

**Dubuque County Early Childhood (DCEC)
Board Meeting Minutes, Tuesday, May 23, 2017
Keystone Area Education Agency (AEA)**

Present:

Joel Reicks, Chair, Citizen
Gina Blean, Citizen/Parent
Nancy Bradley, Citizen/Education
Amy Cameron, Citizen
Kris Croatt, Citizen
Kim Glaser, Citizen/Health
Jim Guentherman, Citizen/Faith
Michelle Milbert-Parsons, Citizen/Human Services
Nick Patrum, Vice Chair, Citizen/Business
Angela Petsche, Citizen/Health
Brian Recker, Citizen
Bob Shaw, Secretary, Citizen
Ashley Weber, Citizen
Jay Wickham, Board of Supervisors

Absent:

Kevin Lynch, City Council
Linda Martin, Citizen/Education
Don Vrotsos, Citizen/Justice System

Guests:

Amy Kallaher, Parents as Teachers (PAT)/Four Oaks
Julie Raymond, PAT/Four Oaks
Tara Roddick, Child Care Resource & Referral (CCRR)
Stacey Killian, Visiting Nurse Association
Daniel Huss, American Trust
Ashley Brant, Lutheran Services in Iowa

DCEC Staff:

Sherri Edwards, Director

At 12:04 p.m., Chair Joel Reicks called the meeting to order with a quorum and facilitated introductions.

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. **Gina moved, Kris seconded, to approve April 25, 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 noted that DCEC did not receive a Dubuque Racing Association grant this year and provided conflict-of-interest statements for members who still needed to complete these. **Brian moved, Amy seconded, to approve the consent agenda. Motion carried unanimously.**

Action Items:

1. **Fiscal Year (FY) 2018 Budget Recommendations** – On behalf of the Executive/Finance Committee, Nick explained the funding renewal process, review of applications from current programs (the only applicants eligible in a renewal year), and the committee's funding award recommendations. Nick thanked Linda for participating in the process. With state allocations now final, DCEC will have less funds next year than applicants requested. Sherri provided background on funding allocations and state parameters. Tara asked how cuts were determined, and Sherri explained state activity on this. **After discussion, Nancy moved, Brian seconded, to approve the FY18 funding awards and budget as submitted. Motion carried unanimously.**
2. **Board Members' Term Renewals** – On behalf of the Board Development Committee, Nick introduced a recommendation to approve several members' new terms starting on July 1, 2017. **Ashley moved, Bob seconded, the following appointments. Motion carried unanimously.**
 - **Kris Croatt (for 2nd term)**
 - **Don Vrotsos (for 2nd term)**
 - **Gina Blean (for 1st term after finishing an unexpired term)**
 - **Nick Patrum (for 2nd term)**

- 3. Officer Nomination** – On behalf of the Board Development Committee, Gina summarized board discussion last month on officer roles. Positions are for one year, and all three positions are available. Gina opened the floor for any members to volunteer. Angela said she would run for vice chair, and Jim expressed interest in secretary. The committee will follow up with those two members and bring nominations to the board at a future meeting. **At this time, Gina moved the committee’s recommendation to nominate Nick as chair starting July 1; Ashley seconded. Motion carried unanimously.**

Old Business:

- 1. Family Resource Guide Process** – Sherri recapped discussion last month to have board members assist with checking listings in the annual *Family Resource Guide*. Two sections were still available, and two members volunteered to address these. All changes are due May 31. If any member needs an extension on that date, contact Sherri.
- 2. Quarterly Financial Report** – Nick gave an update on income and expenses to date as of third quarter with everything on track. He offered to answer any questions, and then asked Sherri for a brief progress report on the bill.com electronic payment system.

New Business:

- 1. Collaboration/Advocacy Update** – No updates were available this month.
- 2. Member Candidates Needed** – On behalf of the Board Development Committee, Nick said two member positions will open soon leaving a need for male candidates (due to Iowa’s gender balance law). He asked board members to recommend possible nominees. After a couple questions, Nick clarified the openings will be for citizen positions with one candidate needed by June and the other as soon as available.
- 3. Annual Policies and Bylaws Review** – On behalf of the Executive/Finance Committee, Joel explained DCEC’s process for the policies and bylaws review. The committee will coordinate any bylaws changes and has asked all other DCEC committees to review sections of the policies manual. Any changes will come before the board in June.
- 4. Kindergarten Survey Report** – On behalf of the Early Care and Education Committee, Sherri provided highlights of DCEC’s annual Kindergarten Survey with copies of the report going to participating school systems and available upon request. Response rate remains high thanks to the participation of all local school districts.
- 5. In-Service on Community Plan and Strategic Objectives** – On behalf the Long-Range Planning Committee and after Sherri introduced the revised Community Plan (full presentation to come), Jim coordinated a small group discussion activity on creating strategic objectives. Small groups recorded both current and visioning objective goals plus indicators, and they submitted notes after the discussions. The committee will compile the results and report back to the board at a future meeting.
- 6. Input from the Community** – Sherri said the corrupted web site is down with a placeholder page created until the new web site is ready. Tara thanked the board for ongoing support for CCR&R services.

Adjournment: Brian moved, Jim seconded, to adjourn the meeting at 1:12 p.m. The DCEC Board will meet next on June 27, 2017, 12:00 p.m. at Dubuque Schools Administration Building, 2300 Chaney Road, Dubuque.

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