

**Dubuque County Early Childhood (DCEC)
Board Meeting Minutes, Tuesday, February 27, 2018
Keystone Area Education Agency (AEA)**

Present:

Gina Blean, Citizen/Parent
Kim Glaser, Citizen/Health
Dan Huss, Secretary, Citizen
Jim Guentherman, Citizen/Faith
Linda Martin, Citizen/Education
Joel Reicks, Citizen
Cindy Steffens, Citizen/Education
Jeff Turner, Citizen
Don Vrotsos, Citizen/Justice System
Ashley Weber, Citizen
Jay Wickham, Board of Supervisors

Luis Del Toro, City Council
Ashlee Metcalf, Citizen
Michelle Milbert-Parsons, Citizen/Human Services
Nick Patrum, Chair, Citizen/Business
Angela Petsche, Vice Chair/Citizen/Health

Guests:

Amy Kallaher, Parents as Teachers (PAT)/Four Oaks
Kristy Fenwick, PAT/Four Oaks
Tara Roddick, Child Care Resource & Referral (CCRR)
Stephanie VanGroll, CCRR
Stacey Killian, Visiting Nurse Association (VNA)

Absent:

Amy Cameron, Citizen

DCEC Staff:

Sherri Edwards, Director

At 12:00 p.m. in the absence of the chair and vice chair, Secretary Dan Huss called the meeting to order with a quorum present. He asked for introductions and facilitated a get-acquainted question

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

In-Service Session: On behalf of Long-Range Planning, committee members Jim, Kim, and Sherri introduced the third in a series of four presentation/discussion activities on the priorities in the Strategic Plan. Jim spoke on past progress and noted indicator trendlines for Priority #2. Then, Tara spoke on DCEC-supported child care provider programs and performance measure trendlines. Board members asked questions on provider participation in the Quality Rating System, and Tara provided additional information. After a Kahoot quiz, members broke into small groups to discuss planning for Priority #4. Feedback will go to the committee to compile, and activities will continue on the last priority.

Approval of Minutes: Dan introduced minutes submitted for approval and asked for comments. None were given. **Gina moved, Kim seconded, to approve January 23, 2018, meeting minutes as written. Motion carried unanimously.**

Consent Agenda: Dan introduced the consent agenda submitted for approval and asked for comments. Related to her report, Sherri noted submission of a proposal for a Dubuque Racing Association grant (copy will be in the next packet) and a sign-up sheet for spring site visits. **Ashley W. moved, Kim seconded, to approve the consent agenda. Motion carried unanimously.**

Action Items:

- 1. Budget Shift Recommendation** – On behalf of the Executive/Finance Committee, Dan introduced a recommendation for a budget shift for child care provider grants at CCRR. The recommendation was based on provider need and will not change the total amount funded. **Linda moved, Jim seconded, to approve the budget shift as submitted; motion carried unanimously.** At this time, Jay noted that DCEC's funding proposal to the County Board of Supervisors was not approved for next year. He shared some observations on the county's process and recommended that DCEC apply again next year. Sherri said DCEC has another proposal pending through DECAT.

Jay left the meeting at 12:57 p.m. A quorum remained.

Old Business:

1. **Mid-Cycle Review Visit** – Deferred from the last meeting, Sherri summarized results of DCEC’s mid-cycle review visit from a state office representative. Full results will be in the next board packet.
2. **Child Care Data Follow-Up** – Deferred from the last meeting, Tara shared additional trendline information on child care providers in Dubuque County. She offered to answer any questions either at this meeting or via email after.
3. **Board Self-Assessment** – Deferred from the last meeting, Jim reviewed the board’s self-assessment in progress and the purpose of this. He requested that all members complete the online component for the process and circulated the form with instructions.
4. **Quarterly Fiscal Report** – Deferred from the last meeting, Sherri said DCEC’s accountant did not have last month’s financial report ready when the current packet went out. So this agenda item was deferred again until next month.
5. **Highlights of Program Quarterly Reports** – Deferred from the last meeting, Dan asked any program representatives in attendance to speak on their quarterly reports from last month’s board packet. On behalf of DCEC, Kristy shared that the PAT program expects that 80% of new enrollees soon will meet the eligibility guidelines (current requirement at 75%). This may increase as the year moves along.
6. **Collaboration/Advocacy/Day on the Hill** – Deferred from the last meeting, Sherri provided details on Day on the Hill, which will happen on March 19. A local team will attend, and all were welcomed to join in visits to legislators. Additionally, Sherri shared state information on potential mid-year budget cuts; this is yet to be finalized.
7. **Two Funding Proposals** – This agenda item was addressed earlier in the meeting.
8. **Resource Development Event** – On behalf of the Resource Development Committee, Ashley spoke on the April 17th fundraising event, including plans for a silent/live auction, ways to donate and volunteer, goals for participation and funds to be raised, etc. She encouraged board members to suggest sponsors, donate auction items, and buy tickets to attend the event. A formal invitation will go out soon.

New Business:

1. **Community Mental Health Event** – Jim shared information on an event designed to highlight mental health needs and impact in the community. For more information or to register to attend, contact Jim.
2. **Early Childhood Recommendations** – On behalf of the Early Care and Education Committee, Sherri introduced results of a discussion the committee and its partners had to check progress on external recommendations made by an early childhood task force convened 10 years ago through Dubuque Schools. The committee recorded current programs, needs that still existed, and priorities within age categories for the recommendations. The results of this discussion can be used by DCEC and other organizations as a needs assessment for early education.
3. **Input from the Community** – Tara shared changes coming for a Respite Child Care Program currently funded by Prevent Child Abuse Iowa. Administered by CCRR, this program will transition to crisis care in the next request for proposals cycle. Kristy noted the high need for crisis care services.

Adjournment: Ashley W. moved, Kim seconded, to adjourn the meeting at 1:22 p.m. The DCEC Board will meet next on March 27, 2018, 12:00 p.m. at Keystone Area Education Agency, 2310 Chaney Road, Dubuque.

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