

**Dubuque County Early Childhood (DCEC)
Board Meeting Minutes, Tuesday, September 25, 2018
Keystone Area Education Agency (AEA)**

Present:

Gina Blean, Citizen/Parent
Bill Conzett, Citizen
Kim Glaser, Citizen/Health
Cindy Steffens, Citizen/Education
Dale Snyder, Justice System
Jeff Turner, Citizen
Don Vrotsos, Vice Chair/Citizen
Ashley Weber, Citizen
Linda Martin, Education
Jay Wickman, Board of Supervisors
Jim Guentherman, Citizen/Faith
Angela Petsche, Health/Chair

Absent:

Nick Patrum, Citizen/Business
Luis Del Toro, City Council
Ashlee Metcalf, Secretary/Citizen
Michelle Milbert-Parsons, Citizen/Human Services

Leave of Absence:

Amy Cameron, Citizen

Guests:

Amy Kallaher, Parents as Teachers (PAT)/Four Oaks
Kristy Fenwick, PAT/Four Oaks
Stephanie Van Groll, CCRR
Kim Gonzales, VNA

DCEC Staff:

None at this time

At 12:03 p.m. Chair Angela Petsche called the meeting to order with a quorum present. She facilitated introductions.

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

Approval of Minutes: Don introduced minutes submitted for approval and asked for comments. None were given. **Don moved, Kim seconded, to approve September 25, 2018, meeting minutes as written. Motion carried unanimously.**

Consent Agenda: Don introduced the consent agenda submitted for approval and asked for comments. Don requested a change to the attendance record showing Dale Snyder as present vs. the word open. **Linda moved, Jim seconded, to approve the consent agenda. Motion carried unanimously with changes.**

Action Items:

- 1. Director Benefits** – Angela introduced the recommendation of the revised Director benefits as it relates to Paid Time Off (PTO). See attachment for recommendation to the board of suggested changes. Notable changes in the language include; 1) the accrual period of paid time off would start after the introductory period of 90 days, 2) PTO accrual will not exceed 20 hours, 3) PTO accruals will run on the employee's anniversary date, 4) employees can carryover up to 20 hours of accrued unused PTO to be used within 90 days of the anniversary date or employee will lose paid time off if not used and 5) employee will not be paid out accrued unused PTO not taken at the time that employment is terminated (whether voluntarily or involuntarily). Angela notes to the board that the employee handbook has not been reviewed or updated since 2009 and a personnel committee/Adhoc committee could address all components of the handbook at a later time. In addition there have been no changes to paid holidays or Simple IRA plan contributions. Discussion by board members present regarding health insurance benefits for candidate and other options. Bill offers these thoughts since he is still part owner in 3 businesses – we need to take in consideration the longevity of being able to provide a health plan not only this year but into the future, if that's the way we're going to go. It's not helpful to the candidate to be provide health insurance this year, but possibly lose that coverage next year and having to make this decision all over again. We should consider offering a stipend. As an employer you have no way to guarantee that the money you will provide will be used to purchase insurance, and if

something would happen to an employee and they in fact had NOT purchased coverage, they would feel responsible. Other discussion reflects that we should raise the salary instead of a stipend or offering a health insurance plan. **Bill so moved to approve the flexibility to the interview team regarding the salary and benefits for the new Director, Jim seconded. Motion carried unanimously.**

Old Business: None this month.

New Business:

1. **Fundraising:** report by Kristy Fenwick, the sponsorship form and letter have been approved by the committee and is ready to go to the printers. Last year the printer was Union Hoermann press. Kristy is waiting for the bid for cost of the printing. Kristy will send out the sponsorship form to all board members after today's meeting. The event in April will again be held at the Diamond Jo Casino and will feature a wine pull, heads or tails 50/50 and more details to come in the next months. Kristy also presented a sponsorship form that board members can use to increase awareness of our event, contact businesses, friends and families. These forms will be sent out electronically and responses can be sent to Kristy and Angela. If board members are uncomfortable with making calls themselves the fundraising committee will reach out to contacts.
2. **Kids Expo:** report shared by Angela as given to by Sherri, publicity and event flyers are being shared through the community and there will be an ad in the TH issue on September 29th. Join the Facebook page to see additional information. Any board members in need of flyers or posters can contact Sherri. Posters and flyers are also made available at today's meeting for anyone who like to take some with them. We are close to meeting the sponsorship goals and exhibitor registrations. We are almost full for exhibitor space. A sign- up sheet will be passed around at the meeting for persons to volunteer at various spots including the DCEC table, survey/sponsorship table and greeters. The Family Resource guide is printing and will be done soon.
3. **Input from the Community :**
 - Four Oaks has some openings at this time for the Parents As Teachers program. Other agencies often assume there is a long waiting list for *all* families; typically this is not true for families that fall under the 75% category so we have been doing outreach to share this information with other service providers.
 - VNA: Quality rating reviews are completed and trying to stay in front of.
 - Child Care Resource and Referral: There continues to be a huge need for child care providers across the state. Since CCRR has taken over there has been an increase in applicants. CCRR is trying to find partnerships with businesses to add spots in the community. NICC will be working with Greater Dubuque Development Corp. on a package to make it easier for persons attending courses and training to find qualified child care.
 - Jay Wickham- He will be attending the upcoming Child Care Summit hosted by the Greater Dubuque Development Corp that will prioritize child care in the community. All board members, providers and community are welcome to attend. The connection will be child care and the workforce. You can't work if you don't have child care. DCEC should collaborate with this group and there is a lot of funding at that table. Dave Lyons and Kristin Dietzel attended red pin meetings (focus groups) that not all the right people were in the meeting. We know there are not enough child care spots and not enough staff to help to fill the building. The NICC packet did come from the Red Pin Meetings; they will train and do background checks. Networking issue- people starting at different levels, lack awareness of who and what DCEC does in the community. We need to reach out to other stakeholders. Angela adds that the next director hired it is hoped that they will catapult us to take us to that next level.
 - Update on Nick Patrum and his new family. Both girls are doing well and re expected to be in the hospital for a few months.
 - If anyone is interested in joining the Finance committee or may know of someone in the community to assist us in the interim time that Nick is gone – please reach out to Angela.

Adjournment: Linda moved, Ashley W. seconded, to adjourn the meeting at 1:15 p.m. The DCEC Board will meet next on October 23rd, 2018, 12:00 p.m. at Keystone Area Education Agency, 2310 Chaney Road, Dubuque.

Respectfully submitted, Angela Petsche/Board Chair and Gina Blean/Citizen/Parent, Dubuque County Early Childhood