

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

Present:

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
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
Stephanie VanGroll, Child Care Resource & Referral (CCRR)
Stacey Killian, Visiting Nurse Association

Absent:

Joel Reicks, Chair, Citizen
Kim Glaser, Citizen/Health
Jake Rios, City Council
Michelle Milbert-Parsons, Citizen/Human Services

DCEC Staff:

Sherri Edwards, Director
Michelle Atterbury, Intern

At 12:02 p.m. in the absence of Chair Joel Reicks, Vice Chair Nick Patrum called the meeting to order with a quorum.

Review of Agenda: Nick presented the agenda with no comments offered. An in-kind form circulated for members to complete.

Introductory Activity: On behalf of the new Board Development Committee, Nick facilitated introductions with three get-acquainted questions that board members and guests answered.

In-Service Session: On behalf of the Long-Range Planning Committee, Jim and Sherri introduced the third opportunity for board members to learn through program exhibits, presentations, and discussions. Board members broke into three groups to spend time learning about DCEC's supported programs and asking questions.

Approval of Minutes: Nick introduced minutes submitted for approval and asked for comments. None were offered. **Kris moved, Angela seconded, to approve February 23, 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 spoke on the final Dubuque Racing Association grant proposal and upcoming activities for April as Month of the Young Child. **Brian moved, Nancy seconded, to approve the consent agenda. Motion carried unanimously.**

Action Items:

- 1. Member Leave of Absence** – On behalf of the Executive/Finance Committee, Nick introduced a leave of absence request from Ashley for maternity leave through May. Nick reviewed the policy regarding member requests for leaves and the impact to reduce quorum temporarily. **Gina moved, Brian seconded, to approve a leave of absence for Ashley as stated. Motion carried unanimously.**

Old Business:

- 1. Current Year Budget Update** – On behalf of the Executive/Finance Committee, Nick announced 3.75% as the final mid-year funding cut released by the state for only the School Ready allocation. As directed by the board's motion to

adjust as needed, the committee discussed program impacts and applied the cut to the Preschool Scholarship and Parents as Teachers programs. Nick gave the rationale for each. Final budget documents are available upon request.

2. **Collaboration/Advocacy Updates** – Sherri provided information on Day on the Hill, a local partnership developing a family toolkit, a local collaboration learning about techniques for strengthening literacy efforts, and a legislative update to date with no budget figures announced yet for next fiscal year (FY18). DCEC’s state office has instructed local areas to expect an approximate 8.75% reduction on funding for FY18. The percentage is subject to change.
3. **Early Childhood Funding Survey** – On behalf of the Executive/Finance Committee, Nick referenced DCEC’s response to the Early Childhood formula survey. He thanked board members for input on this. He asked Sherri to outline next steps at the state level for any formula change. She said Option 7 emerged as the first choice of a majority of local areas. This option includes a base plus a percentage of the formula based on child population and child population in poverty. A recommendation to implement Option 7 in FY19 will go before the state board in April with a three-year implementation plan and a suggestion for local areas to develop public-private partnerships to expand services.

New Business:

1. **Strategic Plan** – On behalf of the Long-Range Planning Committee, Sherri summarized the most recent community assessment and planning process conducted by the board, which resulted in the current Strategic Plan. This was based on and documented in DCEC’s Community Plan, a document that will be presented with revisions at a future board meeting. The Strategic Plan will be the basis for funding awards for next year. Linda asked about data information and sources. Sherri explained the process for determining community indicators and pulling data.
2. **FY18 Funding Renewal Application/Process** – On behalf of the Executive/Finance Committee, Nick introduced the draft funding application and renewal process DCEC will conduct this spring for grant awards to programs for FY 18. DCEC does a full request for proposals (RFP) every two years with a renewal cycle in alternating years. This year is designated for the renewal process. During a renewal year, only programs currently funded can apply. The committee suggested one modification to the application under the “performance measures” section. Instead of inputting all trendline measures, programs can opt to reference and sign-off on trendlines shown in DCEC’s last Annual Report. Nick opened the floor for any other changes; with none given, the application will be released. Nick invited board members to participate in the review process the committee will conduct once applications are in. Kris and Linda volunteered. After review concludes, the committee will report recommended funding awards.
3. **Family Resource Guide** – On behalf of the Executive/Finance Committee, Nick explained recent collaborative conversations with other partner organizations interested in combining guides and past work DCEC has done to produce an annual *Family Resource Guide* that releases at Kids Expo events. He said DCEC is committed to producing the guide again for the 2017 expo with collaborative options a possibility in future years. However, completing the update requires extensive time. The committee asked if board members would volunteer to take a few pages each and check listings for any changes. Many members volunteered. Nick asked Sherri to send an e-mail to coordinate and he thanked members for their time on this.
4. **Officer Information** – Deferred due to lack of quorum.
5. **Spring Site Visits** – Deferred due to lack of quorum.
6. **Input from the Community** – Deferred due to lack of quorum.

Adjournment: Due to lack of quorum, the meeting adjourned at 1:08 p.m. The DCEC Board will meet next on April 25, 2017, 12:00 p.m. at Keystone AEA, 2310 Chaney Road, Dubuque.

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