

**Dubuque County Early Childhood (DCEC)
Board Meeting Minutes, Tuesday, August 28, 2018
Keystone Area Education Agency (AEA)**

Present:

Nick Patrum, Citizen/Business
Gina Blean, Citizen/Parent
Bill Conzett, Citizen
Kim Glaser, Citizen/Health
Ashlee Metcalf, Secretary/Citizen
Michelle Milbert-Parsons, Citizen/Human Services
Cindy Steffens, Citizen/Education
Dale Snyder
Jeff Turner, Citizen
Don Vrotsos, Vice Chair/Citizen/ Justice System
Ashley Weber, Citizen
Linda Martin, Education
Jay Wickman, Board of Supervisors

Absent:

Jim Guentherman, Citizen/Faith
Angela Petsche, Health/Chair
Luis Del Toro, City Council

Leave of Absence:

Amy Cameron, Citizen

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)
Larry Loeppke
Louise Ottavi

DCEC Staff:

Sherri Edwards, Director

At 12:03 p.m. in absence of the chair, Vice Chair Don Vrotsos called the meeting to order with a quorum present. He facilitated introductions.

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

At 12:10 p.m., Kim joined the meeting.

Governor's Volunteer Award Recognition: Sherri introduced DCEC's nominations of Don Vrotsos and Larry Loeppke for the Governor's Volunteer Award. Sherri was very pleased to recognize the outstanding efforts of both Don and Larry in conjunction with DCEC. Sherri shared that both Don and Larry had initiated the sustainability committee, which ultimately led to the completion of the first ever fundraising dinner. Don was able to attend the award recognition ceremony; Larry was not. Larry provided a statement regarding his time with DCEC.

At 12:19 Jeff joined the meeting.

Approval of Minutes: Don introduced minutes submitted for approval and asked for comments. None were given. **Jay moved, Kim seconded, to approve June 26, 2018, meeting minutes as written. Motion carried unanimously.** (Note the board did not meet in July.)

Consent Agenda: Don introduced the consent agenda submitted for approval and asked for comments. Sherri noted that the Kids Expo is scheduled for October 6th. She stated that we are behind schedule due to circumstances but believes that the committee is working hard to catch up. Sherri encouraged board involvement and explained that there are multiple duties that can be filled by board members. A sign-up sheet circulated. **Ashley W. moved, Nick seconded, to approve the consent agenda. Motion carried unanimously.**

Action Items:

- 1. FY19 Revised Budget** – Nick introduced the proposed changes to the FY19 budget, located on pages 17 and 18 of the packet. He stated that there were more carryforward funds than anticipated so we reached out to our partners to see how they would propose to use those funds. The Executive/Finance Committee proposed allocating funds to the programs we work with and adding funds to our contingency. Tara Roddick explained that they recently had a staff member resign who was mostly a consultant. Because the state no longer provides funding for respite care and due to some funding formula changes, that will impact DCEC, they recommended against replacing the staff member. Therefore, they resubmitted the budget to be more focused on items that directly impact the providers. Jay asked Tara about the trend in the decline of registered providers, she explained about the state taking over new provider packets and that they anticipate seeing an increase now that they have again taken on that responsibility. No other questions were asked about the FY19 revised budget. **Gina moved to approve the FY19 Revised Budget; Jay seconded. Motion carried unanimously.**
- 2. Director Opening** – Don introduced the recommendation that flexibility be allowed in the salary recommendations for the Executive Director position. Don stated that the announcement was made a month ago that Sherri would be resigning. Since then, the Executive/Finance Committee has received 5 resumes for the position. The committee has narrowed it down to 3 candidates. They anticipate that the first round of face to face interviews will be conducted after the Labor Day holiday. Don then asked for 2 board member volunteers that would sit in on the interviews and assist with the hiring process. Ashley W. and Kim volunteered. Nick spoke and stated that they anticipate the starting wage to be between \$42k and \$45k but that we are asking for flexibility up to \$50k if needed, depending on the candidate that is selected. Sherri reminded the board that the only benefit offered for the position is a retirement plan. **Ashley W. moved to approve the flexibility in the salary for the Director Opening; Linda seconded. Motion carried unanimously.**
- 3. Director Opening- (cont.)-** Nick introduced the recommendation that Sherri be contracted to assist with the Kids Expo, an initiative that Angela has been spearheading. For \$1,000, Sherri would be providing up to 50 hours of her time to go towards efforts for the Kids Expo. The \$1,000 will come from carry forward from the Elite Sponsorship. Sherri also stated that she is donating 1 day's worth of time to provide training to the new director. She also stated that the State will provide training as well. **Linda moved to approve the contracted hours, Gina seconded. Motion carried unanimously.**
- 4. Membership Recommendations** – Nick introduced the recommendation that Don Vrotsos be converted to a Citizen role at his request. With the change in his representation, the representation for the Justice System needed to be filled. Don has recommended that Captain Dale Snyder fill this representation. Don states that Dale has been with the policy department for 26 years, is a volunteer firefighter for Epworth, works with the Iowa Special Olympics, as well as participates in several other community fundraising events. **Linda moved, Nick seconded, to approve the membership recommendations; motion carried unanimously.**
- 5. Annual Report** – Sherri introduced the handout of the Annual Report that is required by the State of Iowa each year. Sherri advised that it looks a little different this year as there is no cover-sheet. All the information is based off of FY18 that ends on June 30th. Sherri advised that Honkamp has looked over the fiscal portion to ensure that the information within the report matches their reports as well. Once the Annual Report is approved, Sherri stated that she will turn it in to the state that day. Sherri also explained that the typical Executive Summary that we do each year was not included this year due to circumstances. She explained that the summary is a PR piece that typically includes testimonials from the families we assist, and a piece on a board member. The executive summary is optional, so hopefully this can resume when the new director is in place. **Kim moved, Jay seconded, to approve the Annual Report. Motion carried unanimously.**

Old Business: None this month.

New Business:

- 1. In-Service on Committees** – Nick stated that the board development committee ensures that the board is fully staffed and that all rules are abided by. He states that they rely on the board to assist with recruitment of new board members. They are currently trying to enhance the on-boarding process and to provide member orientation. Tara stated that the Early Education and Care Committee talk about what’s happening in the community in terms of early childhood initiatives. They discuss unmet needs and what DCEC and our providers can do to meet those needs. They invite other organizations to speak during meetings, as well as goes to site visits for the programs that DCEC supports. Ashley stated that the Event Planning Committee helps to plan the annual fundraiser. She stressed that more volunteers are needed. Ashley discussed how critical board involvement is in terms of providing business contacts to assist with fundraising efforts. Don mentioned that next fiscal year we will be between \$50-\$60k short in our budget just to keep things status-quo. We will need to raise this amount in our annual fundraiser. Ashley stressed that there are jobs for everyone and the communities support is vital to DCEC’s successes. Louise Ottavi stated that the purpose of the Advocacy/Public Awareness Committee is to educate the community and advocate for children. They coordinate events to get DCEC’s message out. They also look at how to participate in legislative outreach. They also assist with publications such as the Family Connections and Resource Guide. Sherri stated that the Kids Expo Planning team is a sub-committee of this and is actively meeting now. The Executive/Finance Committee consists of the DCEC board officers and Nick Patrum. If you’re interested in numbers or would like to get a deeper understanding of the budget, this committee is a great way to learn. It’s also a wonderful committee to get involved with if you are interested in an officer position. The Long-Range Planning Committee looks at how to prioritize what’s important. They work to strategically plan for the future. They are also responsible for revising the community plan, which is done every three years. The community plan is a document that educates on the resources available to the community. It also addressed what’s working well and what the community successes are. This document needs updating and will be a major focus this year. A sign-up sheet was circulated for members to sign up for each committee. Each one needs volunteers! Cindy Steffens left the meeting at 12:55 p.m. A quorum remained.
- 2. Collaboration/Advocacy** – Sherri stated that on page 27 of our packets we will find information about a one-day conference on October 3rd that she encourages anyone who is interested to attend. It’s a great way to learn at the state level for what is happening in early childhood.
- 3. Highlights of Program Annual Reports** – The VNA stated that they have really been working to build relationships in the community. For example, Mike Finnin Kia has donated items to their supply closet that consists of things like shampoo, diapers, etc. The River Museum has donated 2 days in which their families will not be charged admissions. They have also partnered with Loras College and the Art Museum in an effort to provide their families with events. CCRR has just gotten approval for 6 more years of being contracted. They are now the first point of contact for anyone that is interested in becoming a provider. The state had taken this over in 2010 and they saw a significant decline in registered providers. They are optimistic that this will improve.
- 4. Input from the Community** – None.

Special thank you to Sherri for all her years of service! She will be missed!

Adjournment: Nick moved, Ashley W. seconded, to adjourn the meeting at 1:05 p.m. The DCEC Board will meet next on September 25, 2018, 12:00 p.m. at Keystone Area Education Agency, 2310 Chaney Road, Dubuque.

Respectfully submitted, Ashlee Metcalf, Secretary, Dubuque County Early Childhood