

**Dubuque County Early Childhood (DCEC) Board
Annual Meeting Minutes, Tuesday, June 27, 2017
Dubuque Schools Administration Building**

Present:

Joel Reicks, Chair, Citizen
Gina Blean, Citizen/Parent
Nancy Bradley, Citizen/Education
Kim Glaser, Citizen/Health
Jim Guentherman, Citizen/Faith
Linda Martin, Citizen/Education
Nick Patrum, Vice Chair, Citizen/Business
Angela Petsche, Citizen/Health
Don Vrotsos, Citizen/Justice System
Ashley Weber, Citizen
Jay Wickham, Board of Supervisors

Kevin Lynch, City Council
Michelle Milbert-Parsons, Citizen/Human Services
Brian Recker, Citizen
Bob Shaw, Secretary, Citizen

Guests:

Amy Kallaher, Parents as Teachers (PAT)/Four Oaks
Julie Raymond, PAT/Four Oaks
Tara Roddick, Child Care Resource & Referral (CCRR)
Stacey Killian, Visiting Nurse Association
Molly Kuhle, Clarke University
Patty Veneziano, Clarke University

Absent:

Amy Cameron, Citizen
Kris Croatt, Citizen

DCEC Staff:

Sherri Edwards, Director

At 12:04 p.m., Chair Joel Reicks called the meeting to order with a quorum present.

Review of Agenda: Joel presented the agenda with no comments offered. An in-kind form circulated for members to complete.

Introduction Activity: On behalf of the Board Development Committee, Linda facilitated introductions and a get-acquainted activity.

Program Spotlight: Molly and Patty presented on the community health program supported by DCEC through the Nursing Department at Clarke University. Members asked questions and thanked Clarke representatives for their time to share on this program.

Approval of Minutes: Joel introduced minutes submitted for approval and asked for comments. None were offered. **Ashley moved, Jay seconded, to approve May 23, 2017, meeting minutes as written. Motion carried unanimously.**

Consent Agenda: Joel introduced the consent agenda submitted for approval and asked for comments. Related to her report, Sherri said the state office approved DCEC's budget for next year. She also highlighted handouts for Kids Expo-Dubuque County on October 7. **Nancy moved, Kim seconded, to approve the consent agenda. Motion carried unanimously.**

Action Items:

- 1. Budget Shift Recommendation** – On behalf of the Executive/Finance Committee, Nick introduced a budget shift request from Parents as Teachers and explained the review process. Nancy asked about any extra funds needed, and Nick said the shifts would not change the total grant award. **Kim moved, Linda seconded, to approve the budget line item shifts as submitted for Parents as Teachers. Motion carried unanimously.**
- 2. Board Member Resignations** – On behalf of the Board Development Committee, Joel introduced two member resignations submitted for approval. **Gina moved, Linda seconded, the resignation of Nancy in an education**

position. Motion carried unanimously. Nick moved, Jay seconded the resignation of Bob in a citizen position. Motion carried unanimously. Joel thanked both members for their service and contributions.

- 3. Board Member Nominations** – On behalf of the Board Development Committee, Nick introduced two board member nominations for the positions just exited. He provided summary information for candidate Dan Huss. **Gina, moved, Ashley seconded, to approve the nomination of Dan for a citizen position (fulfilling an unexpired term ending July 1, 2018). Motion carried unanimously.** Next, Nancy gave summary information for candidate Cindy Steffens. **Linda moved, Jay seconded, to approve the nomination of Cindy for an education position (fulfilling an unexpired term ending July 1, 2019). Motion carried unanimously.**
- 4. Officer Nomination** – On behalf of the Board Development Committee, Nick introduced the nomination of Angela for vice chair. **Kim moved, Jay seconded, to approve the nomination of Angela as vice chair for a one-year term to begin July 1. Motion carried unanimously.**
- 5. Annual Director’s Review and Compensation Recommendation** – On behalf of the Executive/Finance Committee, Joel said the committee conducted the annual review for Director Sherri. He gave a summary of the results and thanked Sherri for her service in this position. A copy of the complete review is available upon request. The committee recommended an increase to the director salary for next fiscal year. **Ashley moved, Kim seconded, to approve a 3.5% raise for the director’s position. Motion carried unanimously.** Sherri thanked the board.
- 6. Annual Policies Review and Recommendations for Changes** – Joel introduced DCEC’s process for conducting an annual review of board policies, which resulted in recommended revisions to three policies as found in the packet. Sherri explained the color coding used for the review process and changes. **Ashley moved, Nick seconded, to approve all policy revisions as stated. Motion carried unanimously.**

Old Business:

- 1. Family Resource Guide Process** – Sherri thanked members who volunteered to review and submit changes for sections of the *Family Resource Guide*. The review process is almost complete. Joel noted the importance of DCEC producing this publication, which helps DCEC advance access to resource information and maintain a visual presence in the community.
- 2. Annual Bylaws Review** – On behalf of the Executive/Finance Committee, Joel noted the bylaws were reviewed with no changes recommended this year. He asked for any comments from the floor. With none submitted, the annual review process for the bylaws will close.

New Business:

- 1. In-Service on Community and Strategic Plans** – Sherri presented on the Community and Strategic Plans, including information on why local boards create these, what is included plus revisions to date, and how timelines shape the planning process. Board members discussed briefly afterwards. **At this time, Jim moved, Ashley seconded, to approve revisions to the Community Plan as stated. Motion carried unanimously.**
- 2. Collaboration/Advocacy Update** – Deferred until the next meeting.
- 3. Post-Assessment Process** – On behalf of Long-Range Planning Committee, Jim reminded the board to complete a post-assessment survey forwarded in advance as an electronic link. He explained the purpose and use of the results; he noted that members also can complete this on paper and turn into the DCEC office. Sherri will forward the link again with a reminder.
- 4. Administrative Service Providers** – On behalf of the Executive/Finance Committee, Joel said the committee completed formulation of an administrative budget (available upon request). They reviewed administrative

providers, including for the audit, tax preparation, bank services, payroll/accounting, and insurance. The committee had no changes to recommend at this time, but will be examining insurance and bank providers for next year.

- 5. Recognition of Board Members and Referrals** – Joel recognized all board members for their many contributions and engaged participation over this past year. Of special note, he thanked outgoing board members – Nancy, Bob, and Jake Rios – for their years of service. Finally, he recognized current board members who recruited new members this year, including Jake (Kevin Lynch), Nick (Dan Huss), and Nancy (Cindy Steffens). This assistance helps keep a committed and active board in place.
- 6. Input from the Community** – Joel thanked all program/service providers for their hard work this year and dedication to helping children. Linda thanked the board for their support to assist Western Dubuque Schools submit their first set of preschool applications to join the Quality Rating System. The group acknowledged the hard work and success of that effort. Joel thanked Kris for her support and expertise as the former chairperson.

Adjournment: Joel noted that the board will not meet in July. **Linda moved, Angela seconded, to adjourn the meeting at 1:24 p.m. The DCEC Board will meet next on August 22, 2017, 12:00 p.m. at Keystone Area Education Agency, 2310 Chaney Road, Dubuque.**

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