



**BOARD OF DIRECTORS MEETING  
MINUTES  
June 24, 2009**

**Attendance:** Dave Romoser, Gloster Current Jr., Tom Arenberg, Linda Allen, Don Kossow, Steve SaLoutos, Tim Schaefer, and Carol Keintz, Susan Doyle, Marcia Lucas, Jennifer Green, Barbara Rasmussen, Bob VanHimbergen, Hans Kirkegaard, Derrick Martin, Vincent Lyles and Bary Morgan

**By Phone:** Tchernavia Rocker, Steve SaLoutos

**Excused:** Steve Chamberlin, Earnestine Willis, Lorelle Mahoney, Michael Aldana and Perry Stuckey

**Staff:** Starlet Hayes, Carol Howard, Beverly Watkins, Tera Gayfield, Craig Becker, Royace Hagler and Lucretia Dillon

The meeting began with opening prayer by Bary Morgan.

The Board and staff introduced themselves and the meeting began.

**Approval of minutes:**

Dave Romoser called for motion of approval of the April 2009 minutes. Don Kossow motioned, seconded by Hans Kirkegaard and unanimously approved by the Board to accept the minutes as presented.

**Executive Directors Report**

Carol Keintz informed the Board of the request for the one time funding from the stimulus funding for Head Start and said that it allows the organization to ask for anything having to do with facilities, but what the grant is approved for is decided by the committee granting the request. A list of items that has been requested within the grant is listed in Carol's Directors Report. Carol said that the grant will need to be approved and signed off of by the end of the month. New goals and objectives are being set for the Head Start full application grant. Carol informed the Board that she, Carol Howard, Kent Iding and Royace Hagler are writing the grant for the Early Head Start Expansion Grant that's due in July. Carol said that receiving this grant will position Next Door Foundation as a "stand out organization" in Milwaukee and gave thanks to everyone who's contributing to writing the grant. Carol informed the Board that there's additional money for 20 slots in the State budget.

Carol gave an update to the Board about the health. Dentals are at 90%, lead is at 83% and there's a plan to have everything at 90% by next year. The physicals and screenings will have taken place by the 45 day. Carol commended the staff for doing a great job

with reviewing files of students who needed to be brought up to date with their health and dental requirements.

Carol informed the Board that Next Door should be back in compliance with SDC by the next review in July.

### **Educare**

Carol Howard reported that there are twelve centers that are operating or under construction in the Educare network and a there's ground breaking for a new Educare center in the next coming weeks in central Maine which has led to the philanthropic community providing support through the Birth to Five Policy Alliance. The Alliance has meetings that consist of program executives, policy makers and philanthropist who talk about how the centers operate and what's happening in the field of Early Childhood Education and where they can provide the kind of supportive change they're trying to accomplish with the Educare centers and other centers that provide the kind of innovative work with children and their families in poverty.

Carol reported that the Family Support team is 100% in compliance on family survey completion. Carol informed the Board that Levi Bradley had been promoted to ERSEA and he has really stepped up to the position.

Other events taking place in Educare are staff trainings and professional development, mental and physical health of the staff. Carol Howard also mentioned that her senior staff is working on sharing responsibilities and nurturing the teachers to become supervisors. The Spring Data Collection for the Educare Implementation Study is being led by Donna Bryant who's internationally known for her Early Childhood research.

The study just wrapped up and is in the process of collecting data. The data will show how children and families that participate in local programs are doing with their experience in Educare.

Carol Keintz commented on the gains that NDF has experienced while being a part of the Educare Network and mentioned that the Educare Network is supporting NDF in the Early Head Start application.

Dave Romoser recommended that Board members that are needed to approve the grants that are being worked on also be available by conference call if they cannot physically attend meetings.

The ECOM Committee meeting will take place on June 25<sup>th</sup>.

### **Executive Committee Report**

It was recommended that Bary Morgan be authorized to rebalance the Endowment Portfolio as when he deems it necessary to maintain the Board approved asset allocation policy and subject to monthly reporting on same to the Finance Director, Controller and Executive Committee. It was moved by Tom Arenberg, seconded by Bob VanHimbergen and unanimously approved by the Board.

Tom Arenberg gave the report on the Strategic Planning process and let the Board know that Spectrum Non Profit was hired by Next Door to facilitate and informed the Board that their participation is key and all information will be shared with the Board. Tom said that the first Strategic Planning meeting was productive and the intent of the meetings are to have a working session in late July and to have at least an 80% done in draft at the end of August or early September.

The need for an Advocacy Sub-Committee was suggested to figure out a way to get a voice out to state and local officials about Next Door Foundation.

#### **Finance and Administration Committee Report**

The discussions of the Budget were deferred until the Executive Session. Don Kossow discussed the Fiscal Manual and said that it had been distributed to Wipfli LLP and recommended that the Board approve the Fiscal Manual as submitted. Bob VanHimbergen commented on how impressed he was by how well the Fiscal Manual was written. There was a motion by Tom Arenberg, Vincent Lyles seconded and the Fiscal Manual was unanimously approved by the Board.

#### **Human Resources and Compensation Committee Report**

Carol Keintz asked the Board to look at the Human Resources report that was prepared by Lucretia Dillon to see what has taken place throughout the agency since the last Board meeting. A meeting with Carol Keintz, Laurie Mahoney, Lucretia Dillon and Laurie Oryall is scheduled for June 29<sup>th</sup> at 8:00am to discuss the direction of committee. Carol mentioned the teachers who resigned and informed the Board of their reasons for doing so. Tchernavia Rocker asked if exit interviews were being conducted; Lucretia Dillon said that all employees are given exit interviews. Carol Keintz said that she's confident that the teaching positions will be filled by the start of the school year. Lucretia Dillon thinks Next Door Foundation is in a good position as far as the benefits package that's offered at time of hire. Carol Howard added that the Department of Public Instruction certified teaching positions are the hardest to fill and retain because teachers who have this type of certification can go anywhere and work. Vincent Lyles asked about the staff turnovers and Royace Hagler said that she's working with staff on their mental health and job satisfaction which is hitting on several levels.

#### **Marketing Committee**

Marketing Committee Chairman, Steve SaLoutos reported that their focus is on enrollment and that the agency is fully enrolled. Steve said that Educare will have openings since 3 year old children are transitioning and that 3 year old enrollment is a big focus. The budget was approved for the team to work with a fair amount of activities for recruiting children. Steve said that Lena's Food Market has been very generous in helping with recruiting by allowing Next Door to recruit inside the store. The focus is on the maximum amount of revenue for every slot. Beverly Watkins informed the Board that the Block Party will be held on August 6<sup>th</sup> and asked the Board if they could contribute anything that could be given out at the end of the tours that will take place.

### **Program Committee Report**

Susan Doyle reported that SDC visited Next Door Foundation in May 2009 in regards to transportation and the agency was up to code. Susan also informed the Board of the steps that has been implemented for the No Show policy and because of the calling there has been an increase in attendance for students. The Parent and Policy Committee

### **Advancement Committee**

Tom Arenberg reported that their goal was \$1.2 million. Tom commended the staff for doing a good job working on the budget goals for next year. Starlet Hayes said that between 1,500 and 2,000 walkers attended the Walk for Children this year and recognized Gloster Current and Northwestern Mutual for having a large number of walkers participate. Starlet also recognized Tchernavia Rocker and Harley Davidson for their contribution of \$39,000 and also Perry Stuckey and Rockwell Automation for their participation in the Walk to help make it a great success. Starlet informed the Board of the DVD of Next Door Foundation made to help raise money and thanked John Larson for his contribution to it.

Hans Kirkegaard talked about this year's 40<sup>th</sup> Anniversary events and informed the Board about the event that will take place at the Harley Davidson Museum on October 22<sup>nd</sup> or October 29<sup>th</sup>. The event will highlight 40 guest of honor and the night will end with an auction.

Bary Morgan gave his report on the status of the Endowment and said that a large portion is due to donations from a life insurance policy. See attached report.

### **Nominating Committee**

Gloster Current reported that the Board will increase in size to 26 members and that there's a variety of prospects to be reviewed. Gloster mentioned that he was happy that the Board Orientation was taking place following the Board of Directors meeting and thanked the Board for actively contributing to Next Door Foundation and mentioned the members of the Board who are also part of the Fellowship and said that Vincent Lyles spoke very well on behalf of Next Door Foundation.

### **President's Report**

Dave Romoser commented that the Staff Recognition and Banquet held June 5, 2009 was really great for him to see the staff recognized for the great work that they do at Next Door Foundation. Dave also said that keynote speaker, Deborah Blanks remarks were excellent and it was a wonderful way to end the year.

The Staff was excused at 8:55 am and the Board went into Executive Session.