



Resources sent out ahead of time: *Registry Board Meeting Agenda, Executive Director Report, 2019-2020 Strategic Plan Measures/Targets Chart, 2018-2019 Board A vs. Board B, 013119 Balance Sheet, Oct-Jan Statement of Cash Flows, Registry Revenue Spreadsheet, Registry DRAFT Financial Statements, Registry Credential Data Share, WI Contract Updates October - December, MN Contract Updates October - December, MI Contract Updates October - December, four resumes and applications for potential board members, November 6 Advisory Council Minutes, November 6 Board Meeting Minutes*

10:15 Call to Order: Tammy Dannhoff – **Establish Quorum / Attendance**

Cynthia Perry, Tammy Dannhoff, Angel Stoddard via phone, Joshua Vick, Emily Finnerud, Brian Kluender, Nicole Lopez Purkapile, Tara Von Dollen, Verna Drake, Tara Hudson, Christine Moldenhauer, Katy Love, Janet Mincks, Michele Turner, Scott R. Haumersen, CPA (Wegner CPAs)

10:15 **Minutes from November 6, 2018, Board Meeting and Advisory Board Minutes - Tammy-**

approve the minutes from the November 6, 2018 Board and Advisory Meetings. Janet Mincks motions to approve the minutes. Tara Von Dollen seconds. Call to vote. All approve; minutes approved.

10:16 **Fiscal report-** Scott R. Haumersen, CPA

- **Audit-** explanation of what it is and what it means along with some definitions used in the report. Summary page, a letter and a bound report were distributed.
 - Race to the Top coupons is a proposed audit entry. But it is something to feel good about because it is a minor consideration.
 - Review of internal controls led to a finding of a significant deficiency, which is better than a misstatement.

Brian: The significant deficiency refers to the fact that there was insufficient documentation of the reviews of the payroll (but reviews were happening). Directors now review the payroll for their staff and then Brian reviews. In effect as of January. The software allows for recording the documentation. Scott- it is good news because there are a lot less this year compared with other years.
 - Overall the report is good because it is an unmodified opinion. The significant deficiency is not a big deal and is being addressed. TR does not qualify for low-risk auditee because there were findings in the past. It is all good news. The Board should feel confident that the staff can manage Federal rewards and manage the systems. Half of operating budget is about 5 months worth (a substantial amount), which helps to be financially sound; this is good.

10:43 **Executive Director's Update-**Nicole Lopez Purkapile:

- Staff Recognition for years of service (We recognize starting with 3 years and then it goes 5, 10, 15, etc.)



- Tara- 5
- Dan - 5
- Josh- 5
- Natalie-5
- Nicole- 3 years
- Nicole LP- 3 years

10:45 Strategic Plan Q1- Nicole:

- 34% are at “not started” because it spans over a few years
- On-hold (DHS- MN contract related); specifics to be sent out
- It is a good balance right now.

10:46 Agency-Nicole:

- Attending Public Policy Forum in DC February 23-26
 - Visiting the House and Senate.

10:47 Fiscal Report- Brian:

- Actual vs Budget- 30% is on pace for the year.
 - We are on pace with overall revenue.
 - Expenses- miscellaneous is over-budget a little due to a check scanner that is on a previous lease agreement that runs through February at which point we will be done. Repairs and maintenance is a bit over-budget due to paper shredding. This could go somewhere else in the budget. We are being responsible due to a tight budget. Payroll is on-pace for the year. The New World Now funds might offset this by the end of the year.
- Balance Sheet- This is a little less than what we are used to in terms of cash (*explained a bit later*). \$1.2M in assets. 5.23 Asset-Liability ratio is good because we can pay off liabilities 5 times over.
- Statement of Cash Flows- bank balance has gone down because mainly of MN contract. Motion proposed

Paused for Interview

11:00 Board Candidate Interview-

- Blake Kraussel was interviewed via phone and video. Interview was also discussed by the staff and board present.

11:25 Fiscal Report Continued- Brian:

- Cash- half is board restricted funds.
- Propose: if need arises, we would be allowed to use board restricted funds and we would pay it back. Discussion followed on how to approve this and what guidelines would be associated with this if it passes.

Paused for Interview

11:30 Board Candidate Interview-

- Carmen Rivers was interviewed via phone and video. Interview was also discussed by the staff and board present.

12:07 Fiscal Report Continued- Brian:

- Propose: if need arises, we would be allowed to use board restricted funds. This would be like a short term loan. Discussion on on to include a cap.

12:07 Motion- Nicole: I move that we can access the board restricted funds if our unrestricted fund balance falls below \$200,000, not to exceed \$100,000 and if it does, we need to get board approval. This will also include board notification for money in and out. Motion to approve- Tara Von Dollen. Janet Mincks seconds. Call to vote. All approve. Motion carries.

12:08 Lunch Break

- **Interviewed 2 potential board members face-to-face with discussion after**
 - Bianca Hill
 - Tameka Jones-Clay

1:30 Motion- Janet Mincks

I make a motion that Angel Stoddard fills the position of Vice Position starting February, 2019. Verna seconds. Call to vote. All approve. Motion carries.

1:36 Discussion of board positions to fill

- On-boarding plan to be determined by Nicole Lopez Purkapile and Josh Vicks.
- 2 candidates decided upon.

1:43 Motion-Verna Drake:

I move to accept Blake and Bianca as board members starting 2019. Michele seconds. Call to vote. All approve. Motion carries.

1:44 Discussion on what committee openings to offer to the board members and who extends invitations. Tammy will send out invites to new board members and regrets to the one. Nicole will offer a committee spot to one candidate.

1:46 Marketing and Communication update- Josh Vick:

- WI- Since October 1: a few newsletters and credential Gala invites have gone out. I attended a number of conferences and presented to about 35-40 KinderCare directors in Milwaukee. There was a focus on PD and the membership benefit package. It was more highly attended this year than ever before and people are very positive.
 - Nicole- I attended an insurance session at WCC conference and am thinking about bringing on a broker to offer health insurance package to folks.

- **Survey results:** November was the start date for surveys with prize drawing every quarter (about \$50 from Lakeshore and a prize from Kaplan). 6% have done the survey in first quarter.
 - Highlights: 80% renewals,
 - majority have over 10 years experience in the field,
 - state licensing and professionalism are top 2 answers for reason for applying,
 - teacher is number one role for position in the field,
 - people feel that The Registry is overwhelmingly Responsive (including Extremely Responsive),
 - helpful bilingual assistance was noted (and there were no negative responses),
 - satisfaction with Registry services or features showed that most were satisfied or extremely satisfied (small percentages as dissatisfied to either degree),
 - Training calendar had about 23% N/A responses (something to think about why this is), Job Board about 40% N/A (this is definitely a niche),
 - very strong satisfied for completing application (but there is discussion on why there is 7% dissatisfied- comments do not reflect dissatisfaction with the application process itself),
 - huge majority are likely (and extremely likely) to renew.
 - Everyone seemed very positive. It is a small sample size over a short amount of time. It is a pretty good start.
- I worked with WCCAA to use Registry app at the conference. We made videos (specific to this application) to help volunteers understand how to assist. Verna found them very helpful. Internet got bogged down so they asked people to take pictures of their cards, which worked well. And it saved so much time and work at the end of the conference.
 - Josh- If Whitewater has capacity, they will likely do it.
- **Rebranding-** looking at parameters. Will distribute a survey to the leadership team. I want board feedback; fill out the paper before you leave. Best practice is a new brand for agency and tweak WI look (degree is being considered). July 1 for roll-out. WI committed to creating a new website (not application).
- MI-
 - Launched MyRegistry app in November, to members in December. Postcard recruitment is in phase 2 that includes a follow-up email with links to support. Career pathway and formal launch for members to come.
- MN- World of Wisdom training summit. 65 attendees.
 - People were excited, Tara Hudson says.
 - Achieve (an agency that uses Develop) attended state conference with a table. Develop is the brand of the database in MN.

- Newsletter out in Nov. There will be a monthly give-away by Achieve.

2:15 Professional Development update- Christine Moldenhauer

- Credential Update- data share
 - There was a drop in verified credentials from 2017 to 2018 that reflects changes in TEACH. Since then, they have lifted the requirements so hoping to see the offerings stabilize. Around 300 or so. The huge dip impacted us across the board. Starting to see the number of credentials that individuals hold is rising.
 - MATC is an example of the reduction from completed credentials from 2017 to 2018.
 - New database- Wells (FL) is working on this to be more user friendly.
 - Credential work- how to market them as a bundle, thinking about how to feature them on the website.
 - Attended annual commission meeting at WECA conference.
 - I joined the advisory committee for Blackhawk and Midstate tech college
 - I plan to attend the TEACH symposium presentation in April
- PDAS Updates
 - Hired Jackie 10/1/18. Training is going well.
 - Trainer misconduct- Issue has been resolved after some back and forth involving lawyers and a letter of ethical breach. The individual wants to work to prevent this from happening again. T-TAP agreements will be updated.
 - PDAS FAQs will be updated for website when the website is updated.
 - Manuals are being updated.
 - PDAS committee meeting in October. Expanding trainer types to 7 in WI.
 - Training survey will be released at the completion of trainings.
 - Policy discussion.
 - Online training requirements discussion.
 - Licensing liaison- connecting with individuals and building relationships.
 - DPI conversations- improving communication, working on resources.
 - FOX CONN leadership meeting. There are zipcodes with no childcare.
 - Reggio-Emilia exhibit: Wonders of Learning exhibit is going and a person can attend and earn continuing ed credits

2:29 Wisconsin Update- Nicole and Christine

- Handout was passed out.
- Processing time in October was high and we brought it down by December. Project management piece will continue to bring it down more.
- Trainer application time went down.
- TAPs application processing went down too.
- Zendesk- got it down under 24 hours. Number of calls were less due to holidays. Illness and snow days are issues.

2:38 Information Management Update- Katy Love

- PD update to application coming soon. Changes will come all at once; the biggest are for trainer and tech assistant requirements. Apply to be at certain level and then it tells you the requirements for the training and you upload the documents that you have. Once approved, you can always reference and update them. When you renew, if you switch to new tier, you see the new requirements and you upload the required docs right away.
- Event entry- when event is scheduled it will look very different. Might feel overwhelming so we might make a video to help. Will be able to jump from tab to tab to make changes instead of going through multiple pages. People should be happy about this.
- Will be able to search for courses in different ways.
- TandT eval tool. Survey- take a training event, email and answer survey about trainer and event. The survey will close after 30 days. Trainer can see results individually or as an event or as a course. Have to have 4 attendees take the survey to generate results. Hope people will use it to improve training.
- March 4th- launch Individual PD plan. On registry account, do not need a membership. Only you can see it; reg staff cannot see it. Can assign goals, tasks, etc. Working with WECA who sponsored this.
- Conference module is up and available for testing for WI and MI. WI has a May release date. Have to use online registration to use the module. We will look at the parameters around online registration. For WI we will build an online reg package. Customer service based piece that we will add training to. Are there funds we could bring in with people using online reg?
- DCF LMS (e learning course)- watching it to see what it can do. What does the tool do and how can we measure it? Filling in training deserts and wondering can e-training help with other problems? 46/72 counties with at least one registrant. And it is offered in Spanish. How can we use the data to highlight parts we might be missing?
- Fun thing- National Workforce Registry alliance. PER approved WI and MN to use data pull on the national scale. Documenting protocols and procedures.
 - WI and MN renewing PER submissions. Rewriting policies and procedures to be more accurate.
- Data committee-
 - Needs sounding board. Put out an annual report that can be used by public- need editing and people asking questions about it.

2:47 Minnesota Contract Update- Tara Hudson:

- ACHIEVE began and finished pretty strong. Application processing time was fast. Hyewon had her baby and will be back in March.
- Zendesk, below 24 hour response time.

10:10 Michigan Update- Emily Finnerud:

- Processing time maintained. Oct- residual effects from influx of health and safety (didn't need a membership but were sending them in). Traveled (4-5 trips) a lot.

- Steadily high numbers of people wanting to become approved trainers. At conferences we spend time with this for individuals and their organizations. Processing times are good.
- Zendesk- coming off of October Health and Safety and travel affects the response time. All times are going down.
 - Phones- less calls each month.

2:54 Risk and Compliance Update- Nicole Lopez:

- Same- keep an eye on them. No change.

2:54 Old Business-

● **Advisory Council-** Tammy:

- Tara- cut it for now.
- Nicole-By-laws would need to be changed to cut the advisory council.
- Angel-reach out to participants and get their thoughts.
 - Josh will help her make the connections.
- Revisit in May
- Christine- contract states should share their advisory committee with Registry Board. MN reports out to us and maybe MI too at some point.
- No meetings scheduled yet.

3:00 New Business

● **Master Calendar for Registry Board of Directors-** Angel

- To record when positions are up and other related dates and when is the Alliance conference and anything the board could reference easily.
- Nicole- should be able to create a calendar the board can access with a unique password.
- Katy- Outlook calendar might be hard to share because it won't synch with protected (personal) Outlooks.
- Nicole- We will look into it and see what is the best option.

3:04 Motion to adjourn-Verna. Janet seconds it. Call to vote. All approve; meeting adjourned.