

ECCLA Board of Directors Meeting

Date: January 20th, 2021



In attendance: Stacy Petty, Danielle Butler, David Hammond, Betsy Overton, Sandy Gregory, Sheri Hannah-Ruh, Maegan Lokteff, Heather Hanna, Hendrik Kopperl, Shannon Hall

Guests: None

Agenda Topic	Discussion	Action/Follow-up/Decision
<p>1:00 pm – Welcome & Agenda Review (Stacy Petty)</p> <ul style="list-style-type: none"> • Opportunity to propose changes or additions to the agenda 		
<p>1:05 pm – BOD Business</p> <ul style="list-style-type: none"> • Review and Approve January 6 BOD Minutes • Review, Discuss and Approve PD Policy Addition to Financial Management and Control Policies • Review, discuss, and approve Disbursement of Funds Policy • Approve the Sole Source Justification for the GPS contract 	<p>- Maegan updated board members that effective January 6, 2021, board minutes once approved will be posted to the ECCLA website.</p> <p>- Maegan and Hendrik discussed the new employee review process starting at ECCLA with the goal of tying in professional development to the review process, position, and scope of work. There will be a form to complete and sign with comments.</p> <p>-Board members provided feedback and comments, including:</p> <ol style="list-style-type: none"> 1. Confirming similar process at their Council of tying professional development to employee reviews. 2. Should there be a stipulation that the employee needs to stay at the organization? 3. Are there safeguards in this procedure? 4. How does this fit into the compensation package? <p>- Maegan discussed that the preference is to pay professional development on a reimbursement basis. The budget constraint is key for professional</p>	<p>Jan. 6, 2021 Board minutes approved.</p> <p>Motion: Sandy, Second Betsy.</p> <p>Professional development policy: Maegan will tweak the policy and then submit it to Board for approval at the next meeting.</p>

	<p>development. No more than the professional development budget can be allocated to employees.</p> <ul style="list-style-type: none"> - Hendrik shared with board members that the annual budget is reviewed twice per year – with an opportunity to review professional development regularly. - Maegan presented a draft policy on disbursement to Councils. Administration costs are not included in the policy as those discussions would occur during contract development and with ECCLA’s funders. -Hendrik stated this policy is consistent with the auditor Warren Halpern’s comments and recommendations regarding disbursements to Councils. - Maegan presented the sole source justification for the Government Performance Solutions contract. 	<p>Disbursement of Funds Policy approved. Motion: Sheri, Second Betsy.</p> <p>GPS Sole Source Justification approved. Motion: Danielle, Second Sheri.</p>
<p>1:35 pm – Finance Update – Hendrik</p> <ul style="list-style-type: none"> • Review and Approve November and December Financials • 2nd Round Payroll Protection Discussion • Grant Update (Rainbow Sheet) 	<ul style="list-style-type: none"> -Hendrik presented the November and December 2020 financial statements. This included the cash balance at 12/31/20, which was above the \$250,000 FDIC threshold. - Danielle mentioned that she recommends a second bank account. Hendrik discussed that last year he did research on a second bank account and that more research and discussion will be done on this going forward. -Maegan stated that ECCLA should wait until after strategic planning is completed before deciding on the second bank account. -Hendrik presented the summary of the PPP Round 2 requirements, as well as a revenue comparison between 2020 and 2019 by quarter, and the effect of COVID-19 on ECCLA’s net assets in 2020. There were two 	<p>November and December 2020 financial statements approved. Motion: Betsy, Second Sandy.</p> <p>ECCLA applying for PPP round 2 funding approved. Motion: David, Second Sheri.</p>

	<p>quarters in 2020 that saw a decline in revenue compared to 2019, which meets the criteria in the regulations for ECCLA to apply for round 2 funding.</p> <ul style="list-style-type: none"> - Maegan and Hendrik were in the middle and leaning towards the opinion of ECCLA not applying for round 2. However, each of the 6 Board members stated that they were in support of ECCLA applying and provided their reasons why. After hearing from the Board members, Maegan and Hendrik agreed about applying for PPP round 2. - Hendrik presented the Rainbow Report for the period ending 12/31/20. The January 2021 report will reflect an update to grants and contracts. There are no concerns regarding any of the grants or contracts in terms of expenses, budgets, and close-out. - Hendrik and Maegan stated that there are internal budgets available with personnel detail, and if a Board member requests them, ECCLA will send the internal budgets to the Board member(s). 	
<p>2:15 – Program Updates and Questions</p> <ul style="list-style-type: none"> • New funding for FCCHI and Timeline • Funding for TEACH • Questions about program Updates • Update on Strategic Planning 	<ul style="list-style-type: none"> - Maegan gave a summary of funding from Daniels and Buell. - Heather discussed the family child care home initiative rounds for 2021 and into 2022. 1st award in April, 2nd award in fall, 3rd award in Jan. 2022. She discussed that ECCLA will provide an online application option. - Maegan gave a summary of the strategic planning process and the Feb. 10th start date. 	
<p>2:40 – Policy Updates</p> <ul style="list-style-type: none"> • Discuss and approve Aponte and Busam Contract for 2021 • Discuss UPK Policy Position Statement 	<ul style="list-style-type: none"> - Maegan gave an update on the OEC Shared Measurement Project. - Maegan updated board members on ECCLA’s contract with Aponte and Busam. 	

	<p>She discussed that all our partners urged us to keep consistency by using Aponte & Busam.</p> <p>Maegan asked board members if ECCLA should ECCLA draft a UPK Policy Position Statement for the short term? The overall answer by board members was yes.</p> <ul style="list-style-type: none"> - Stacy stated to board members that the ECCLA meeting agenda is sent out to Councils in advance and does not need to be discussed by the Board the day before a membership meeting. - Hendrik informed board members of the Volunteer Board Tracking Spreadsheet for 2020 and 2021. The spreadsheet will be sent to Board members via Office 365 within the next few days. 	
<p>3:00 – Adjourn</p> <p>Next ECCLA Board Next Meetings: <i>February 3rd @9:00</i></p> <p><i>Strategic Planning Meetings</i></p> <p><i>2/10 Workshop 1 8:30 – 12:30</i></p> <p><i>2/17 – Workshop 2 Day 1 8:30 – 12:30</i></p> <p><i>2/18 – Workshop 2 Day 2 8:30 – 12:30</i></p> <p><i>2/24 – Workshop 2 Day 3 8:30 – 12:30</i></p> <p><i>2/25 – Workshop 2 Day 4 8:30 – 12:30</i></p>		<p>Meeting adjourned at 3:15 pm.</p>