nutrition program and raised garden beds at Capitol.</li> <li>○ Pledge payment of \$50,000 from Helwig Carbon</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>○ Baumgartner Family \$50,000 which will be applied to the Herzfeld match.</li> <li>○ Austermann Family sponsored a Health and Nursing room at Capitol.</li> <li>○ We were the recipient of the Northwestern Mutual charitable lottery for the second time in the last few years \$10,000.</li> <li>○ Paul Roller named Next Door as a beneficiary of his life insurance policy.</li> <li>● JoAnn reported on the Growing Circle Holiday Gathering that took place at Capitol Drive on December 17. The theme was Nutrition and featured art projects and a cooking activity.</li> <li>● In March there will be a Growing Circle cultivation event hosted by Board member Julie Krey at Manpower. 25 guests will be invited and inspired with the theme of Partnerships.</li> <li>● Sharon reported that planning for the Walk for Children is underway and since the football season is over negotiations have resumed with Eddie Lacy's agent. There are two potential dates for the walk: May 14 and May 21. Staff are checking other activities in Milwaukee for conflicts. Sharon is meeting with Harley-Davidson on February 1.</li> <li>● Sharon discussed plans for the 10<sup>th</sup> Anniversary of Educare that will take place in the fall. The format for this event will be a cocktail reception with an art gallery feel. Our children's art will be auctioned.</li> </ul>	
<p><b>Program Committee Report –Sue Doyle</b></p>	<ul style="list-style-type: none"> <li>● Sue Doyle asked for approval of the Governance, Leadership, and Oversight Capacity Screener. This screener helps us determine that systems are in place and highlights areas that may need correction before a monitoring review. There were no areas of concern.</li> <li>● Sue drew the Board's attention to a copy of the new EHS CCP contract that all partners have signed. A request had come from several Board members for more information on what was being done to ensure that partners will be able to meet their in-kind match requirement after the implementation phase of the EHS CCP grant is over and our waiver expires. The accountability requirements concerning partners reporting their in-kind requirement as a condition of payment are highlighted. Partners have also received and continue to receive training on in-kind requirements from Finance Director, Craig Becker.</li> </ul>	<p><b>APPROVED</b> Barbara Rasmussen motioned to approve the Governance, Leadership, and Oversight Capacity Screener, seconded by Brad Jansen; unanimous approval.</p>

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	<ul style="list-style-type: none"> <li>• Sue asked for approval of the Head Start/Charter School Parent Handbook.</li> </ul>	<p><b>APPROVED</b> Kathy Lambert motioned to approve the Head Start/Charter School Parent Handbook, seconded by Ben Cordani; unanimous approval.</p>
<p><b>Endowment Committee Report-Kathy Lambert</b></p>	<ul style="list-style-type: none"> <li>• As of December 31, 2015, the combined Endowment totals \$925,160 which is .04% higher than it was on December 21, 2014.</li> </ul>	
<p><b>Marketing Committee Report-Vicky Cordani</b></p>	<ul style="list-style-type: none"> <li>• Vicky Cordani reported on the progress of the website redesign. Meetings are taking place with Jigsaw to make sure that all audiences are being reached. The target completion dates is May 31.</li> <li>• On February 7 a professional photographer will be visiting Next Door to take pictures that align with our branding.</li> <li>• There are several potential candidates for the Communications Manager position and the Graphic Designer.</li> </ul>	
<p><b>Human Resources and Compensation Committee Report-Laurie Mahoney</b></p>	<ul style="list-style-type: none"> <li>• Laurie Mahoney reported that Next Door's average number of employees grew by 30 in the last year. Involuntary terminations decreased from 31% of all terminations to 22% in the last year. Overall, annual staff turnover decreased from 28.7% in 2014 to 26.7% in 2015. While efforts should continue to be made to reduce staff turnover, it is still below the industry standard of 30-32%</li> <li>• The results of the Employees Satisfaction Survey have just been received. There was a 70% return rate and over 500 comments. Leadership will begin to dig into the results soon and will provide each department with results. There are now two consecutive years of data.</li> </ul>	
<p><b>Advocacy Committee Report-Tracey Sparrow</b></p>	<ul style="list-style-type: none"> <li>• No report. The Advocacy committee is meeting after this Board of Director's meeting.</li> </ul>	
<p><b>Approval of All Reports</b></p>	<p>Reports Approved:</p> <ul style="list-style-type: none"> <li>• President's Report</li> <li>• Fiscal Reports</li> <li>• September and October Credit Card Report</li> <li>• Advancement</li> <li>• Program</li> <li>• Endowment</li> <li>• Marketing</li> <li>• HRCC</li> </ul>	<p><b>APPROVED</b> Hans Kirkegaard motioned to approve all individual committee reports, seconded by Bob Duncan; unanimous approval.</p>
<p><b>Adjourned</b></p>	<p>Meeting adjourned at 9:00 AM</p>	<p>Tom Arenberg</p>