

**Dubuque County Early Childhood (DCEC)
Board Meeting Minutes, Tuesday, April 25, 2017
Keystone Area Education Agency (AEA)**

Present:

Joel Reicks, Chair, Citizen
Gina Blean, Citizen/Parent
Amy Cameron, Citizen
Kris Croatt, Citizen
Kim Glaser, Citizen/Health
Jim Guentherman, Citizen/Faith
Linda Martin, Citizen/Education
Angela Petsche, Citizen/Health
Bob Shaw, Secretary, Citizen

Brian Recker, Citizen
Don Vrotsos, Citizen/Justice System
Jay Wickham, Board of Supervisors

Leave of Absence:

Ashley Weber, Citizen

Guests:

Amy Kallaher, Parents as Teachers (PAT)/Four Oaks
Julie Raymond, PAT/Four Oaks
Tara Roddick, Child Care Resource & Referral (CCRR)
Stephanie VanGroll, CCRR
Kim Gonzales, Visiting Nurse Association

Absent:

Nancy Bradley, Citizen/Education
Kevin Lynch, City Council
Michelle Milbert-Parsons, Citizen/Human Services
Nick Patrum, Vice Chair, Citizen/Business

DCEC Staff:

Sherri Edwards, Director

At 12:05 p.m., Chair Joel Reicks called the meeting to order with a quorum.

Introductory Activity: On behalf of the new Board Development Committee, Linda and Gina facilitated introductions with a get-acquainted activity.

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

Approval of Minutes: Joel introduced minutes submitted for approval and asked for comments. None were offered. **Kris moved, Amy seconded, to approve March 28, 2017, 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 highlighted upcoming events and board activities as well as a child care needs assessment report in the packet. **Jim moved, Gina seconded, to approve the consent agenda. Motion carried unanimously.**

Action Items: None.

Old Business:

- 1. Officer Information (deferred from March)** – On behalf of the Board Development Committee, Gina said the committee is seeking members interested in officer positions. She explained the officer job descriptions and introduced current officers ending their terms in June. Positions are for one year, and members can serve an unlimited number of officer terms. Anyone interested should contact Gina, Linda, or Nick.
- 2. Spring Site Visits (deferred from March)** – Sherri presented an opportunity for board members to accompany staff on site visits to funded programs; a sign-up sheet circulated. She also explained the difference between site visits and program observations currently in progress. Amy and Angela spoke on their program observation experiences and the value of first-hand learning about programs' direct service.

- 3. Family Resource Guide Process** – On behalf of the Executive/Finance Committee, Joel revisited discussion last month on board member assistance in updating listings in the *Family Resource Guide*. This publication is scheduled to release again in the fall at Kids Expo-Dubuque County. Sherri provided additional background on collaborative discussions with other organizations, including United Way and Resources Unite, on a combined guide and then answered questions. A combined guide won't be a possibility for fall release, but DCEC will continue pursuing collaborative options. Then, Joel noted a sign-up sheet for reviewing sections of the guide and instruction sheets. Members selected sections. Changes are due back to Sherri by May 31.

New Business:

- 1. Collaboration/Advocacy Update** – Sherri provided an update on the close of the legislative session and budget information available to date. She also gave details on the state board's approval of a funding formula change to the Early Childhood allocation. Kris asked about state-level structural changes to Early Childhood Iowa, but none are known at this time.
- 2. Highlights of Program Quarterly Reports** – Program representatives in attendance – Tara, Amy, and Kim – gave key highlights of their program reports found in the packet.
- 3. Program Observation Experiences** – Already addressed early in the agenda. Board members still can sign up at any time to go on a program direct service observation.
- 4. Web Site Issues** – On behalf of the Executive/Finance Committee, Sherri explained that the web site has been hacked several times recently and is in need of professional technical assistance. It currently is down. Funds already are budgeted to do a new web site, so the committee will review these soon and will wrap the assistance needed into this project. According to the purchasing policy, three bids will be secured before proceeding.
- 5. Board In-Service Plan Update** – On behalf the Long-Range Planning Committee, Jim explained changes to the board's in-service schedule as found in the packet. This will extend the plan somewhat into next year. Joel noted the mental health session and the importance of developing objectives under that portion of the board's strategic plan.
- 6. In-Service Session on Public Awareness** – On behalf of the Advocacy/Public Awareness Committee, Sherri presented information on committee activities in support of Month of the Young Child. This included the Children's Drawing Contest, *Family Connections* booklet, calendar of events, proclamations, book drive, and guest reading sessions in child care. She also provided a handout on DCEC publications and will bring more information on those to the next meeting.
- 7. Input from the Community** – Jim asked a question on compiling changes to sections of the *Family Resource Guide* and Sherri addressed options.

Adjournment: Kris moved, Linda seconded, to adjourn the meeting at 1:15 p.m. The DCEC Board will meet next on May 23, 2017, 12:00 p.m. at Keystone AEA, 2310 Chaney Road, Dubuque.

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