

**Dubuque County Early Childhood (DCEC)
Board Meeting Minutes, Tuesday, January 24, 2017
Keystone Area Education Agency (AEA)**

Present:

Joel Reicks, Chair, Citizen
Nick Patrum, Vice Chair, Citizen/Business
Gina Blean, Citizen/Parent
Nancy Bradley, Citizen/Education
Amy Cameron, Citizen
Kris Croatt, Citizen
Jim Guentherman, Citizen/Faith
Linda Martin, Citizen/Education
Angela Petsche, Citizen/Health
Brian Recker, Citizen
Bob Shaw, Secretary, Citizen
Don Vrotsos, Citizen/Justice System

Michelle Milbert-Parsons, Citizen/Human Services
Jake Rios, City Council
Ashley Weber, Citizen
Jay Wickham, Board of Supervisors

Guests:

Amy Kallaher, Parents as Teachers (PAT)/Four Oaks
Kristy Fenwick, PAT/Four Oaks
Julie Raymond, PAT/Four Oaks
Mary Janssen, Child Care Resource & Referral (CCRR)
Stephanie VanGroll, CCRR
Tori Ochs, Lutheran Services in Iowa

DCEC Staff:

Sherri Edwards, Director

Absent:

Kim Glaser, Citizen/Health

At 12:00 p.m., Chair Joel Reicks called the meeting to order with a quorum present and facilitated introductions. He welcomed new member, Amy, to the board.

Review of Agenda: Joel presented the agenda; no comments were offered. An in-kind form circulated for members to complete. Kris joined the meeting at 12:05 p.m.

In-Service Session: On behalf of the Long-Range Planning Committee, Jim introduced the program spotlight exhibits and group activity. Nancy joined the meeting at 12:07 p.m. Board members broke into two groups to spend time learning about two of DCEC's supported programs and to ask questions. This activity will be continued for the next two board meetings.

Approval of Minutes: Joel introduced minutes submitted for approval and asked for comments. None were offered. **Kris moved, Jim seconded, to approve the November 22, 2016, 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 explained a report on use of donated funds and an annual reporting session hosted for supported programs. **Nancy moved, Gina seconded, to approve the consent agenda. Motion carried unanimously.**

Action Items:

1. **Draft Audit Report** – On behalf of the Executive/Finance Committee, Joel introduced the draft audit report submitted by DCEC's auditors after their annual visit. No findings were noted and the only comment was on preparation of financial statements. The comment is included annually due to DCEC's structure and scope of services with the auditing firm. **Brian moved, Don seconded, to approve the draft audit report as stated. Motion carried unanimously.**

Old Business:

1. **Collaboration/Advocacy Updates** – The legislative session has just begun with only one bill to date related to Early Childhood Iowa, DCEC's state initiative. It's a budget bill that includes other state departments and funding cuts for this year. It was released this week. Sherri shared information on Every Child Counts, an early childhood advocacy

organization, which produces a weekly e-newsletter for anyone who wants to keep up with pending legislation impacting children.

- 2. Day on the Hill and DCEC's February Meeting** – At the November meeting, the DCEC Board rescheduled their February meeting as it coincided with the annual Day on the Hill event for early childhood. Shortly after that, Day on the Hill was canceled, so the Executive team returned DCEC's meeting to its original date. However, recently the event was reinstated. Consequently, board members discussed changing their meeting again and agreed to reschedule to February 23 at 12 p.m. Nancy secured meeting space at the Dubuque Community Schools Administration Building since Keystone was booked.

New Business:

- 1. Mid-Year Fiscal Report** – On behalf of the Executive/Finance Committee, Nick provided a quarterly fiscal update with expenses on track after DCEC concluded implementing a new electronic bill paying system. Sherri explained the mid-year fiscal report submitted to the state office. Both offered to answer any questions.
- 2. Dubuque Racing Association (DRA) Grant** – Joel introduced the opportunity for DCEC to apply for a DRA grant and had Sherri explain past grant applications and grant parameters. She also reviewed committee discussions to date on community needs and grant concepts for this cycle. Board members discussed and made suggestions on a concept to support emergency supplies for child care providers. To start a proposal, Sherri will work with partner agencies on concept and implementation. DCEC policy allows the director to submit a grant with the final proposal provided to the board.
- 3. Mid-Year Funding Reduction** – On behalf of the Executive/Finance Committee, Joel summarized limited information available to date on a pending mid-year funding reduction. He thanked the committee for monitoring this situation and their effort to start planning budget revisions. The goal will be to minimize impact on existing services to children. The committee may bring a revised budget to the board as early as in February.
- 4. Highlights of Program Quarterly Reports** – Joel asked if any program representatives in attendance had information to share from quarterly reports found in the packet. Mary explained a task force in development in Black Hawk County to discuss child care needs. Her agency, CCR&R, will seek to institute that model in Dubuque County at a later date.
- 5. State Board Candidate** – Joel announced that DCEC's state board, Early Childhood Iowa, is seeking candidates from this region. Sherri reviewed qualifications and shared application information. It is helpful for a local area to have representation on the state board for flow of information.
- 6. Early Childhood Funding Formula Survey** – On behalf of the Executive/Finance Committee, Sherri introduced a survey released by DCEC's state office with the request that each local area submit one response. The survey is on two options that may be proposed to change the funding formula that determines the Early Childhood allocation for local areas. Related handouts accompanied the board's packet. Board members discussed a method of coordinating a response and asked Sherri to prepare an electronic survey for DCEC members to complete. Compiled results will go to the board at the next meeting for discussion with a final response ready by the March 1st survey deadline.
- 7. Input from the Community** – None offered.

Adjournment: Kris moved, Angela seconded, to adjourn the meeting at 1:22 p.m. Motion carried unanimously. The DCEC Board will meet next on February 23, 2017, 12:00 p.m. at Dubuque Community Schools Administration Building, 2300 Chaney Road.

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