

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

Present:

Nick Patrum, Chair, Citizen/Business
Amy Cameron, Citizen
Jim Guentherman, Citizen/Faith
Kim Glaser, Citizen/Health
Dan Huss, Citizen
Kevin Lynch, City Council
Ashlee Metcalf, Citizen
Angela Petsche, Citizen/Health
Jeff Turner, Citizen
Don Vrotsos, Citizen/Justice System

Michelle Milbert-Parsons, Citizen/Human Services
Joel Reicks, Citizen
Cindy Steffens, Citizen/Education
Ashley Weber, Citizen
Jay Wickham, Board of Supervisors

Guests:

Amy Kallaher, Parents as Teachers (PAT)/Four Oaks
Kristy Fenwick, PAT/Four Oaks
Tara Roddick, Child Care Resource & Referral
Stacey Killian, Visiting Nurse Association

Absent:

Gina Blean, Citizen/Parent
Linda Martin, Citizen/Education

DCEC Staff:

Sherri Edwards, Director

At 11:30 a.m., an optional, pre-meeting session was held for new members to ask questions and receive information on DCEC. Four members participated. At 12:04 p.m., Chair Nick Patrum called the meeting to order with a quorum present.

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

Introductions: Nick facilitated introductions with a get-acquainted activity from the Board Development Committee. He welcomed new member, Jeff, to the board.

Five-Minute Topics: The Board Development Committee started an agenda item to share DCEC facts in short segments at board meetings. This month, Sherri presented on officer roles and responsibilities. Chair Nick and Vice Chair Angela spoke on their experiences as new officers this year. These sessions will continue as time allows at future meetings.

Approval of Minutes: Nick introduced minutes submitted for approval and asked for comments. None were given. **Kim moved, Ashley seconded, to approve September 26, 2017, 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 shared on DCEC's upcoming mid-cycle review visit for the new Designation system, a possible mid-year state funding reduction, and state reports in the packet. Nick asked about the timing of the discussion position of the review visit, which Sherri addressed. Don asked about having legislators attend the review visit, and Sherri said that the focus will be on contracts/monitoring. It may be more appropriate to invite them to the full review when that occurs in a future year. **Don moved, Amy seconded, to approve the consent agenda. Motion carried unanimously.**

Action Items: None submitted this month.

Old Business:

- 1. Technology Assistance Grant** – Sherri announced that DCEC was selected as one of six (out of 12 applicants) chosen by the University of Dubuque for a technology assessment and matching grant. DCEC will use budgeted funds and/or in-kind time for its portion. Sherri reviewed some technology issues where DCEC needs assistance. Nick asked if the grant is in conjunction with a class; Sherri said yes. A team of three students will be working with DCEC.

- 2. Kids Expo-Dubuque County and Family Resource Guide** – Sherri provided an update on the expo held on October 7 and provided highlights including 65 exhibitors, 2,988 participants, 18 sponsors, and \$236 in onsite donations received. She recognized and thanked all in attendance who assisted with the expo, including planning team members and those who volunteered at the event. Event pictures played on a slideshow during the meeting and save-the-date cards were available for next year’s expo. At its exhibit, DCEC began sharing gift bags for families who downloaded a new Vroom app. DCEC has started implementation of a grant to support Vroom; more information on that will be presented at a future meeting. To wrap up this year’s expo, the planning team will hold a luncheon on November 29. Anyone interested in being on the team is welcome to attend. Kim asked if the team could consider the time length of the event since the last portion of the day is not as busy. Sherri said the team sometimes gets that feedback from exhibitors and could definitely consider it although participant surveys occasionally ask for the event to be longer. Therefore, it is a balance to determine the right length and time.

New Business:

- 1. Program Quarterly Reports** – Nick asked program representatives – including Amy, Tara, and Stacey – to speak on the purpose of their programs sponsored by DCEC and to provide highlights of quarterly reports in the packets.
- 2. Board Self-Assessment** – On behalf of the Long-Range Planning Committee, Jim introduced a new format for this year’s self-assessment as found in the packet. The committee requested that members complete this on their own after the meeting and then take an online survey on the only two questions that the committee will track. Members should keep their assessments for a post-evaluation to be held at the end of the year plus possible future discussions at board meetings. Sherri will send an e-mail after this meeting with instructions.
- 3. In-Service Session on Strategic Priority #1** – Jim, Angela, Kim, and Sherri presented the in-service session on behalf of the Long-Range Planning Committee. The session included an introduction to the purpose of the session (first of four planned for board meetings); an introduction to Priority #1: Family Success Skills in the Strategic Plan; program trendline review for Parents as Teachers; a Kahoot quiz; and the start of a small group discussion. At 1:15 p.m., Ashlee, Amy, Dan, and Jeff left the meeting. A quorum did not remain. The committee concluded the discussion to be followed up on at the next meeting.
- 4. Collaboration/Advocacy Updates** – None offered.
- 5. Input from the Community** – None offered.

Adjournment: By consensus, the meeting adjourned at 1:22 p.m. The DCEC Board will meet next on November 28, 2017, 12:00 p.m. at Keystone Area Education Agency, 2310 Chaney Road, Dubuque.

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