



**Board of Directors Meeting**  
**Tuesday, March 9, 2021 1:00 pm - 3:00 pm**  
**Join Zoom Meeting: Link Available Upon Registration Confirmation**

Overview: First 8 Memphis hosts quarterly Board of Directors meetings as a function of the governing body for the organization. The Board provides oversight and accountability for the organization. Board meeting dates and virtual access are open to the public.

Time	Agenda Item
1:00 pm	<b>Board Chair Welcome</b>
1:10 pm	<b>Board Committee/Working Group Reports</b> <ul style="list-style-type: none"> <li>● <b>Executive Committee</b></li> <li>● <b>Nominating and Governance Committee</b></li> <li>● <b>Finance Committee</b></li> <li>● <b>Communications Working Group</b></li> <li>● <b>HR Working Group</b></li> </ul>
2:00 pm	<b>Executive Director Report</b>
2:30 pm	<b>Policy and Advocacy Update</b>
2:55 pm	<b>Check Out and Adjourn</b>

\* Voting Item

FY21 Board of Directors Meeting Dates  
 Tuesday, October 20, 2020  
 Tuesday, December 8, 2020  
 Tuesday, March 9, 2021  
 Tuesday, June 8, 2021 (**next meeting**)



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**First 8 Memphis Board of Directors Meeting****Date:** March 9, 2021**Time:** 1:00pm - 3:00pm

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<b>Board Members Present:</b>	Jim Boyd, Dr. Antonio Burt, Kathy Buckman Gibson, Dr. Carol Johnson Dean, Yvonne Madlock, Mary McDaniel, Keva Latham, Patrice Robinson, Alex Smith, and Michael Whaley
<b>Board Members Absent:</b>	Dr. Marion Hare, Tanya Hart, and Amber Huett-Garcia
<b>Staff Present:</b>	Ginny Renfroe, LeAmber Hill, Dr. Kandace Thomas, and LaDora Watkins
<b>Visitors Present:</b>	Ronda Hughey (Hughey's Debits and Credits)

**Board Chair Welcome**

The meeting began at 1:03 pm. A quorum was recognized.

**Committee Business****Review of December 8, 2020 Board of Directors Meeting Minutes**

**VOTE: A motion to approve the December 8, 2020 First 8 Memphis (F8M) Board Meeting Minutes was made by Director Jim Boyd with a second by Director Yvonne Madlock. There were no objections. The minutes were approved unanimously.**

**Board Committee/Working Group Reports****Finance Committee**

Director Keva Latham provided an update of the Finance Committee.

- Jan-June 2020 Audit: At the February 25th meeting, the auditors from Dixon Hughes Goodman shared the final report for the short year audit (Jan-Jun 2020). There were not any unsatisfactory findings in the report.

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- Work to get RFPs from potential audit firms for next year will begin. At this time, there appears to be no conflicts with F8M contracting services with a different audit firm than Seeding Success.
  - The Financials: November expenses increased due to legal fees related to Pre-K Operator contract negotiations. In December, Tennessee Community CARES (TN Cares) grant income flowed through. Classroom expenses were estimated due to lagging reconciliation reports. (Estimates were put in place to avoid cash flow issues.) Personnel expenses increased because staff bonuses were paid. Consulting fees increased due to the MTech contract for TN Cares. These expenses are one time occurrences that are not expected to be in the run rate on a year-over-year basis. In January, two loan payments were made (to First Horizon and TUCI).
    - The Financial Policies and Procedures were updated including the development of a flow chart that articulates the operational process for operator payments.

**VOTE: A motion to approve the financial audit for the six months ending June 2020 was made by Director Keva Latham with a second by Director Mary McDaniel. There were no dissensions or abstentions. The motion passed unanimously.**

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## **HR Working Group**

Director Alex Smith, Co-Chair of the HR Working Group reported:

- We are in the process of hiring for two positions - Director of Strategic Operations and Pre-K Liaison. We're partnering with Momentum NonProfits to conduct the search for the Director position. Applications are due March 19th. At the next meeting of the Working Group, discussion will include development of the application process and the infrastructure and other important staff needs (i.e. finance and community engagement)
  - If any Board members are interested in serving on the HR Working Group, please notify Director Alex Smith or Dr. Kandace Thomas.
  - The F8M Executive Committee will review the Board Conflict of Interest Policy particularly related to Board members who are applying for positions within the organization. It is recommended that the Board member resign immediately upon expressing any interest in applying for a role and the resignation is in effect for a length of time - either 12 or 18 months.
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## Executive Committee

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Chairperson Buckman Gibson provided the following updates:

- Conflict of Interest Forms were provided to the Board members for completion for the year of 2021.
- F8M released a strategic planning RFP for proposals to conduct a strategic plan for the organization. This is not a process to revisit the community early childhood education plan, but rather an effort to have a strategic plan to chart out the course of First 8 Memphis over the next few years. It is expected that the relationship between F8M, NEXT Memphis and Early Success Coalition will be more clearly defined during this process. Members were asked to provide any recommendations on consultants to Dr. Thomas. **ACTION ITEM: LaDora will send the Conflict of Interest form to the members via email.**

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## Nominating and Governance Committee

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Director Boyd provided the following updates:

- Leadership Roles: Conversations with nominees for Vice Chair and Secretary have occurred. The nominees, Carol Johnson Dean and Tanya Hart, accepted the nominations for Vice Chair and Secretary, respectfully.
- Candidate for Board membership, Dr. Catherine Cushinberry, was put forth. Dr. Cushinberry currently works at City Year and has a passion for the work of F8M.
- Board job description and assessment form: Members were encouraged to file the documents after reading to inform and support their engagement on the Board. The Committee responsibilities document also outlines the role of each committee of the Board.
- Other Board membership: There is consideration for two other seats on the Board. Any recommendations should be given to Director Boyd.

**VOTE: Motions to elect Carol Johnson Dean as Vice Chair, Tanya Hart as Secretary, and Dr. Catherine Cushinberry for Board membership was made by Director Jim Boyd. There were no abstentions or objections.**

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## Communications Working Group

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Director Madlock provided the latest updates from the Communications Working Group.

- The Committee has been meeting regularly to oversee and participate in an RFP process for a communications consultant.
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- RFP was issued in mid - December with a February 1st due date. Ten responses were received. Interviews followed.
  - Currently referrals are being reviewed and contacted.
  - Target date of April 15th to contract with a new firm.

## Executive Director Report

- F8M's Zoom Open House is to be celebrated.
  - One hundred people were logged on. Informative, engaging, fun, and very well produced were some of the descriptors in response to the event. There were no technical issues.
- F8M has started engaging in contract writing for our contract with NEXT Memphis.
- The F8M Leadership Council will be relaunched this spring. Given our staff capacity, F8M is looking for a consultant to help with orchestrating and facilitating the Leadership Council.
- F8M presented to the Oversight Committee, City of Memphis, and Shelby County Government on our Pre-K Quarter 1 performance and an update on Pre-K 2019-2020 school year. Specific updates included:
  - There were 64 classrooms last year; there are 70 classrooms as of today. It was noted that contract negotiations are in process with the Achievement School District. Porter Leath provides wraparound services for most of our classrooms. The budget for next year's classroom costs is still being developed; As per the Universal Needs-Based Pre-K goals, with Shelby County Schools Fund One classroom expansion and F8M classrooms, the community will reach its goal of serving most of the eligible 4-year-olds in Pre-K. K-Readiness data is not available to be published at this time. Nationally, experts have raised concerns about the validity of remote assessments.
  - Instructional learning continues in various forms - virtual, in-person, and hybrid. Shelby County Schools was the most recent district to go back to in-person learning.
  - Quarter One attendance and enrollment compared to last year is going well. Strong attendance rates of 1071 students enrolled.
  - F8M classrooms administered a family outcomes assessment survey. During the first quarter of the school year, the greatest needs of families in the Pre-K program were internet access, childcare, transportation, and utility assistance. Family Service Workers provide resources like Mata bus

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cards, weekly meals, and referrals to the Driving the Dream platform to mitigate some of the immediate needs.

**Other discussion:**

- Enrollment: Shelby County Schools parents are continuing to add children back to the program daily registration increasing daily. There are approximately 2100 children still missing. The grades with the highest numbers of students are Kindergarten, 1st, and 2nd grade. Middle and high school (grades 6-12) numbers are low.

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**Policy and Advocacy**

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Haley Simmons, Seeding Success, was invited to provide early childhood policy updates.

- The policy team is working to formalize the cadence and relationship with F8M and Tennesseans for Quality Early Education.
  - TANF (Temporary Assistance for Needy Families) can be utilized for a number of services including cash assistance, childcare, unemployment services, Pre-K, Head Start, wraparound services and other services.
    - There is legislation working its way through the general assembly related to TANF funding. The state of Tennessee had \$740 million dollars of unused funds on the books last year. There were efforts during the last legislative cycle to spend those funds down. Those efforts were unsuccessful and the funds grew. This legislative cycle there are efforts to get two key sponsors Rep David Hawk and Senate Finance Chair Bo Watson “welfare related reform”. The legislation would call for a fair spending of the funds across Tennessee communities, a three year pilot totaling \$225 million across 7 communities. The funding would also set up a task force to govern and review how the program is implemented and provide recommendations to the state of Tennessee.
    - Memphis could be excluded from the legislation, however work is being done now to ensure that Memphis is in position to receive some of the funding.
    - Positioning Seeding Success and F8M to serve as technical assistance to the Department of Human Services which could garner more social and political capital.
    - Members of the Board will be solicited to think about potential members from the community that can serve on the task force.
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- F8M is considering establishing a policy committee as a subcommittee under the Leadership Council. This will be the framework to move the work forward in the early childhood space. The memo provided to the Board also details that F8M will serve as a model and TQEE will manage developing relationships with communities across the state. The policy team will support the overall development policy efforts as well as lobbying capacity. Jigsaw is the lobbying team hired to support these efforts.
  - Tennessee Proposers - separate C4 established to do more political work, candidate selection, and formal lobbying capacity.
    - The Board of Directors of TN Prosperers will be expanded. An invitation for representation from the F8M Board will be made once additional partners are identified outside of the Seeding Success family. Timing is by the end of the year.
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### Next Steps

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- The F8M team is working on an RFQ application to expand the classrooms from 70 to 80 for the 2021-2022 school year. A Board special call meeting will be held on May 11, 2021 to vote on a set of recommendations for F8M classrooms.
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### Adjournment

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The next full Board meeting is June 8, 2021. The meeting adjourned at 2:26 pm.