

**Dubuque County Early Childhood (DCEC)
Board Meeting Minutes, Tuesday, May 22, 2018
Keystone Area Education Agency (AEA)**

Present:

Nick Patrum, Chair, Citizen/Business
Gina Blean, Citizen/Parent
Amy Cameron, Citizen
Luis Del Toro, City Council
Kim Glaser, Citizen/Health
Dan Huss, Secretary, Citizen
Ashlee Metcalf, Citizen
Michelle Milbert-Parsons, Citizen/Human Services
Angela Petsche, Vice Chair, Citizen/Health
Joel Reicks, Citizen
Cindy Steffens, Citizen/Education
Jeff Turner, Citizen
Don Vrotsos, Citizen/Justice System
Ashley Weber, Citizen

Absent:

Jim Guentherman, Citizen/Faith
Linda Martin, Citizen/Education
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)
Stephanie VanGroll, CCRR
Stacey Killian, Visiting Nurse Association (VNA)

DCEC Staff:

Sherri Edwards, Director

At 12:00 p.m., Chair Nick Patrum called the meeting to order with a quorum present. He facilitated introductions. At 12:05 p.m., Kim, Joel, Cindy, and Ashley joined the meeting.

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

Approval of Minutes: Nick introduced minutes submitted for approval and asked for comments. None were given. **Amy moved, Gina seconded, to approve March 27, 2018, meeting minutes as written. Motion carried unanimously.** (Note the board did not meet in April.)

Consent Agenda: Nick introduced the consent agenda submitted for approval and asked for comments. On behalf of the Board Development Committee, Nick announced the need for male board candidates. He encouraged members to do outreach and send interested contacts. Related to her report, Sherri noted the *Family Connections* booklet that just released as well as a community input survey coming soon. **Ashley W. moved, Dan seconded, to approve the consent agenda. Motion carried unanimously.**

Action Items:

- 1. Budget Shift for Parents as Teachers (PAT)** – On behalf of the Executive/Finance Committee, Nick introduced the review and recommendation of budget shifts for PAT based on line items under-utilized or in need. He asked for comments or questions. None were submitted. **Kim moved to approve the budget shifts for PAT for this year; Don seconded. Motion carried unanimously.**
- 2. Budget Shift for Child Care Resource & Referral (CCRR)** – On behalf of the Executive/Finance Committee, Nick introduced the review and recommendation of budget shifts for CCRR based on line items under-utilized or in need. He asked for comments or questions. None were submitted. **Don moved to approve the budget shifts for CCRR for this year; Michelle seconded. Motion carried unanimously.**
- 3. Fiscal Year 2019 (FY19) Grant Awards and Budgets** – On behalf of the Executive/Finance Committee, Nick introduced the recommendation for FY19 grant awards and budgets for the state funding allocations. He explained the review process, funding structures, funding formula change being implemented for the Early Childhood allocation, and future funding projections. DCEC received four proposals in the FY19 Request for Proposals process. After review and scoring, the committee recommended all for approval with some stipulations and changes to

funding amounts based on available allocations plus the addition of some funding from the recent event. Then, Nick reviewed program amounts in the draft budget and short-/long-term plans to sustain programs. He noted that programs under the Early Childhood allocation received a reduced amount and programs under the School Ready allocation received some increases. These modifications were based on changes to state allocations and made with feedback from programs. Ashley W. asked for clarification on the funding formula change, which Nick and Sherri addressed. Nick provided rationale for the funding stipulations. **At this time, Ashley W. moved, Kim seconded, to approve the FY19 grant awards, stipulations, and budgets as stated. Motion carried unanimously.**

- 4. Articles of Incorporation** – On behalf of the Executive/Finance Committee, Nick introduced the draft Articles of Incorporation and summarized reasons for recommending proceeding with this document. This was part of an ongoing process and discussion by DCEC. Sherri summarized background on DCEC's need to change from an unincorporated association/nonprofit to an incorporated nonprofit. In addition, she introduced a letter from a law firm assisting and addressed points of consideration. Nick asked for any questions. **With none submitted, Don moved, Dan seconded, to approve the Articles of Incorporation as stated and proceed with the request to the Secretary of State's office to convert DCEC from an unincorporated nonprofit association to an incorporated nonprofit. Motion carried unanimously.**

Old Business:

- 1. Mid-Cycle Review Visit** – Following up on a deferred agenda items, Angela gave a report on DCEC's recent mid-cycle review visit from the state office. The state representative reviewed two contracts/monitoring files and submitted a checksheet with feedback (see March packet). DCEC received positive comments and feedback on its efforts with some ideas for strengthening documents.
- 2. Conflict-of-Interest Form** – Following up on the last meeting, Sherri noted the conflict-of-interest form that some members still needed to complete.

New Business:

- 1. In-Service Session on Annual Event** – Ashley W. gave an update on outcomes of the April 17th fundraising event, including preliminary revenue amounts and sources. The event exceeded the fiscal goal. Ashley W. also shared highlights from the event, including the opportunity for board members to connect with program staff. The Resource Development and Event Planning team met last week and compiled ideas for changes next year. They want to build on the community excitement and giving throughout the upcoming year. Next, Ashley W. asked board members to complete a feedback form to assist with enhancing future events. Many who assisted with the event thanked those who contributed time and more to make the event successful.
- 2. Highlights of Program Quarterly Reports** – Program representatives in attendance gave highlights from their reports, including successes, challenges, and progress made as of the third quarter.
- 3. Collaboration/Advocacy/Day on the Hill** – For this standing agenda item, no updates were provided.
- 4. June Meeting Location** – Nick noted that the June meeting, which will be DCEC's annual meeting, will take place at Dubuque Schools Administration Building/Forum.
- 5. Input from the Community** – None.

Adjournment: Ashley W. moved, Dan seconded, to adjourn the meeting at 12:54 p.m. The DCEC Board will meet next on June 26, 2018, 12:00 p.m. at Dubuque Schools Administration Building/Forum, 2300 Chaney Road, Dubuque.

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