

**Dubuque County Early Childhood (DCEC)
Board Meeting Minutes, Tuesday, January 23, 2018
Keystone Area Education Agency (AEA)**

Present:

Nick Patrum, Chair, Citizen/Business
Gina Blean, Citizen/Parent
Amy Cameron, Citizen
Kim Glaser, Citizen/Health
Dan Huss, Citizen
Jim Guentherman, Citizen/Faith
Linda Martin, Citizen/Education
Ashlee Metcalf, Citizen
Michelle Milbert-Parsons, Citizen/Human Services
Cindy Steffens, Citizen/Education
Don Vrotsos, Citizen/Justice System
Ashley Weber, Citizen

Angela Petsche, Vice Chair/Citizen/Health
Jeff Turner, Citizen
Joel Reicks, Citizen
Jay Wickham, Board of Supervisors

Guests:

Amy Kallaher, Parents as Teachers (PAT)/Four Oaks
Kristy Fenwick, PAT/Four Oaks
Tara Roddick, Child Care Resource & Referral (CCRR)
Kim Gonzales, Visiting Nurse Association (VNA)
Jacquie Zwack, VNA

DCEC Staff:

Sherri Edwards, Director

Absent:

Kevin Lynch, City Council

At 12:02 p.m., Chair Nick Patrum called the meeting to order with a quorum present.

Review of Agenda: Nick presented the agenda; no comments were offered. An in-kind form circulated.

Introductions: Nick facilitated introductions with a get-acquainted activity from the Board Development Committee.

In-Service Session: On behalf of Long-Range Planning, committee members Jim, Kim, and Sherri introduced the second in a series of four presentation/discussion activities on the priorities in the Strategic Plan. Jim reviewed the goals of the activity, past progress, and indicator trendlines for Priority #4. Then, VNA representatives spoke on DCEC-supported health programs for early childhood and performance measure trendlines. After a Kahoot quiz, members broke into small groups to discuss planning for Priority #4. The feedback will go to the committee to compile, and activities will continue on the remaining two priorities.

Cindy joined the meeting in progress at 12:37 p.m.

Approval of Minutes: Nick introduced minutes submitted for approval and asked for comments. None were given. **Amy moved, Linda seconded, to approve November 28, 2017, meeting minutes as written. Motion carried unanimously.**

Consent Agenda: Nick introduced the consent agenda submitted for approval and asked for comments. Related to her report, Sherri noted her upcoming vacation schedule. **Ashley W. moved, Kim seconded, to approve the consent agenda. Motion carried unanimously.**

Action Items:

- 1. FY17 Audit Report** – On behalf of the Executive/Finance Committee, Nick introduced the draft audit report for FY17 as recently completed by DCEC's auditor. Nick and Sherri provided highlights of the financial statements and final report showing no findings. **Michelle moved, Don seconded, to approve the audit report as submitted; motion carried unanimously.** The auditor will submit the report to the state office within 10 days of this approval step.

- 2. Board Member Appointment** – Nick introduced the exit of Kevin Lynch as the city council representative and a recommendation by the Dubuque City Council to appoint Luis Del Toro in this position. **Don moved, Ashley W. seconded, to accept Kevin’s exit from the board and approve the appointment of Luis to the city council position. Motion carried unanimously.**

Old Business:

- 1. Parents as Teachers (PAT) Honor** – Deferred from the last meeting, Amy shared news that the PAT program earned model fidelity recognition by its national PAT office. Board members congratulated PAT on this high honor.
- 2. Annual Report Taskforce** – Deferred from the last meeting, Sherri explained an Executive/Finance Committee request to form a task force to address some program/data programming questions. Ashlee M., Amy, and Jeff volunteered to serve. Sherri said citizens also will be recruited with a meeting poll going out in mid to later February.
- 3. Vroom Grant** – Deferred from the last meeting, Sherri provided an update on the Vroom grant implementation and incentive bag available at events that include parents. The November packet contained a full report. Linda, Gina, Michelle, and Jim suggested avenues of additional distribution.
- 4. Resource Development Event** – On behalf of the Resource Development Committee, Ashley presented plans in development for a fundraising event on April 17. She explained the theme and goals. She also invited board members to provide contacts for sponsors and auction items; she will send an e-mail with further details. Don said the committee would be willing to do the outreach for potential sponsors, if members provide contact information. Finally, Nick asked everyone to join the membership in attending the event.
- 5. Mid-Cycle Review Visit** – Deferred to the next meeting due to available time.
- 6. Child Care Data Follow-Up** – Deferred to the next meeting due to available time.
- 7. Board Self-Assessment** – Deferred to the next meeting due to available time.

New Business:

- 1. Quarterly Fiscal Report** – Deferred to the next meeting due to available time.
- 2. FY19 Request for Proposals/Mini-Grants** – On behalf of the Executive/Finance Committee, Sherri introduced the purpose, structure, and draft timeline for release of the FY19 Request for Proposals/Mini-Grant applications. If approved at this meeting, the release would be based on the current Strategic Plan. If the board wants to revise the plan, discussion and potential approval would occur in February. After discussion, the board decided to proceed at this time. **Gina moved, Ashley W. seconded, to approve release of the FY19 Request for Proposals/Mini-Grant Applications according to terms set forth as stated. Motion carried unanimously.**
- 3. Highlights of Programs Quarterly Reports** – Deferred to the next meeting due to available time.
- 4. Collaboration/Advocacy/Day on the Hill/Budget** – Deferred to the next meeting due to available time.
- 5. Two Funding Proposals** – Deferred to the next meeting due to available time.
- 6. Dubuque Racing Association (DRA) Grant** – Sherri introduced the opportunity to apply for a DRA grant and provided some history on DCEC’s past applications. The board discussed possible concepts and was in favor of an application providing a viable concept takes shape and as long as time allows with other DCEC priority projects in progress.
- 7. Input from the Community** – None was offered.

Adjournment: Ashley W. moved, Kim seconded, to adjourn the meeting at 1:25 p.m. The DCEC Board will meet next on February 27, 2018, 12:00 p.m. at Keystone Area Education Agency, 2310 Chaney Road, Dubuque.

Respectfully submitted, Sherri Edwards, Director, Dubuque County Early Childhood