

## 9/3/19 CPAC Board Meeting Minutes

The meeting was called to order at 6:03 pm. In attendance were: John Flanders, Executive Director; Kathy Whalen, Bookkeeper; David Goldblum; Grace M. Coombs, Secretary; Natasha Singer; and Jonathan Metcalf via Zoom. David acted as the meeting chairperson.

- The first order of business was about the approval of the 7/9/19 meeting minutes. David made a motion to approve the 7/9/19 meeting minutes as they are and Natasha seconded the motion. All were in favor. The 7/9/19 meeting minutes were accepted as they are written.
- The next order of business was the financial report. Kathy talked about the next audit year ending on September 30, 2019. We will get a draft sometime in January 2020. Audrey Leone, the auditor, will audit the books from 9/30/19. David mentioned that a Board member can meet with staff to speak about the budget at Board meetings. Usually this falls to the Treasurer, but this doesn't necessarily have to be the Treasurer. That person can also form a committee to help with this task. David said he will help with this endeavor. Kathy talked about the Cash Report first. \$25,000.00 was taken out to cover payroll. We are using other grant money to cover grants currently running. We are currently using family engagement money to pay for expenses. We haven't received the first of two payments from the State. We do not have a signed agreement from the State. John shared that he got a verbal from the Director, Brian K., that we've been approved, but nothing has arrived in writing. John said that this is a larger contract than in the past. John can make a request from the State to get something in writing. **We are doing the State activities like "Back to School" and other State activities even though we do not have a contract in place.** John can tell the State that if they don't send something in writing soon, he'll have to furlough staff. John will send the Board members an email about the progress/status of this situation. Next, Kathy talked about the education grant/federal dollars from the education grant as of July 31, 2019. She reported to the Board that we only have 7% of this budget remaining for this education grant. She said that once the State grant is in place, overages can be moved to that; until then, it's delicate. **We will have to reallocate expenses.** These items are following the grant and cost allocation plan. Bottom line – we're overspent in these categories. Regarding the SDE Budget Contract as of July 31, 2019, we are in the hold in this grant for \$95, 828.94! The first payment from the State should be about \$100,000.00. Kathy then went over the Profit & Loss by Class from October 2018 through July 2019. She talked about the undesignated items, donation and other non-grant incomes of this report. Some of these items are not grant-funded. Kathy suggests that these things are budgeted in the future; to increase donations to cover these costs. The Board can decide to pull money out of savings to cover these costs. We need to have a good working budget by 10/1/19.
- John talked about the SFEC Grant. CPAC has received \$25,000.00 from them so far. We're using money for translators.
- John talked about the PTI Renewal. This is a federal 5-year grant that is renewed annually. We were renewed. Carmen said that we need to have more ambitious goals. Our goals are a little inadequate for all of our work. This grant is up this time next year and we'll be reapplying. John shared that we were praised with our ability to work with other communities. Starting 10/1/19, this renewal will be worth \$212,000.00.
- Regarding the Retreat update and next steps – this will be tabled until the next Board meeting due to the absence of the amount of Board members in attendance at this meeting.
- John talked about Emma Joseph being the newly hired staff person. She was originally hired as a temporary staff person, however now she is staying on as a parent consultant.
- Board member Maxine Hannibal had sent in her letter of resignation from the Board a week and a half ago. John said that we have 8 Board members now. John will do some active looking to other parent to sit on the Board. He'll be considering Next Step participants and will also be looking at the Stamford center. He's hoping to target the following towns: Fairfield county, Norwalk, and possibly Bridgeport.
- John said that the job descriptions should be completed by the end of this month. The job descriptions that he emailed to the Board members are for all the positions at CPAC. They are all still in draft format. John had staff create a list of goals too. The parent consultant job description is generic, but have additional addendums to this job description. The goals will be added to generic job descriptions as per each staff member's responsibilities. Based upon staff talents, and attributes, duties will be added base on specialty areas and base on learning experiences. John is putting a list together or additional roles/duties for job descriptions.
- Regarding the employee manual. Grace voiced that under the "performance appraisal" section that it should be added that these are done annually. The Board can email John with any feedback regarding the employee manual prior to it being finalized. John also wants to have added something about the media contact and social media. John hopes to have this done by the end of the month.

- The cost allocation plan was approved by the Board members per electronic voting.
- John talked about the upcoming SEEK conference for parents. He said that he is a member of their Board of Directors as himself and not as a member of CPAC. He shared that 4 of the bills that SEEK worked on went through. There is an annual SEEK conference taking place in the end of October. He went on to say that CPAC has never attended this, however with the possibility of several parents in attendance, he feels that CPAC should have a table at this event. John will send an email to the Board members of the list of the other participants at this conference for the Board's consideration.
- Regarding the 2019 meeting schedule approval, this will be tabled until the next Board meeting.
- David motioned that the meeting adjourns. Natasha seconded that motion. All were in favor. The meeting adjourned at 6:55 p.m.

Minutes submitted by Grace M. Coombs, CPAC Board Secretary, 9/8/19

**Edited minutes submitted by Grace M. Coombs, CPAC Board Secretary, 10/21/19**