



Meeting Notice

Board of Commission Meeting

Thursday October 18, 2018

**Social Development Commission
1730 W. North Avenue – Board Room**

Milwaukee, WI 53202

5:30pm

If you are unable to attend this meeting, please call Abra Fortson @ 414-906-2720.

*NOTICE is hereby given that the Commission may convene in closed session to consider item (s) above pursuant to Section 19.85 (1) (b), (c), (e), (f), and (g) Wisconsin statutes, and may reconvene in open session to take action on items discussed.



Board of Commission Meeting
October 18, 2018 – 5:30pm
SDC 1730 W. North Avenue Board Room
Milwaukee, WI 53205

Agenda

- | | |
|---|-------------------------|
| 1. Call to Order | Board Chair, S. Findley |
| 2. Roll Call | |
| 3. Compliance with the Open Meetings Law | |
| 4. Public Comments | |
| Information | |
| 5. Adoption of the October 18, 2018 Agenda | Action |
| 6. Adoption of the October 18, 2018 Consent Agenda | Action |
| 7. Adoption of the Board of Commission September 20, 2018 meeting minutes | Action |
| 8. SDC Chairperson Report | Action |
| 9. SDC CEO Report | Action |
| 10. SD Foundation Report | Action |
| 11. SD Properties Report | Action |
| 12. Financial Update | Information |
| 13. Committee Reports | |
| A. Program Planning Public Policy | |
| BP2380 | |
| SDC Information Only | Information |
| BP2381 | |
| BP2382 | |
| SD Foundation Briefing Paper | Information |
| BP2383 | |

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Milwaukee, WI 53205**

	SD Foundation Briefing Paper Information Only	Information
	None	
	B. Special Executive Committee	Action
14.	Legal Report	Action
15.	New Business	Information
16.	Old Business	Action
17.	Adjourn	Action

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Board of Commissioners Meeting
1730 W. North Avenue Milwaukee, WI 53205
Meeting minutes

Meeting September 20, 2018

Call to order by Board Chair, Stephanie D. Findley at 5:33p

Roll Call: A quorum was confirmed by Executive Support Manager, Abra Fortson

Members Present:

Stephanie D. Findley, Vincent Bobot (via phone), Daniel Gomez, Vi Anna Jordan, Alma Ramirez, Dr. Regina , Nikki Purvis, Elmer Moore Jr. , Lelah Huntley, George Matthews, Craig Sanders, Sara Van Winkle,

Excused:

Dr. Gary Williams
Rosemary Holley – Technical Access Resource Person

Absent:

None

Compliance with Open Meetings Law: Confirmed

Announcements:

None

Adoption of the September 20, 2018

- Motion to adopt by George Matthews
- 2nd by Alma Ramirez
- The motion carried

Adoption of the September 20, 2018 Consent Agenda

- Motion to adopt by Alma Ramirez
- 2nd by George Matthews
- The motion carried

Adoption of the Board of Commission July 18, 2018 meeting minutes

- Motion to adopt by Vi Anna Jordan
- 2nd by Alma Ramirez
- The motion carried



Board of Commissioners Meeting
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Meeting minutes

SDC Chairperson's Report:

Board Chair Stephanie Findley asked that everyone comply with the request to submit their Board Ethics Statements and Commitment Statements to Abra Fortson by the end of the September 20, 2018 meeting. She reminded the commission of its CSBG requirement to ensure the statements were completed with 100% board participation.

Chair Findley reported that the Executive Committee approved the CEO evaluation for the period of January 1, 2017 – December 31, 2017.

She also reported that the Executive Committee met to review and score the RFP's submitted for the next 3 year strategic planning cycle. This RFP was to determine the firm who would facilitate the process.

Ms. Findley introduced Mr. Elmer Moore Jr., Executive Director of the Scale Up Milwaukee. Mr. Moore Jr., was appointed to the Board of Commissioners by The Greater Milwaukee Committee. She reported that Mr. Moore Jr. will replace Brian Schupper.

SDC CEO Report

SDC CEO George Hinton mentioned that the Milwaukee County Head Start RFP would be posted soon. He asked that the commission think about how they would intend to respond if at all. Commissioner Vi Anna Jordan asked Mr. Hinton's opinion as to how the commission should proceed. Mr. Hinton responded that the Community Needs Assessment should be the guide.

He outlined that Community Needs Assessment results revealed that our end users felt it more important to provide tools and access to resources such as: 1) Career & Education and 2) Pathways to employment. He noted that it is SDC's charge to respond to the community's needs. Mr. Hinton also suggested that more effort be put into strengthening the child care centers we serve so that they are effective in their service delivery.

Daniel Gomez agreed with CEO Hinton's assessment. George Matthews noted that Milwaukee Succeeds reported that there are not enough quality childcare centers in the 53206 zip code.

Chair Findley referred the matter back to Program Planning and Public Policy for review and determination.



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On Wednesday October 10, a motion was made at Program Planning and public policy to recommend to the full board that SDC not pursue the Head start RFP. The motion carried.

SD Foundation Report:

SD Foundation Interim Chairman, Al Smith gave a report on the Commission. SD Foundation is continuing to prepare for and soliciting support for Plated! on October 17th at the Hilton Garden Park Place. Mr. Smith reported that he'd been meeting with potential corporate sponsors as well planning for the Strike Out Poverty Event scheduled for November 18th and J.B.'s on 41.

SD Properties Report:

No Report

Financial Update:

SDC Finance Director, Patrick Kirslenlohr provided a financial update. He noted that there were no significant changes since last report.

Mr. Kirslenlohr reported that he did almost pull from the line of credit. He noted that sometimes when major grants aren't paid out in time, it signals a need to use.

Committee Reports:

(All Reports were approved under the consent agenda)

A. Program Planning and Public Policy Committee

Briefing Papers Approved Under Consent Agenda:

- BP2364
- BP2365
- BP2366
- BP2367
- BP2368
- BP2369
- BP2370
- BP2371
- BP2372
- BP2373

SDC Information Only:

- BP2374



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SD Foundation Briefing Papers:

- BP2375 – BP2376

SD Foundation Briefing Papers Information Only

- BP2377 & BP2378

Legal Counsel –

James Hall, Legal Counsel reported that he'd submitted request to the City of Milwaukee Common Council to adjust the ordinance for the ability to simplify the election process. He noted that he would be submitting the same to Milwaukee County.

It was noted that MPS had submitted their recommendation and the person was in process of approval at School Board.

Additionally, it was reported that both Milwaukee County and the State of Wisconsin are moving their candidates forward as well.

Old Business

None

New Business

None

Motion to Adjourn: The meeting adjourned at 7:30p



October 2018 Briefing Papers for Action/Information

BP	Funder	Services/Program	Request	Refunding/New
Action Items				
BP2380	WI Dept of Health Services	Benefits Enrollment – Medicare Improvements for Patients and Providers Act (MIPPA)	\$9,120	Refunding
Total			\$9,120.00	
Information only				
BP2381	MPS Contract Services	Absolute Advantage	\$15,000	New
BP2382	Cousins Make it Better Foundation	YouthBuild	\$5,000	New
Total			\$20,000.00	

Requests through the Social Development Foundation

BP	Funder	Services/Program	Request	Refunding/ New
Action Items				
BP2383	Forest County Potawatomi Foundation	VITA	\$30,000	Refunding
Total			\$30,000.00	
Information Only				
Total			0	

2018 Grant Request Status- To Date

Agent	Total # of requests	Total \$ requested	Total # awarded	*Total amount awarded	*New awarded	Total pending	Amount pending	Total denied	Amount denied
Agency-wide	65	\$14,500,192	28	\$6,815,516	\$232,614	22	\$6,691,300	12	\$897,441
SDF only	26	\$730,500	8	\$150,000	\$113,000	9	\$262,500	8	\$285,000

*Award of \$76,638 from Wisconsin Fast Forward was declined by SDC administration.

**Social Development Commission
Balance Sheet
July 31, 2018**

	Governmental Fund Types		Proprietary Fund Types			Totals	Information
	General	Special Revenue	Enterprise	Internal Services	SD Properties		Only SDC Foundation
ASSETS							
Cash	\$ 510,488	\$ -	\$ -	\$ -	\$ 14,044	\$ 524,532	\$ 154,338
Restricted Cash	-	12,541	-	-	-	12,541	65,066
Due from grantor agencies	-	611,889	-	28,624	-	640,513	-
Other accounts receivable	26,708	233,263	47,587	48,904	3,045	359,507	-
Due from other funds	122,537	22,499	-	-	-	145,036	1,738
Inventory	6,450	28,581	-	2,571	-	37,602	-
Prepaid Expenses	139,341	14,056	-	22,738	-	176,135	3,945
Total Current Assets	805,524	922,829	47,587	102,837	17,089	1,895,866	225,087
Buildings and equipment	-	-	-	804,635	3,237,403	4,042,038	-
Accumulated depreciation	-	-	-	(787,465)	(696,451)	(1,483,916)	-
Buildings and Equipment, Net	-	-	-	17,170	2,540,952	2,558,122	-
TOTAL ASSETS	805,524	922,829	47,587	120,007	2,558,041	4,453,988	225,087
LIABILITIES							
Accounts Payable	19,117	242,201	-	102,937	15,033	379,288	194
Accrued Liabilities	73,781	149	-	-	130,365	204,295	-
Due to Other Funds	-	-	22,546	10,539	113,689	146,774	-
Deferred revenue	-	264,448	-	-	-	264,448	45,590
Notes Payable	-	-	-	-	1,846,500	1,846,500	-
Total Liabilities	92,898	506,798	22,546	113,476	2,105,587	2,841,305	45,784
FUND EQUITY							
Undesignated fund balance	712,626	416,031	-	-	-	1,128,657	-
Unreserved retained earnings	-	-	25,041	6,531	452,454	484,026	179,303
Total Fund Equity	712,626	416,031	25,041	6,531	452,454	1,612,683	179,303
TOTAL LIABILITIES AND FUND EQUITY	\$ 805,524	\$ 922,829	\$ 47,587	\$ 120,007	\$ 2,558,041	\$ 4,453,988	\$ 225,087

**Social Development Commission
Income Statement
January 1, 2018 to July 31, 2018**

	Governmental Fund Types		Proprietary Fund Types			Total	Information Only SDC Foundation
	General	Special Revenue	Enterprise	Internal Services	SD Properties		
Revenues	\$ 924,286	\$ 8,105,591	\$ 55,175	\$ 684,982	\$ 436,838	\$ 10,206,872	\$ 78,416
Expenses							
Volunteer Expenses	-	227,405	-	-	-	227,405	-
Staff Wages	444,244	1,762,818	7,893	115,566	-	2,330,521	7,691
Staff Fringes	192,936	697,504	4,013	40,154	-	934,607	1,430
Consultants	10,868	414	-	-	-	11,282	-
Contractual Service for Weatherization	-	2,060,930	-	-	-	2,060,930	-
Contractual Services	73,095	629,258	355	72,483	3,280	778,471	729
Training and Educational	5,804	36,127	-	2,858	-	44,789	-
Travel	1,183	20,508	64	598	-	22,353	-
Occupancy	121,065	538,551	2,956	365,593	219,790	1,247,955	759
Equipment	3,219	78,410	1,596	19,926	5,712	108,863	-
Supplies	31,565	212,750	861	13,604	-	258,780	1,533
Direct Assistance to Participants	-	745,254	13,945	-	-	759,199	-
Other	40,307	138,687	760	54,200	71,842	305,796	63,027
Indirect Costs	-	875,670	3,760	-	34,784	914,214	1,625
Total Expenditures	924,286	8,024,286	36,203	684,982	335,408	10,005,165	76,794
Net Change	-	81,305	18,972	-	101,430	201,707	1,622
BEGINNING NET POSITION	712,626	334,726	6,069	6,531	351,024	1,410,976	177,681
NET SURPLUS/(DEFICIT)	-	81,305	18,972	-	101,430	201,707	1,622
ENDING NET POSITION	\$ 712,626	\$ 416,031	\$ 25,041	\$ 6,531	\$ 452,454	\$ 1,612,683	\$ 179,303

**Head Start/Early Head Start
Milwaukee County- 2019-2023**

Total Amount: \$15,114,701/year

Minimum Request: \$500,000

Expected Awards: 4

Due November 11, 2018

The project requires a 20% non-federal match. This can be cash or in-kind- SDC received the match from our delegate agencies in the past.

1. Each agency must establish and maintain a policy council responsible for the direction of the Head Start program at the agency level, and a policy committee at the delegate level.
2. We will need data on school readiness in Milwaukee County.
3. The program must establish a governance council and a parent committee comprised exclusively of parents of currently enrolled children.
4. The components of the program include:
 - a. **Education-** By August 1, a program must provide 1,380 annual hours of planned class operations for all enrolled children
 - i. Curriculum must be evidence-based (we used Creative Curriculum and Teaching Strategies GOLD in the past)
 - ii. Screening and Assessments: In collaboration with each child's parent and with parental consent, a program must complete or obtain a current developmental screening to identify concerns regarding a child's developmental, behavioral, motor, language, social, cognitive, and emotional skills within 45 calendar days of when the child first attends the program.
 - iii. Parent and family engagement in education: Center-based and family child care programs must structure education and child development services to recognize parents' roles as children's lifelong educators, and to encourage parents to engage in their child's education
 - b. **Health Services**
 - i. Oral Health: A program must promote effective oral health hygiene by ensuring all children with teeth are assisted by appropriate staff, or volunteers, if available, in brushing their teeth with toothpaste containing fluoride once daily
 - ii. Nutrition: A program must design and implement nutrition services that are culturally and developmentally appropriate, meet the nutritional needs of and accommodate the feeding requirements of each child, including children with special dietary needs and children with disabilities. Family style meals are encouraged

- iii. Mental health and social and emotional well-being. Head Start must support program-wide culture that promotes children’s mental health, social and emotional well-being, and overall health.
 - iv. Safety: program must establish, train staff on, implement, and enforce a system of health and safety practices that ensure children are kept safe at all times
 - c. **Family and Community Engagement:** A program must integrate parent and family engagement strategies into all systems and program services to support family well-being and promote children’s learning and development. Programs are encouraged to develop innovative two-generation approaches that address prevalent needs of families across their program that may leverage community partnerships or other funding sources.
 - d. **Services to children with Disabilities:** A program must ensure enrolled children with disabilities, including but not limited to those who are eligible for services under IDEA19, and their families receive all applicable program services delivered in the least restrictive possible environment and that they fully participate in all program activities.
 - i. At least10% of enrolled children have a disability
 - e. **Transition Services:** A program that serves children who will enter kindergarten in the following year must implement transition strategies to support a successful transition to kindergarten.
 - f. **Services to Pregnant Women:** Within 30 days of enrollment, a program must determine whether each enrolled pregnant woman has an ongoing source of continuous, accessible health care – provided by a health care professional that maintains her ongoing health record and is not primarily a source of emergency or urgent care – and, as appropriate, health insurance coverage.
 - g. **Human Resources:** A program must establish written personnel policies and procedures that are approved by the governing body and policy council or policy committee and that are available to all staff.
 - h. **Program Management and Quality Assurance:** A program must provide management and a process of ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective, high-quality program services.
5. **Budget:** Pre-award costs, including start-up costs, may be requested by an applicant in addition to the base operating and T/TA grant funds. If requested, applicants must provide a separate budget for start-up/pre-award costs, in addition to a 12-month budget for the base funding awarded

6. **Letters of Support**