

# Dubuque County Early Childhood (DCEC) Board Annual Meeting Minutes, Tuesday, June 26, 2018 Keystone Area Education Agency (AEA)

## Present:

Nick Patrum, Chair, Citizen/Business  
Gina Blean, Citizen/Parent  
Jim Guentherman, Citizen/Faith  
Dan Huss, Secretary, Citizen  
Linda Martin, Citizen/Education  
Ashlee Metcalf, Citizen  
Angela Petsche, Vice Chair, Citizen/Health  
Joel Reicks, Citizen  
Cindy Steffens, Citizen/Education  
Don Vrotsos, Citizen/Justice System  
Ashley Weber, Citizen

Kim Glaser, Citizen/Health  
Michelle Milbert-Parsons, Citizen/Human Services  
Jeff Turner, Citizen  
Jay Wickham, Board of Supervisors

## Guests:

Amy Kallaher, Parents as Teachers (PAT)/Four Oaks  
Julie Raymond, PAT/Four Oaks  
Brigitte Connolly, PAT/Four Oaks  
Tara Roddick, Child Care Resource & Referral (CCRR)  
Jacquie Zwack, Visiting Nurse Association (VNA)  
Cyd Klein, VNA  
Patty Veneziano, Clarke University

## Absent:

Amy Cameron, Citizen  
Luis Del Toro, City Council

## DCEC Staff:

Sherri Edwards, Director

At 12:15 p.m., Chair Nick Patrum called the meeting to order with a quorum present. A pre-meeting session showcased new program informational videos before the call to order. Nick facilitated introductions.

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

**In-Service Session:** Nick introduced the in-service, which was an informal time when members visited with program representatives and viewed program exhibits to discuss efforts and ask questions. After this concluded, Nick thanked program representatives for their time and efforts year round.

**Approval of Minutes:** Nick introduced minutes submitted for approval and asked for comments. None were given. **Ashley W. moved, Ashlee M. seconded, to approve May 22, 2018, 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 highlighted recent activities, including the Dubuque Racing Association grant received, McDonough grant proposal submitted, budget process concluded with state approval granted, state early childhood summit in October, and two recipients nominated by DCEC for the Governor's Volunteer Award. In addition, Sherri reported on results from Kahoot quizzes held as part of strategic planning sessions over the course of this year. **Gina moved, Ashley W. seconded, to approve the consent agenda. Motion carried unanimously.**

## Action Items:

- 1. Director's Review and Compensation** – On behalf of the Executive/Finance Committee, Angela reported on the process and results of the recently held director's annual review. She recognized Sherri efforts, especially for the recent fundraising event. The complete review is available upon request. Angela introduced a recommendation from the committee to give Sherri a 4% raise for next year plus a \$1,000 bonus. However, Nick explained that Sherri declined the bonus; Sherri offered to provide an explanation upon request. **Linda moved, Don seconded, to approve the 4% raise for the director and amend the committee's recommendation to remove the bonus from the compensation package and divert to other administrative expenses. Motion carried unanimously.**

2. **Revenue Change** – On behalf of the Executive/Finance Committee, Nick introduced a recommendation to move fundraising event start-up funds to the administrative budget for next year. The administrative budget has less revenue and this addition would assist with covering office, operational, and staff expenses. Sherri clarified the original source of this funding and said the new administration budget is available upon request. **Dan moved to approve shifting fundraising event start-up funds to the administrative budget for next year; Jim seconded. Motion carried unanimously.**
3. **Insurance Agent and Policy** – On behalf of the Executive/Finance Committee, Don introduced a recommendation to change insurance agencies to Friedman Insurance and purchase a less expensive plan for DCEC's needs. Nick noted that the committee has been working on cost savings options for FY19 and that the new agency offered some additional benefits. **Ashley W. moved, Linda seconded, to approve the change to Friedman Insurance and the new plan. Motion carried unanimously.**
4. **Annual Policies Review** – On behalf of the Executive/Finance Committee, Sherri introduced the process and resulting recommendations for the annual policies review. As noted in the packet, the committee also may do a mid-year review in FY19 to address some key areas that will change. **Dan moved, Ashley seconded, to approve the policies changes as stated. Motion carried unanimously.**
5. **Board Member Renewals** – On behalf of the Board Development Committee, Gina introduced a recommendation to renew terms effective July 1 for the following members: Michelle Milbert-Parsons (2<sup>nd</sup> term); Angela Petsche (2<sup>nd</sup> term), Luis Del Toro (1<sup>st</sup> term after completing an unexpired term); Ashley Weber (1<sup>st</sup> term after completing an unexpired term); and Jay Wickham (1<sup>st</sup> term after completing an unexpired term). All terms will run for three years. **Gina moved, Linda seconded, to approve member term renewals as stated here. Motion carried unanimously.**
6. **Officer Nomination** – On behalf of the Board Development Committee, Gina introduced a recommendation to appoint Angela as chair. **Gina moved, Jim seconded, to appoint Angela as chair effective July 1 for a one-year term. Motion carried unanimously.**
7. **Officer Nomination** – On behalf of the Board Development Committee, Gina introduced a recommendation to appoint Ashlee M. as secretary. **Gina moved, Ashley W. seconded, to appoint Ashlee M. as secretary effective July 1 for a one-year term. Motion carried unanimously.**
8. **Board Member Nomination** – On behalf of the Board Development Committee, Gina introduced a recommendation to nominate Bill Conzett to the citizen position being vacated by Joel. She reviewed his background and offered to answer questions. **Gina moved, Angela seconded, to approve the nomination of Bill Conzett to a citizen position effective July 1 for a three-year term. Motion carried unanimously.**

**New Business:** At this time, Nick requested the board address two agenda items under New Business due to one member's availability.

1. **Additional Officer Nomination** – With the vice chair position still open for next year, Nick nominated Don from the floor and requested any other comments. **Ashley W. moved, Dan seconded, to approve the nomination of Don as vice chair effective July 1 for a one-year term. Motion carried unanimously.**
2. **Recognition of Board Members** – As part of the annual meeting, Nick thanked all board members for their many contributions over the course of this year. Nick also recognized Joel and Dan as members completing terms and exiting the board at the end of the month, and then presented them with certificates of appreciation. Next, Nick acknowledged those who referred new candidates for membership, including Kevin Lynch (Luis) and Gina (Bill). Finally, he thanked program staff in attendance for their service throughout the year.

**Old Business:**

1. **Incorporation Application** – Nick reported that DCEC's recent Articles of Incorporation and application to the Secretary of State's office to transfer its status as an unincorporated association to an incorporated nonprofit was approved. This will offer DCEC some additional benefits in fundraising and organizational structure.

**New Business (continued):**

3. **Annual Bylaws Review** – On behalf of the Executive/Finance Committee, Nick reported on the annual bylaws review with no changes moving forward for approval. Similar to the policies, the committee may choose to do a mid-year review in FY19 due to transitions coming soon.
4. **Kids Expo-Dubuque County** – Sherri distributed a save-the-date card for Kids Expo-Dubuque County and explained sponsorship materials as found in the packet. Send potential sponsors to Sherri for the expo planning team to do outreach.
5. **Family Resource Guide** – Like last year, Sherri asked if board members would consider signing up to check sections of the *Family Resource Guide*, a booklet that DCEC produces for release at the expo. This process worked well last year with members providing changes, additions, and deletions to the guide. She circulated a sign-up sheet. Ashley and Dan asked questions on the guide's distribution, which Sherri addressed.
6. **Kindergarten Survey Report** – On behalf of the Early Care & Education Committee, Sherri shared the report from this year's Kindergarten Survey, a project coordinated by DCEC annually in conjunction with school system partners. She reviewed trendline results, new measures, and details on how the report is used in the community.
7. **Executive Summary Activity** – On behalf of a workgroup that recently met to review DCEC's reporting methods and policies, Sherri asked the membership to complete a feedback activity on last year's Executive Summary from the FY17 Annual Report. The goal will be to use feedback to enhance the summary's readability and impact. Members completed the activity and turned in forms.
8. **Collaboration/Advocacy** – No current updates were provided.
9. **Next Year's Meeting Schedule** – Nick asked members to comment, if necessary, on any changes to DCEC's board meeting time or date for next year's schedule either today or after the meeting. He reminded the group that there is no board meeting in July.
10. **Input from the Community** – None.

**Adjournment: Dan moved, Linda seconded, to adjourn the meeting at 1:25 p.m. The DCEC Board will meet next on August 28, 2018, 12:00 p.m. at Keystone Area Education Agency, 2310 Chaney Road, Dubuque.**

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