

Dubuque County Early Childhood (DCEC) Board Meeting Minutes, Tuesday, November 28, 2017 Keystone Area Education Agency (AEA)

Present:

Gina Blean, Citizen/Parent
Kim Glaser, Citizen/Health
Dan Huss, Citizen
Kevin Lynch, City Council
Linda Martin, Citizen/Education
Angela Petsche, Vice Chair/Citizen/Health
Jeff Turner, Citizen
Don Vrotsos, Citizen/Justice System
Ashley Weber, Citizen
Jay Wickham, Board of Supervisors

Michelle Milbert-Parsons, Citizen/Human Services
Nick Patrum, Chair, Citizen/Business
Joel Reicks, Citizen
Cindy Steffens, Citizen/Education

Guests:

Amy Kallaher, Parents as Teachers (PAT)/Four Oaks
Kristy Fenwick, PAT/Four Oaks
Whitney Roepke, Child Care Resource & Referral (CCRR)
Stephanie VanGroll, CCRR
Stacey Killian, Visiting Nurse Association (VNA)
Larry Loeppke, Resource Development Committee

Absent:

Amy Cameron, Citizen
Jim Guentherman, Citizen/Faith
Ashlee Metcalf, Citizen

DCEC Staff:

Sherri Edwards, Director

At 12:00 p.m. in absence of Chair Nick Patrum, Angela Petsche called the meeting to order with a quorum present and then facilitated introductions.

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

In-Service Session: Angela introduced Whitney, CCRR Recruitment Specialist, who spoke on the organization's work to provide child care referrals and recruit new providers into the field. She highlighted recruiting efforts, including through social media. Members asked questions on home provider registrations, data showing a shortage of child care spaces, and reasons why the number of providers is dropping. She said reasons for the decline included burnout, retirement, low pay, few if any benefits, and challenges of field. She offered to compile and send data.

Next, the board discussed a child care app currently proposed by organizations in the community. Stephanie gave a summary of the proposal and of the same service CCRR already provides for custom referrals. She also explained an app in development at the national level for referrals. CCRR has done outreach to partners involved with the local proposal. The organization recognized further promotion is needed for CCRR referral services and has stated a main concern is the shortage of child care spaces vs. the tool used to access referrals.

Board members asked questions and proposed outreach methods (e.g., collaborating with workforce development, sharing information with expectant parents at 12-week appointments or through hospitals, exploring benefits options, examining incentives for entering the field). Angela thanked Whitney and Stephanie for their time.

Approval of Minutes: Angela introduced minutes submitted for approval and asked for comments. None were given. **Ashley moved, Kim seconded, to approve October 24, 2017, meeting minutes as written. Motion carried unanimously.**

Consent Agenda: Angela introduced the consent agenda submitted for approval and asked for comments. Related to her report, Sherri noted the newly printed Annual Report's Executive Summary, call for articles for the *Family Connections* booklet, and correction to the attendance record. Linda asked for clarification on the fiscal reporting format headers, and Sherri provided information. **Linda moved, Gina seconded, to approve the consent agenda. Motion carried unanimously.**

Action Items:

1. **Secretary Nomination** – Angela introduced and Linda followed up with a summary of the Board Development Committee’s recruitment efforts for the secretary opening. The committee asked that a nomination go directly to the board. **Linda nominated Dan for secretary and Ashley seconded; motion carried unanimously.**
2. **Mid-Year Policies Review** – On behalf of the Executive/Finance Committee, Angela introduced proposed policy changes to reflect best/current practices and to align with new state Designation standards. Sherri summarized the review process, explained reasons a mid-year review was needed, and offered to answer questions. **Gina moved, Kim seconded, to approve the policy changes as stated. Motion carried unanimously.**

New Business: Due to committee member availability, Angela asked to move to item one under New Business.

1. **Resource Development Goals/Event** – Sherri, Don, and Larry spoke on currently approved goals and activities underway through the Resource Development Committee. They focused on a new fundraising event planned for April 17. The committee asked board members to consider availability. Board members discussed and then completed a checksheet to assess levels of involvement. Don invited interested members to the next committee meeting on December 5th and encouraged support for the event. Angela said more volunteers will be needed and asked that absent members complete the checksheet, too.

Old Business:

1. **Board Self-Assessment** – On behalf of the Long-Range Planning Committee, Kim and Sherri reintroduced the board’s self-assessment form, purpose, and process. They asked members to complete the forms and take the online survey.
2. **Follow-Up on Strategic Planning Activity** – On behalf of the Long-Range Planning Committee, Kim reintroduced the discussion started last month on Priority #1 in the Strategic Plan. Last month, the board learned more about the priority, but ran out of time to complete the discussion. Angela went over a worksheet and asked members to read it, address questions, and turn in their forms. This activity will continue at future meetings for additional priorities.
3. **Vroom Grant** – Deferred due to available time.
4. **Mid-Cycle Review** – On behalf of the Executive/Finance Committee, Sherri reintroduced the new Designation process for Early Childhood Iowa areas. DCEC is in the tier of areas slated for a mid-cycle review. This review will focus on contract and monitoring procedures. DCEC’s state reviewer will visit on January 11. Members can attend the wrap-up session scheduled for 12:30 p.m. that day. Anyone interested should contact Sherri.

New Business (continued):

2. **Child Care App Proposal** – Already addressed earlier in the meeting.
3. **Potential Annual Report Taskforce** – Deferred due to available time.
4. **Parents as Teachers Honor** – Deferred due to available time.
5. **Collaboration/Advocacy Updates** – Deferred due to available time.
6. **Input from the Community** – Angela asked for any input and none was offered.

Adjournment: By consensus, the meeting adjourned at 1:14 p.m. The DCEC Board does not meet in December. They will meet next on January 23, 2018, 12:00 p.m. at Keystone Area Education Agency, 2310 Chaney Road, Dubuque.

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