

BOARD OF DIRECTORS MEETING
September 8, 2021
Video Call
DRAFT AGENDA

Strategic Priority	Agenda Item	Purpose	Time
	Welcome	<ul style="list-style-type: none"> • Introduction of Meeting Participants and Guests 	5 mins
Map Processes & Systems	New Business/Old Business	<ul style="list-style-type: none"> • Opportunities for Public Comment* 	5 mins
Map Processes & Systems	Minutes & Consent Agenda	<ul style="list-style-type: none"> • Approval of Minutes • Consent Agenda 	5 mins
Best in Class Talent	President's Report	<ul style="list-style-type: none"> • Board Elections 	5 mins
COVID-19 Response	CEO Report	<ul style="list-style-type: none"> • Board Packet/Meeting Updates • Full Return to In-Person Learning 	5 mins
National Model	Strategic Task Force Update	<ul style="list-style-type: none"> • Approval of FY22-FY23 Strategic Plan • Strategic Focus of the Board in FY22 	10 mins
Best in Class Talent	Joint DEI/Board Development Report	<ul style="list-style-type: none"> • Board Diversification Improvement Strategies 	10 mins
Map Processes & Systems	External Affairs Committee Report	<ul style="list-style-type: none"> • FY22 Private Revenue Dashboard 	10 mins
Map Processes & Systems	Finance Committee Update	<ul style="list-style-type: none"> • Update on Financial Position FY22 	5 mins
Best in Class Talent	Closed Session	<ul style="list-style-type: none"> • Personnel Matters & Pending Litigation 	20 mins

Total time: 80 Minutes

*In accordance with Executive Order 2020-07 issued March 16, 2020, the September 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.

BOARD OF DIRECTORS MEETING MINUTES

September 8, 2021 at 6:00 PM
Virtual Meeting, Hosted Over Microsoft Teams

Board Members Attending by Phone: Adnan Assad, Stacey Blasko, Ronit Barrett, Rob Buono, Jessica Cardoni, Joe Hammon, Roberto Interiano, Jeff Kemerley, Kenny Langston, Lauren Long, Joel Lozada, Liam O’Kane, Tom O’Neill, Stephen Raquet, Dave Rodin, Kim White, Lizzy Whitehorn, Tom Woodrow

Quorum Met

Board Members Absent: Rolando Acosta, Dee Dee Chesley, JoAnne Cicchelli, Temok Contreras-Hernandez, Dan Lynch

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

Minutes Recorder: Christina Henneuse

Proceedings: Meeting called to order at 6:07 PM

Welcome, Presented by Adnan Assad

Public Comment

No public comments.

Minutes and Consent Agenda. Presented by Adnan Assad and Katheryn Steward

Motion made by Tom O’Neill and seconded by Kenny Langston, and carried unanimously to approve the August 4, 2021 Board Meeting Minutes.

Motion made by Tom O’Neill and seconded by Kenny Langston, and carried unanimously to approve the items on the consent agenda:

- 1.) FY21 Headstart Budget Revision, Contract Period 12/1/2021-9/30/2021
- 2.) New Head Start Budget, Contract Period 8/1/2021-11/30/2021
- 3.) New Early Head Start Budget, Contract Period 8/1/2021-11/30/2021
- 4.) Board Resolution Letter
- 5.) FY22 Head Start Application
- 6.) FY22 Early Head Start Application
- 7.) July 2021 Parent Policy Meeting Agenda & Minutes
- 8.) August 2021 Parent Policy Meeting Agenda & Minutes

President's Report, Presented Adnan Assad

The following board members are up for re-election:

Ronit Barrett
Stacey Blasko
Kenny Langston
Kimberly White
Tom Woodrow

The following board officers are up for re-election

Dee Dee Chesley
Adnan Assad
David Rodin
Stephen Raquet

Motion made by Jeff Kemerley and seconded by Joe Hammon, and carried unanimously to re-elect the board members and board officers listed above.

CEO Report, Presented by Libby Shortenhaus and Traci Stanley

Per the suggestion of the Strategy Committee, the Board Packet now includes an executive summary, which summarizes key topics covered in the meeting. The executive summary page will be included in each board packet moving forward.

Christopher House has reopened for early childhood and elementary school at full capacity as of August 18th. Since then, we have continued to see no transmission, and our Covid-19 infection rate remains low. In order to maintain safety for everyone, Christopher House has mandated the vaccine or on-site testing for all staff.

One of the biggest challenges facing Christopher House is staff shortages throughout the organization. The Leadership Team is focusing on recruitment and has a plan for staff coverage in the interim.

The Christopher House satisfaction survey went out to Christopher House staff and families in spring 2021. The results of the survey revealed that the majority of parents and staff who responded feel Christopher House is taking proper precautions to prevent the spread of Covid-19. Families rated Christopher House a "10", "9", or "8" in overall satisfaction with the organization.

Areas for improvement include communication between the organization and parents, more equitable, transparent decision making among senior leadership, and ensuring staff feel valued. A full overview of the survey results and how they are integrated into the strategic plan (for approval at today's meeting) is included in the board packet.

Strategy Committee, Presented by Kenny Langston

The Strategy Committee would like to expand the strategic plan to include equity, diversity and inclusion initiatives. The current revised 2-year plan prioritizes the recruitment and retention of high-quality staff, mapping processes and procedures, and positioning ourselves for future growth.

Motion made by Adnan Assad and seconded by Ronit Barrett, and carried unanimously to approve the 2-year strategic plan.

The Strategy Committee is currently working on creating a scorecard to ensure progress on measures, and will provide updates at the next meeting.

Kenny next requests feedback on how to make the meetings and the work of the board more engaging. The board requests more opportunities to connect with the Leadership Team and other staff to learn more about Christopher House and its various departments. They suggest an improvement of the onboarding process for new and prospective board members to include this type of opportunity. Board members are also interested in learning what the Leadership Team is reading and requests a reading list of publications that are relevant to Christopher House.

Joint DEI/Board Development Report, Presented by Lauren Long

The DEI Task Force met with the Board Development Committee and agreed that in order to meaningfully diversify the Board, we must develop new recruitment strategies, create a position statement on the Board's commitment to diversity, equity and inclusion, and establish a succession plan for Board members. These materials will be shared with the board at a later meeting.

External Affairs Committee Report, Presented by Jeff Kemerley

The External Affairs Committee would like to encourage board members to begin thinking about how they'd like to be involved in this year's annual benefit. Moving forward, the External Affairs Committee presentation will include Christopher House talking points to help Board members develop their "elevator pitch" for your network.

Finance Committee Update Presented by Steve Raquet

The unaudited FY21 budget shows there was a \$317K variance in revenue and a favorable variance of \$72K in expenses.

The virtual Gala did not produce the revenue that was anticipated from an in-person Gala and child care revenue opened with limited capacity in November. The charter school, Early Head Start and Head Start received additional funding in response to the pandemic, offset by additional expenses.

Meeting adjourned to closed session at 7:17 PM.

Motion made by Rob Buono and seconded by Ronit Barrett and carried unanimously to adjourn the meeting.

Meeting adjourned at 7:25 PM