

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

Present:

Nick Patrum, Chair, Citizen/Business
Amy Cameron, Citizen
Kim Glaser, Citizen/Health
Jim Guentherman, Citizen/Faith
Linda Martin, Citizen/Education
Angela Petsche, Vice Chair, Citizen/Health
Joel Reicks, Citizen
Jeff Turner, Citizen
Ashley Weber, Citizen
Jay Wickham, Board of Supervisors

Dan Huss, Secretary, Citizen
Ashlee Metcalf, Citizen
Michelle Milbert-Parsons, Citizen/Human Services
Cindy Steffens, Citizen/Education
Don Vrotsos, Citizen/Justice System

Guests:

Amy Kallaher, Parents as Teachers (PAT)/Four Oaks
Stephanie VanGroll, Child Care Resource & Referral (CCRR)
Zacquie Zwack, Visiting Nurse Association (VNA)

Absent:

Gina Blean, Citizen/Parent
Luis Del Toro, City Council

DCEC Staff:

Sherri Edwards, Director

At 12:18 p.m., Chair Nick Patrum called the meeting to order with a quorum present. He facilitated introductions.

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

In-Service Session: On behalf of Long-Range Planning, committee members Jim and Angela introduced the fourth in a series of presentation/discussion activities on the priorities in the Strategic Plan. After a Kahoot quiz, members broke into small groups to discuss planning for Priority #3 and document feedback. Jim said the committee would review comments from all activity sessions and potentially propose revisions to the Strategic Plan. Nick thanked the committee for coordinating this effort.

Approval of Minutes: Nick introduced minutes submitted for approval and asked for comments. None was given. **Ashley W. moved, Amy seconded, to approve February 27, 2018, meeting minutes as written. Motion carried unanimously.**

Consent Agenda: Nick introduced the consent agenda submitted for approval and asked for comments. Sherri noted the sign-up sheet available for board members to attend site visits. **Linda moved, Jay seconded, to approve the consent agenda. Motion carried unanimously.**

Action Items: None.

Old Business:

1. **Update on Resource Development Event** – Ashley W. provided a handout and an update on DCEC’s Success Starts Early event on April 17. She went over the planning team’s efforts and gave goals for and highlights of the upcoming event. On behalf of DCEC, Ashley and Nick encouraged all board members to attend.

Kim joined the meeting at 1:00 p.m.

2. **Mid-Cycle Review Visit** – Due to available time, this agenda item was deferred to the next meeting.

3. **Quarterly Fiscal Report** – Deferred from the last meeting, Nick provided a financial update both for the last quarter and to date. Bridging into the next agenda item, he also provided information on the structure of DCEC financials.

New Business:

- 1. In-Service Session on Financial Report Structure** – This topic was covered in the last agenda item.
- 2. Conflict-of-Interest Form/Taxes Request** – On behalf of the Executive/Finance Committee, Sherri noted the annual conflict-of-interest form for members to complete. She also explained the tax form requested of all members; this also related was to potential conflicts. DCEC's tax preparer is completing the annual Form 990, which will go in draft form to board members for any questions or comments prior to submission.
- 3. Collaboration/Advocacy/Day on the Hill** – Those in attendance who participated in the Day on the Hill this month gave highlights of their visits with legislators.
- 4. Process for Request for Proposals** – On behalf of the Executive/Finance Committee, Nick gave an update on proposals received for next year's funding cycle. He also summarized the process to date. Nick said the next step is to proceed with the review that will lead to recommendations for the board. In the past when a large number of proposals were submitted, the board created review teams by type of funding. However, when the quantity was less or proposals were from organizations already receiving funding, the board has opted to have the Executive/Finance Committee serve as the review team while inviting any other interested board members to participate. Jay asked questions on bidders and size of grants, which Nick answered. **After discussion concluded, Jay moved, Ashley W. seconded, to proceed with the Executive/Finance Committee as the review team. Motion carried unanimously.** Nick encouraged other members to volunteer to be a part of the team.
- 5. Month of the Young Child** – On behalf of the Advocacy/Public Awareness Committee, Sherri briefly outlined DCEC activities for Month of the Young Child, including the children's drawing contest and proclamations.
- 6. April Meeting** – Nick revisited the request for board members to attend the DCEC event on April 17 potentially in place of holding the regular board meeting as scheduled that month. **By consensus, members decided to cancel the April board meeting to allow more scheduling flexibility for members to be at the event.**
- 7. Input from the Community** – None.

Adjournment: Ashley W. moved, Amy seconded, to adjourn the meeting at 1:20 p.m. The DCEC Board will meet next on May 22, 2018, 12:00 p.m. at Keystone Area Education Agency, 2310 Chaney Road, Dubuque.

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