



**Next Door** THE EDUCARE  
CENTER OF MILWAUKEE  
**BOARD OF DIRECTORS MINUTES**

**June 27, 2013**

**ATTENDEES:** Tom Arenberg, Don Kossow, Hans Kirkegaard, Carol Keintz, Michael Aldana, Ben Cordani, Sue Doyle, Bridgette Howard (Parent), Michael Johnson, Julie Krey, Laurie Mahoney, Charles Matthews, Barbara Rasmussen, Tchernavia Rocker, Tim Schaefer, Michael Shapiro, Bob VanHimbergen

**STAFF:** Laurie Oryall, Craig Becker, JoAnn Weishan, and Sunny Peete

**GUESTS:** Lisa Berman – Marketing Committee, and Dan Schroeder – F&A Committee

**EXCUSED:** Linda Allen, Lynn Barney, Bob Duncan, Dinah Gant, Carole Herbstreit-Kalinyen, Derrick Martin, J. Bary Morgan, Steve Saloutos, Candyce Seider and Michael Shapiro

ITEMS	DISCUSSION	ACTION & PERSON RESPONSIBLE
Call to Order	Tom Arenberg opened the meeting at 7:35 AM.	Tom Arenberg
<b>Approval of April 2013 Minutes</b>	<ul style="list-style-type: none"> <li>• An amendment was requested to the April 2013 minutes - JoAnn Weishan did not present the Program Report for the April meeting.</li> </ul>	Approved Hans Kirkegaard motioned to approve the April minutes as revised, seconded by Michael Johnson; unanimous approval.
<b>Executive Director's Report ~ Carol Keintz</b>	<ul style="list-style-type: none"> <li>• Carol provided an update on the redesignation award.</li> <li>• The slots that would have been granted to SDC were allocated to the remaining three grantees as follows:               <ul style="list-style-type: none"> <li>▪ MPS = additional 630 slots for a total of 1300</li> <li>▪ Council for Spanish Speaking = additional 150 slots for a total of 650</li> <li>▪ Next Door = additional 50 slots for a total of 966                   <ul style="list-style-type: none"> <li>➢ The additional 50 slots received offset the amount that was affected due to the sequestration.</li> </ul> </li> </ul> </li> <li>• The remaining slots were given to Acelero Learning, a for-profit organization that will service Milwaukee to the immediate south of the Next Door (ND) service area.</li> <li>• The final budget numbers were given to John Tschoe, the Program Specialist from the Office of Head Start, on Monday evening to present to Congress on Tuesday.</li> </ul>	

ITEMS	DISCUSSION	ACTION & PERSON RESPONSIBLE
<b>Executive Director's Report (continued) ~ Carol Keintz</b>	<ul style="list-style-type: none"> <li>• ND is currently investigating additional building space within MPS buildings to provide classrooms for the K4 students. <ul style="list-style-type: none"> <li>▪ There is hope that Charter School funding would be received as well for these classrooms.</li> </ul> </li> <li>• Tom Arenberg stated that the Board will continue to receive expansion updates every other week.</li> </ul>	
<b>Advancement Report ~ JoAnn Weishan</b>	<ul style="list-style-type: none"> <li>• JoAnn Weishan stated that ND has exceeded their 2012-2013 fundraising goals.</li> <li>• This year's Walk for Children has raised the most donations to date. <ul style="list-style-type: none"> <li>▪ New sponsors for the Walk for Children included: <ul style="list-style-type: none"> <li>➢ WeEnergies</li> <li>➢ Children's Health System</li> <li>➢ Whyte, Hirschboeck, Dudek</li> <li>➢ Corporate City Credit Union</li> </ul> </li> </ul> </li> <li>• Herzfeld Foundation provided an increased grant that will continue to assist in both the Beyond the Walls and Parent Ambassador programs.</li> </ul>	
<b>Branding Update ~ Lisa Berman</b>	<ul style="list-style-type: none"> <li>• Please see attached copy of the PowerPoint presentation.</li> <li>• The Branding Committee included parents and staff who all felt that ND was "head and shoulders" above the competition.</li> <li>• The word "Foundation" has been dropped from the new logo and was an almost unanimous selection from the committee.</li> <li>• Although Tracey Carson, the branding consultant, stated that a logo launch usually takes a year, the launch for the new ND logo needs to be planned and ready by early Fall 2013. <ul style="list-style-type: none"> <li>▪ A budget is needed to ensure a timely and proper launch</li> <li>▪ Community and political contacts should be informed of the new logo prior to the launch.</li> </ul> </li> <li>• Michael Shapiro asked if the new logo will be affiliated with the Educare logo as it is now. <ul style="list-style-type: none"> <li>▪ Carol Keintz stated that Educare does not want their logo attached to other logos or amended in any way.</li> </ul> </li> </ul>	
<b>Program Update ~ Sue Doyle</b>	<ul style="list-style-type: none"> <li>• Sue Doyle presented the 2012-2013 Self-Assessment Matrix and provided an overview of the highest priority needs from each section.</li> <li>• The Program Committee and Policy Council approved the 2012-2013 Self-Assessment Matrix.</li> </ul>	<p style="text-align: center;"><b>Approved</b></p> <p>Laurie Mahoney motioned to approve the 2012-2013 Self-Assessment Matrix, seconded by Pastor Barbara Rasmussen; unanimous approval.</p>

	<ul style="list-style-type: none"> <li>• Bridgette Howard asked for a motion to accept the Early Head Start Refunding Budget and Refunding Grant Proposal.</li> </ul>	Tom Arenberg motioned to approve the Early Head Start Refunding Budget and Refunding Grant Proposal, seconded by Hans Kirkegaard; unanimous approval.
ITEMS	DISCUSSION	ACTION & PERSON RESPONSIBLE
<b>Finance &amp; Administration</b> <b>Don Kossow,</b> <b>Craig Becker and</b> <b>Laurie Oryall</b>	<ul style="list-style-type: none"> <li>• Craig Becker provided an overview of the Statement of Revenue and Expenditures from July 1, 2012 through May 31, 2013.</li> <li>• Bob VanHimbergen asked if expenses for supplies could have been cut back to prevent it from going over budget. <ul style="list-style-type: none"> <li>▪ Don Kossow stated that the F&amp;A Committee is working on a plan to identify when an expenditure is about to exceed projected budget costs to cut down spending for that category and to adjust costs earlier.</li> <li>▪ Julie Krey stated that the expenses can be forecasted each month then managed against the budget to ensure against over spending.</li> </ul> </li> <li>• Charles Matthews questioned if staff were participating in the medical benefit plans since fringe benefits seems to be drastically under-budget. <ul style="list-style-type: none"> <li>▪ Craig Becker stated that due to health cost negotiations and participation in the Childcare Purchasing Alliance, staff received an 8% cost savings in health plans. Many staff chose different options than expected through the improved and enhanced benefit plans.</li> </ul> </li> </ul>	
<b>Expansion Update</b> <b>~ Laurie Oryall</b>	<ul style="list-style-type: none"> <li>• The Next Door program model (page 45) will change to reflect recruitment in specific areas of the city. <ul style="list-style-type: none"> <li>▪ ND must stay within the service area.</li> <li>▪ There is an initial one-year transition period in which ND can serve currently enrolled families outside the service area.</li> <li>▪ ND would possibly temporarily use 12 rooms in the 65th Street School and 2 rooms in the old SDC site until the Capitol site is ready for occupancy.</li> </ul> </li> <li>• A total of 1,036 slots will be received <ul style="list-style-type: none"> <li>▪ Federal = 966 slots</li> <li>▪ State = 70 slots</li> </ul> </li> <li>• The renovations costs for the Capitol Drive site are higher than anticipated. <ul style="list-style-type: none"> <li>▪ The City of Milwaukee is requiring that the entire building is fitted with a sprinkler system</li> <li>▪ Due to the age of the building, some asbestos was found on premises</li> </ul> </li> </ul>	<b>APPROVED</b> Laurie Mahoney motioned to approve the direction of the Capitol site facility plan subject to special Board approval of the purchase offer, seconded by Hans Kirkegaard; unanimous approval.

	<ul style="list-style-type: none"> <li>• Dan Schroeder stated that these renovations are needed in order to maintain the quality level program to ensure a continued 5-star YoungStar rating. <ul style="list-style-type: none"> <li>▪ Compromising the renovation plans would affect revenue in childcare dollars.</li> </ul> </li> </ul>	
--	--	--

ITEMS	DISCUSSION	ACTION & PERSON RESPONSIBLE
<p><b>Expansion Update (continued) ~ Laurie Oryall</b></p>	<ul style="list-style-type: none"> <li>• Michael Johnson asked what will happen with the unused space in the building. <ul style="list-style-type: none"> <li>▪ Laurie Oryall stated that the yellow area on page 47 represents the space that can be leased out. It had previously served as a medical clinic. The vacant area as shown on page 49 can provide space for Adult Education, Fatherhood and Home Based programs.</li> </ul> </li> <li>• Charles Matthew stated that although the Capitol site is larger than the 29<sup>th</sup> Street site, the same amount of square footage would be used for programming at both sites.</li> <li>• Don Kossow stated that the lot across 53<sup>rd</sup> Street could be sold to help reduce the debt of purchasing the site and this purchase requires a “leap of faith” since there will not be any time for pledges and a capital campaign. <ul style="list-style-type: none"> <li>▪ Charles Matthews stated that ND could leverage existing capitol to receive the loan, prepare the location for programming to begin and then have the campaign.</li> <li>▪ Michael Shapiro asked if the capital campaign can run during the United Way Blackout. <ul style="list-style-type: none"> <li>➢ JoAnn Weishan stated that permission can be asked, however, it is unlikely it would be given.</li> </ul> </li> </ul> </li> <li>• Don Kossow stated that ND receiving a five-year grant with annual resubmittals provides more security with the mortgage.</li> <li>• Michael Johnson stated this is location provides an opportunity for ND to provide a large number of families with high-quality programming and that it would be best to move forward with a central location than to have services all around the city.</li> </ul>	
<p><b>2013-2014 Budget ~ Craig Becker</b></p>	<ul style="list-style-type: none"> <li>• Craig Becker stated that a revision of the budget is expected fairly soon upon receipt of the Head Start grant award letter.</li> <li>• Don Kossow stated that the grant start up budget cannot be included in the 2013-2014 budget as those funds cannot be used for normal operating costs.</li> <li>• Charles Matthews asked if an assessment was made of the medical benefits staff are being offered in relation</li> </ul>	<p><b>APPROVED</b> Julie Krey motioned to approve the 2013-2014 Budget as is, seconded by Hans Kirkegaard; unanimous approval.</p> <p><b>ACTION PLAN:</b></p>

	<p>to Affordable Healthcare Act.</p> <ul style="list-style-type: none"> <li>▪ Laurie Oryall stated that there are no expected issues and that monitoring will take place to ensure that ND plans fall within the guidelines of the Act.</li> <li>• Laurie Oryall stated that the projected budget for the Capitol Drive site was estimated at a 2-star YoungStar rating which is a very conservative budget estimate of childcare revenue for the upcoming year.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a firm budget to approve at September meeting</li> <li>• Determine the frequency of conceptual forecasting as a budgeting tool</li> </ul>
ITEMS	DISCUSSION	ACTION & PERSON RESPONSIBLE
<b>Advocacy Committee</b>	<ul style="list-style-type: none"> <li>• No report.</li> </ul>	
<b>HR Committee</b>	<ul style="list-style-type: none"> <li>• Discussion of Performance Appraisal and Compensation</li> <li>• Policy and Procedure well defined and coordinated.</li> <li>• Employee Service Behavior Expectations introduced last year by managers to employees.</li> <li>• ESBE incorporated into performance appraisals.</li> <li>• Clear definitions set for meeting and exceeding expectations. More comfortable now those employees are aware of expectations. Quite an improvement over last year.</li> <li>• Checkpoints throughout the year with weekly or bi-weekly supervisions. Very few surprises during appraisals.</li> <li>• Overall 2% increase to pay structure. Average appraisal 2.75%. Should consider providing lump sum or gift cards to staff at pay range maximum.</li> <li>• May be demotivated if no recognition provided.</li> <li>• Variations with ratings among supervisors. Some have difficult time understanding exceeding expectations</li> <li>• Calibration system should be created. Force supervisors to defend ratings in group of peers.</li> <li>• Compensation package approved.</li> <li>• Revisions on New Employee Handbook distributed by Michael Aldana and approved.</li> </ul>	
<b>Nominating Committee</b>	<ul style="list-style-type: none"> <li>• No report.</li> </ul>	
<b>Endowment Committee</b>	<ul style="list-style-type: none"> <li>• No report.</li> </ul>	
<b>Approval of all Reports</b>	<p><b>Reports Approved:</b></p> <ul style="list-style-type: none"> <li>• Executive Director</li> <li>• Advancement Committee</li> <li>• Marketing Committee</li> <li>• Program Committee</li> <li>• F&amp;A Committee</li> </ul>	<p style="text-align: center;"><b>APPROVED</b></p> <p>Hans Kirkegaard motioned to all committee reports, seconded by Laurie Mahoney; unanimous approval.</p>
Adjourned	Meeting adjourned at 9:31AM	

