

MARYLAND STATE CHILD CARE ASSOCIATION
Meeting Minutes for Thursday, March 16, 2023
 Full Board Meeting.

Meeting Call to Order at 11:08 a.m.

Board Members		Chapter Representatives	
Executive Director- Chris Peusch- President	X	Anne Arundel County—Courtney Feather Baltimore City—Annie Reyes	
1 st Vice Pres.- Lisa Dickinson	X	Baltimore City- Joanne Jamison	X
2 nd Vice Pres.- Ruthie Claytor	X	Baltimore County—Quandra Greene	X
Secretary- Astrid Crookshank	X	Baltimore County—Caitlyn Holley	X
Treasurer- Kim Ritchey	X	Carroll County—Amanda Beacham	V
Immediate Past President—Marina Maier	X	Cecil County Janelle Schmidt	V
Business Rep—Barry Benesch	V	Frederick County—Cindi Webb	X
Member-at-Large—Barb Dubik	V	Harford County—Janelle Schmidt	V
Member-at-Large—Bonnie Hendershot	V	Howard County—Randi Albertsen X Joan Johnson	V
Member-at-Large—Deb Kamplain	X	PG County—Deborah Williams	V
Member at-Large —Imani Angela Rose	X	MoCo County—Jan Williams	
Member-at-Large—Carolina Reyes	V	MoCo County - Tracey Clay	
Member-at-Large- Syretha Storey		Washington County—April Singleton	X
President Emeritus—Charles Wainwright	V	Alt Mem at Large—Kristen Miller	X
Guest - Jenn T/Denise H Treebranch	V	Alt Member at Large - Cindi Webb	X
Guest		Carroll County - Dana Chirillo	V

Outcomes for meeting:

1. Board Members and Executive Director will receive presentation from TreeBranch Group related to analytics for MSCCA website, social media, conference support and contract services renewal.
2. Full Board will discuss and resolve vacancy on MSCCA Board of Directors.
3. Board Members and Executive Director will review the Kullman CPA contract, Compass Advocacy and TreeBranch Group for approval.
4. Board Members and Executive Director will review and discuss advocacy and legislative efforts for 2023.

Call to Order 11:05

President- vacancy- First VP- Lisa Dickinson



Introductions of Board Members and Guests

Chris Peusch, Executive Director –

introduce

TreeBranch Group - Jenn T - Denise H

Website - reviewed website - advocacy page with new items. resources /membership directory will be improved to be searchable. will also make the business list searchable. Resources list. Hot topics in legislation. , link to general assembly and public policy meetings. will provide data analytic reports to board for review. Consider adding exposure on Social media, instagram, linked in etc. Create an “image based” campaign to promote the MSCCA mission. (Caitlyn’s flyers) Discuss email scam issue - can we change how we can keep the emails private. perhaps a contact form, instead of posting emails. Tree Branch will look into a contact form. Discuss possibility of paid advertising through Tree Branch. Review of Estimate, # of average hours discussed. Were extra hours last year for CBTS 22 for technical help?

MSCCA Contractor Presentation: TreeBranch Group Estimate needs approval.

Any further discussion? Discuss number of hours, pay \$16k annually. discount for non profit. This is an estimate - if approved, then they send a contract.

Motion 1: Marina moves to accept the Tree Branch estimate 2nd by Randi - 4 abstain /None against Motion passed.

Move to Closed session of Board meeting - no guests, and please keep all information discussed at this meeting confidential until minutes are approved.

New Business: According to Bylaws: Vacancy resolved by Board of Directors

1st VP Read email from Jenn D regarding her resignation from the board. This Email was sent to the full board.

A follow up email from Jenn D was then sent to the Exec committee, requesting refund of membership and trivia night sponsor money and removal of registration from CBTS for all her staff. also lists items in her possession to return to MSCCA. (Note : Monies in this request have been returned already.)

New email chain with Exec Committee reviewed bylaws on resignation: vacancy will be filled by Exec Director until board can convene to fill the vacancy. Board can consider to move 1st VP to President, 2nd VP to 1st VP, and consider filling 2nd VP , from another member, or leave it open until next election.

1st VP Lisa D offered a \$2500 sponsor for Trivia from Goddards/Owings Mills.

Email sent to Exec Comm with poll re refund request of Jenn D Membership/registrations (bylaws state no refunds) one member recommended refund to move on. Poll results read. All in favor of a refund.

Read email from Jenn N, re personal history with MSCCA and decision to withdraw membership and request refund of dues.

2nd Poll sent by email regarding Jenn N refund, Results of second poll read., all in favor of refund.

All monies were refunded the next day.

3/8 Chris P forwarded email to the Exec Committee. from Jenn D to MSDE cc'd Chris, in which Jenn D announced she stepped down as MSCCA Pres. does not agree with how things are going. Canceled registration for staff to CBTS. Chris recommended sharing this with the attorney for review, Exec Committee in agreement with attorney review.



Chris P sent email - to Angeline and Jenn D - (BC to Exec Comm.) Acknowledging requests for cancelled registrations and appreciating the many years of contributions by Jenn D to MSCCA.

Background information:: At Feb board meeting there was a request by Chris to address the board with concerns. The meeting ended without time for that. An exec committee mtg was scheduled by Jenn D on 3/6/ for Chris to have an opportunity to express concerns. Chris shared that she did not want to address concerns just with a committee on 3/6 but instead would share any concerns with the full board. The meeting on 3/6 was still held and some concerns about recent computer purchases were brought up by Jenn D that Chris was not aware of. Kim R stated she later reviewed the new computer purchases, Chris P purchased her own computer, Chuck's was only partially expensed to MSCCA for use for membership and financial record keeping..

Exec Comm mtg then focused on encouraging conversation between ED and Pres. Exec Comm members present said they felt good about results, and felt communications would improve. Chris P said she had a long history of working well with Jenn D and expected to move forward together. Exec Comm members shared they were all very surprised by the quick resignation by Jenn D.

Discussion of Bank fraud issues, Sept/Oct then Feb. How much, how was it handled and how to prevent it . Kim R (treasurer) reviewed details with Chuck and distributed her findings with the Exec Comm. She felt that the ED, and Chuck handled it all well, discussion of need for better procedures for prevention. The bank fraud occurrence was another reason for new computers. The Fraud also froze online banking which delayed getting information in timely manner to the Board, and impacted the ability to pay bills.

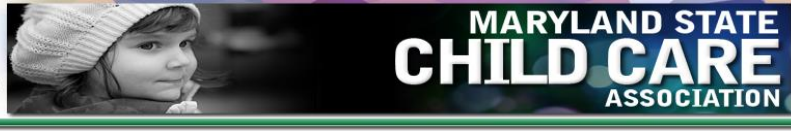
Additional email from Jenn D -with Reasons for resigning - 1. Delayed communication with bank fraud in Oct/Feb
2. Cash taken from the Bank without approval from the board to pay the hotel symposium contract. 3. Raffle cash left at symposium chair. 4. CBTS sponsor check left at the restaurant table after Feb 14 PDC mtg , 5. Poor relationship with MSDE.
Chris clarified for the full board: Emails were sent to the full board regarding the fraud after each circumstance, some information was delayed as access to accounts online was frozen at the time. The October cash withdrawal was due to the fraud closing credit cards- there was no other way to pay the hotel on the day of Symposium. The bill was paid immediately upon arrival at the hotel and receipt received. Tips were given in cash to King AV, these can be verified. The \$2500 sponsor check was left on the table while Chris helped load up MSCCA logo items to be borrowed by a member for an upcoming meeting. She remembered the check while still at the restaurant and went back in to get it. The raffle cash at Symposium was picked up by Chuck who was one of two members at the raffle desk, he informed Chris by text that he had the money and deposited it right away as is his usual role. Another member clarified that the raffle cash was always with a board member that day, not left unattended on a table..

The full Board appreciated the explanations by Chris and other members who verified., Kim verified excellent financial records that are kept by Chuck and former treasurer.

OPEN to all for discussion -

Discussion that Chris P should be reimbursed for the computer, since it was purchased solely to facilitate virtual access to Board meetings.

Online members discussed maintaining documentation, Chuck verified that all documents are accurate. No documentation is needed for a personal purchase. (Chris's new Computer)



Discussion that the bylaws should be clarified as to when an exec comm mtg should be called, because an emergency full board mtg was also an option. Chris reiterated that she did not want to meet as a committee - she had wanted a full board meeting. Discussion that better policies and procedures are needed regarding Exec Comm, what constitutes an emergency, The exec comm poll was explained to speed up the response to refund request. Discussion that it should be the full board that makes the decision. It was noted that Chris was clear in all emails that she did not want to meet with the Exec Comm because she felt the conversations should be with the full board only. Discussion that Jenn D will be missed, she contributed a lot to MSCCA, there was an expectation that things were going to work out, sad that it ended the way it did.

Motion 2: Deb moves to accept the resignation of Jenn D, Quandra/ Barb second. all in favor none abstain, none opposed motion passed,

Filling the vacancy:

Member withdrawal Section 2. Members may withdraw from the Association, by written notice; however no dues or fees shall be refunded upon such withdrawal.

Article VII Section 5. In the case of the death, resignation, ineligibility or removal of any Member of the Board of Directors the vacancy shall be filled by the Executive Director until the Board convenes to resolve the vacancy.

Article VIII -Section 3. The First Vice-President shall assist the President and, in the absence of the President, shall perform the duties of the President. The First Vice President shall have duties as the President or the Board may assign.

Section 4. The 2nd Vice President shall have such duties as the President or the Board may assign.

Motion 3: made by Chuck to move first VP to Pres , Marina/ Janelle 2nd. Vote all in favor, none abstained or opposed .MOTION passed 1st VP Lisa Dickinson accepts the position of President.

Motion 4: made by Randi to move 2nd VP to 1st Vp and leave 2nd VP position open until next election, Kim R second. Vote all in favor, none opposed or abstained. MOTION passed. Ruthie Claytor accepts the position of 1st VP

Minutes- February 16, 2023 Board meeting minutes

Astrid Crookshank, Secretary

Motion 5: to approve Feb minutes made by Barb, Quandra 2nd, Vote: All in favor. Minutes approved.

Treasurer's Report

Kim Ritchey and Chuck Wainwright, Treasurer & Emeritus

Treasurer report. submitted in writing

Motion 6: to accept treasurer report made by Deb, Second by Imani, Vote: All in favor, Treasurer's Report approved.

Old Business:

Executive Director: Full Board Contract review and approval needed for:

1. Kullman and Associates- Engagement letter for accounting and tax prep services
2. Compass Advocacy- annual contract for lobbying services
 - a. Discussion of each contract

Motion 7: Kim moves to accept Kullman engagement letter, Marina 2nd Vote, All in favor. Motion Passed

Motion 8: - Randi moves to accept the Compass proposal. . Quandra 2nd, VoteAll in favor. Motion Passed

Executive Director's Report-

Christina Peusch

Chris P Equity in Leadership training *Dr. Gerri-Lynn Ballard* for \$400. question - 2 or 4 hour training with lunch? When? Board prefers June meeting,



Motion 9: - Randi move to hold the equity raining at June mtg for \$400 a. Ruthi second. Vote: All in favor, Motion Passed

Considerations-partnership Latino Child Care Association of Maryland grant through MSCCA

Chris P: Latino association - meeting to review partnering for Spanish language trainings. suggest that the group become a business member.

Sub committee to review what a partnership could look like:: Chris Randi K Joanne, Astrid Carolina Quandra Caitlyn and Joan J

MFN New Mapping Tool- link to MSCCA website <https://www.marylandfamilynetwork.org/for-advocates/maryland-child-care-mapping>

Committee Reports ARTICLE XI COMMITTEES

The following will be **standing committees**, included but not limited to: Nominating, Administrative and By-laws, Legislative, Membership and Member Services and Professional Development. The President shall appoint such Standing and Ad Hoc Committees as may be needed.

See Committee brief descriptions in your orientation binder.

Nominating Committee: Past President Chair, Chapter Representatives participate in committee-Marina Maier, Chair and All Chapter Presidents/Leaders are committee members.

Legislative - Legislative Task Force, Public Policy & Program Oversight and Regulations: Carolina Reyes, Member at Large, Chair-

HB 1219 and SB 893- Administration led- Maryland Educator Shortage Act 2023

SB 881- Child Care Providers and Employee Bonuses-Alterations

HB 881-Early Learning Collaboratives -Established and Tax Credits for Contributions

SB 690-Education-Early Childhood Education Teachers-Qualifications

HB 888- Education-Prekindergarten Alternative Teacher Preparation Program-Authorization and Reporting

SB 873-Child Care Provider Stabilization Program-Established

Administration and Bylaws Committee- Chair/s Barry Benesch and Imani-Angela Rose

Membership and Membership Services- Chair/s -Chuck Wainwright and Lisa Dickinson

Lisa D request to step down from membership chair , and ask Caitlyn to accept CoChair with Chuck. Pres is ex officio on all committees.

Chuck - 99.1% from 2022.

Professional Development REPORT: Chair- Astrid Crookshank

PDC met Mar 14, Registration update: 678 registered!

Hotel block reservations are fully booked, Condos are booked, overflow accommodations now available at the Carousel, with shuttle.

Keynotes arranged and paid, Exhibitors list full, Sponsor list growing.

PDC met with CVENT, CEI and Treebranch 2/28 to review tasks, and establish systems for getting content on Attendee Hub, We will provide Zoom links for virtual sessions, link will be on Attendee hub. next mtg 3/28.

PDC sub committee will visit OC Fountainbleu 3/30 to confirm spaces, and also tour The Grand hotel for possible future location.

Activities/Sponsor - new flyers made (thank you Caitlyn) to share on Social media highlighting evening events and sponsors.

Schedule/Board assignments - All Board members are needed to help make this CBTS a success. A questionnaire will be sent with job lists/requests, shirt sizes, etc. please contact Astrid with any questions. PDC will assign duties/times and share the schedule at April meeting

Add donation of basket request to board questionnaire.

Shirt choices shared: IDEA - Board member Cardigans with embroidery, will follow up with production company



Credentialing Question- delays are affecting the voucher approval process. Chris will send an email we can extend the deadline for the payment by voucher. Suggestions - Can we send an email to general membership to give FAQs on vouchers

Passion for Excellence Grant review committee, review by Ruthi, Marina, Cindy and Deb-

PDC Future business:- Head start interested in partnering with us for Fall Symposium, working on that will. need to come to a decision at the next mtg. Need to review a new location for fall Symposium.

Legislation - sen bil; 881. Carolina R testify , received support from Latina child care assoc. bill to hopefully can continue the bonuses. continuation of grant \$ up to \$1500 per year.

ByLaws - Imani - Bylaws meeting tomorrow

Nominating Committee: Marina Maier and Chapter Presidents' - please provide a schedule for 2023 and the scope of work of policy and procedure manual.

Licensing, Oversight and Regulations: no new regulations at this time.

Workforce Advancement Branch (formerly Credentialing): SB 881

Maryland EXCELS: no new changes.

Child Care Scholarships: CC Scholarship application Spanish translation concerns and changes made- Congratulations Carolina Reyes

New presumptive eligibility pilot in Baltimore City-System improvements continue- feedback and comprehension- HB 495 True Up Process- The reconciliation process, may increase or decrease a provider's payment for cc scholarship, after the advance payment month has been paid.

Family Engagement Coalition: Meeting Feb. 27, 2023- agenda

Business Member Representative: Consider Business Member luncheon for 2023- Barry Benesch- KNeal International

Membership/Community Outreach/Communications/Committee: Chuck W., Lisa D. and Ruthie Claytor

See membership report

Membership drive almost complete with new Marketing video - thanks to Celebree's Adam Green and moving forward to launch this initiative in February 2023.

Outreach Committee scope of work, meeting schedule and committee members. Passion for Excellence Grant review – must include Treasurer.

National Child Care Association/NECPA: Invite to Board meeting for 2023- choose dates to invite

Chapter Reports: *(Please submit your review in writing, meeting schedule and membership roster)*

NOTE – New Chapter Leadership for Montgomery County -

We welcome Jan Williams and Tracey Clay to the Board, they will attend as of the next meeting.

Anne Arundel County
Millersville)

Courtney Feathers (The Goddard School



Baltimore City		JoAnne Jamison and Annie Reyes (Milk and Honey CC & Downtown Baltimore CC)
Baltimore County		Quandra Green, Precious Ones ELC and Caitlin Holley(The Goddard School-Ownings Mills)
Carroll County		Amanda Beecham (Carroll Community College & Dana Chirillo, Grace ELC)
Frederick County		Cindi Webb, The Learning Bee and Frederick County Day Montessori
Cecil/Harford County		Janelle Schmidt, Harford Day School
Eastern Shore: <i>Upper and Lower</i>		Vacant
Howard County-		Randi Albertsen – Innovations in Education
Montgomery County		Jan Williams St. Francis International School and Tracey Clay, Celebree School,
Prince George’s County		Deborah Williams-JC Kids Care
Washington County (Western Maryland)		Kim Ritchey & April Singleton -
Ritchey’s Totlot Southern, MD.		vacant

Motion 10 Randi moves to close 1:25, Deb 2nd - Vote, All in favor , Motion passed

THANK YOU FOR YOUR LEADERSHIP AND SERVICE TO MSCCA BOARD OF DIRECTORS!

Next meeting April 20, 2023 at 11:00 am