

**BOARD OF DIRECTORS MEETING**

**August 4, 2021**

**Video Call**

**DRAFT AGENDA**

Strategic Priority	Agenda Item	Purpose	Time
	<b>Welcome</b>	<ul style="list-style-type: none"> <li>Introduction of Meeting Participants and Guests</li> </ul>	5 mins
Map Processes & Systems	<b>New Business/Old Business</b>	Opportunities for Public Comment*	5 mins
Map Processes & Systems	<b>Minutes &amp; Consent Agenda</b>	<ul style="list-style-type: none"> <li>Approval of Minutes</li> <li>Consent Agenda</li> </ul>	5 mins
Best in Class Talent	<b>President's Report</b>	<ul style="list-style-type: none"> <li>Board Updates</li> </ul>	5 mins
COVID-19 Response	<b>CEO Report</b>	<ul style="list-style-type: none"> <li>OHS Funding</li> <li>Fall Re-opening</li> </ul>	5 mins
Map Processes & Systems	<b>External Affairs Committee Report</b>	<ul style="list-style-type: none"> <li>FY21 Private Revenue Dashboard</li> <li>FY22 Projections</li> </ul>	10 mins
National Model	<b>Strategic Task Force Update</b>	<ul style="list-style-type: none"> <li>Progress Update</li> </ul>	10 mins
Map Processes & Systems	<b>Finance Committee Update</b>	<ul style="list-style-type: none"> <li>Update on Financial Position FY21</li> <li>Review and Approval of FY22 Budget</li> </ul>	15 mins
Best in Class Talent	<b>Closed Session</b>	<ul style="list-style-type: none"> <li>Pending Litigation</li> </ul>	20 mins

**Total time: 100 minutes**

\*In accordance with Executive Order 2020-07 issued March 16, 2020, the August board meeting will take place via conference call. Non-essential voting matters will be postponed. Anyone interested in participating in the conference call are asked to contact Christina Henneuse at [chenneuse@christopherhouse.org](mailto:chenneuse@christopherhouse.org).

## BOARD OF DIRECTORS MEETING MINUTES

August 4, 2021 at 6:00 PM

Virtual Meeting, Hosted Over Microsoft Teams

**Board Members Attending by Phone:** Ronit Barrett, Rob Buono, Jessica Cardoni, Dee Dee Chesley, Temok Contreras-Hernandez, Joe Hammon, Roberto Interiano, Jeff Kemerley, Lauren Long, Liam O’Kane, Stephen Raquet, Dave Rodin, Kim White, Lizzy Whitehorn

Quorum Met

**Board Members Absent:** Rolando Acosta, Adnan Assad, Stacey Blasko, JoAnne Cicchelli, Kenny Langston, Joel Lozada, Dan Lynch, Tom O’Neill, Tom Woodrow

**Christopher House Staff Attending by Phone:** Meaghan Jennings, Gloria Kuechenberg, Laura Pietrini, Karen Ross-Williams, Libby Shortenhaus, Becky Seibel, Traci Stanley, Katheryn Steward

**Minutes Recorder:** Christina Henneuse

**Proceedings:** Meeting called to order at 6:01 PM

**Welcome,** Presented by Dee Dee Chesley

**Public Comment**

No public comments.

**Minutes and Consent Agenda.** Presented by Dee Dee Chesley and Becky Seibel

Motion made by Dave Rodin and seconded by Liam O’Kane, and carried unanimously to approve the May 12, 2021 and May 26, 2021 Board Meeting Minutes.

Motion made by Roberto Interiano and seconded by Steve Raquet, and carried unanimously to approve the 5 items on the consent agenda:

1. FY21 Head Start Budget Revision
2. FY21 Early Head Start Budget Revision
3. Approval of changes in CHES curriculum
4. Approval of changes to 2021-2022 Risk Management Policies and Procedures Manual
5. Approval of changes to 2021-2022 Early Childhood Parent Handbook

**President’s Report,** Presented Dee Dee Chesley

Dee Dee reminds the board of the four hour professional development training requirement that must be completed within the first year of a board member’s first term.

Approved by Board of Directors 9/8/2021

Board elections will be on the agenda for the September board meeting.

**CEO Report**, Presented by Libby Shortenhaus

The Office of Head Start has recently restructured how it funds Head Start and Early Head Start Programs in Chicago. As a result, major funding cuts and closures of programs will occur throughout the city. Christopher House was one of 14 agencies awarded a grant through DFSS.

Our focus has been to minimize impact on our community, and with the help of the Finance Committee, we have been able to reallocate funds in order maintain staff, preserve the quality of education and minimize the impact on families. We do not expect layoffs or interruption of service at this time.

Christopher House will continue to advocate for the reinstatement of lost Head Start slots and assistance for those impacted by reaching out to elected officials in the Uptown, Belmont Craign and Logan Square neighborhoods.

All scholars will be returning on site for in-person learning this fall. Our priorities for re-opening include a focus on the following tenets: social-emotional learning, individualized instructions, family support, vaccinations, and an anti-bias curriculum.

**External Affairs Committee Report**, Presented by Jeff Kemerley

Christopher House raised 86% of its projected revenue for Fiscal Year 2021. Next fiscal year's projected revenue is \$1.75 million.

The External Affairs team has recently revamped their website, which includes a new blog that will help drive traffic to the website and increase donor engagement. Recent posts include a Q&A with Libby, a deep dive into our first graduating class of 8th graders, and a recap of a press event hosted by Congresswoman Jan Schacowsky. In July, the Congresswoman, who represents Illinois' 9th district, hosted a press conference at our Uptown campus around the launch of child tax credit and the impact on our families. The event was featured on ABC7, Univision, Telemundo, NBC5, and Fox32.

The FY22 Annual Benefit is scheduled for May 5, 2022 at Morgan Manufacturing

**Strategy Committee**, Presented by Libby Shortenhaus and Traci Stanley

The board has voted to extend the strategic plan through FY23. The priorities for the next two fiscal years are: 1. Best in class talent 2. Map processes and systems and 3. Position organize for future growth. The Leadership Team has developed objectives for each priority area, and has been working to revise the plan in response to challenges and opportunities.

**Finance Committee Update** Presented by Steve Raquet

Approved by Board of Directors 9/8/2021

The PPP application was submitted and approved for \$1.1M. The Finance Committee is currently discussing how to manage the remaining \$1.2M.

FY22 budget has a \$43K surplus overall for the agency. Governmental Funding increased in spite of the reduction in the Head Start contract. Outside Services increased over prior year with the addition of food service, legal and consulting services. Furniture/Equipment costs have gone back to pre-pandemic levels after purchases specifically related to the response to COVID19 were made in FY21. Motion made by Jeff Kemerley and seconded by Roberto Interiano and carried unanimously to approve the FY22 budget.

Motion made by Liam O'Kane and seconded by Jeff Kemerley and carried unanimously to adjourn the meeting into executive session.

Meeting adjourned to Executive Session at 6:47 PM.