

**Dubuque County Early Childhood (DCEC)  
Board Meeting Minutes, Tuesday, August 22, 2017  
Keystone Area Education Agency (AEA)**

**Present:**

Nick Patrum, Chair, Citizen/Business  
Gina Blean, Citizen/Parent  
Amy Cameron, Citizen  
Jim Guentherman, Citizen/Faith  
Dan Huss, Citizen  
Kevin Lynch, City Council  
Michelle Milbert-Parsons, Citizen/Human Services  
Angela Petsche, Citizen/Health  
Cindy Steffens, Citizen/Education  
Don Vrotsos, Citizen/Justice System  
Ashley Weber, Citizen  
Jay Wickham, Board of Supervisors

Kim Glaser, Citizen/Health  
Linda Martin, Citizen/Education  
Brian Recker, Citizen  
Joel Reicks, Citizen

**Guests:**

Amy Kallaher, Parents as Teachers (PAT)/Four Oaks  
Kristy Fenwick, PAT/Four Oaks  
Tara Roddick, Child Care Resource & Referral (CCRR)  
Jacquie Zwack, Visiting Nurse Association  
Judy Schmit, DCEC Volunteer

**DCEC Staff:**

Sherri Edwards, Director

**Absent:**

Kris Croatt, Citizen

At 12:02 p.m., Chair Nick Patrum called the meeting to order with a quorum present.

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

**Governor's Volunteer Award Recognition:** Nick recognized Judy Schmit, DCEC's honoree this year for a Governor's Volunteer Award. He highlighted Judy's many accomplishments and thanked her for her service. The state will recognize Judy at a ceremony next week in Cedar Falls.

**Approval of Minutes:** Nick introduced minutes submitted for approval and asked for comments. **Ashley moved, Angela seconded, to approve June 27, 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 announced the arrival of a new baby for Joel and his family. She also noted a resource development committee meeting next week; all interested members were welcomed to attend. **Ashley moved, Jim seconded, to approve the consent agenda. Motion carried unanimously.**

**Action Items:**

- 1. Revised Fiscal Year (FY) 18 Budget Recommendation** – On behalf of the Executive/Finance Committee, Nick introduced proposed changes to budgets based on final carryforward amounts and a discussion with program on needs. He also noted contingencies planned under both the Early Childhood and School Ready allocations potentially to assist with any mid-year budget cuts instituted by the state. Dan asked about the contingency approval process. Nick and Sherri said any proposed use would go before the board for approval. Jay asked for clarification on state process for making budget changes, which Sherri explained. The state approves draft budgets in June, but doesn't review subsequent changes unless a new program is funded. Ashley asked for further information on School Ready carveout structures, which Nick and Sherri outlined. **Jay moved, Gina seconded, to approve the budget changes as submitted. Motion carried unanimously.**

2. **Board Member Reappointment** – On behalf of the Board Development Committee, Nick introduced and explained a member term renewal submitted for approval. **Don moved, Ashley seconded, the reappointment of Brian Recker for a second term effective July 1. Motion carried unanimously.**
3. **Board Member Resignation** – On behalf of the Board Development Committee and with regret, Nick introduced a member resignation effective immediately as submitted. **Jim moved, Michelle seconded, to approve the resignation of Kris Croatt. Motion carried unanimously.**
4. **Member Nomination** – On behalf of the Board Development Committee, Nick introduced the nomination of Ashlee Metcalf for the position just exited by Kris. Sherri provided a summary of her application. **Don moved, Amy seconded, to approve the nomination of Ashlee Metcalf in a citizen position finishing an unexpired term and effective immediately. Motion carried unanimously.** Jay asked about the handout with information on recruiting members. Nick said the committee is recruiting male applicants for a pending opening; board members were encouraged to submit possible candidates.
5. **Annual Report FY17 Recommendation** – Sherri introduced the draft Annual Report for last year and provided highlights of all sections. In two sections (VNA and PAT), she explained two data changes submitted after generation of the draft. These will be changed before final submission. Kristy noted another change needed in PAT's report to the board and will submit this after the meeting. Jay asked for overall key metrics. The three program representatives in attendance each spoke on program outcomes and trendline performance measures, which the board discussed. Sherri provided organizational impact data points. **After consideration, Jay moved, Ashley seconded, to approve the draft Annual Report as submitted with changes as discussed. Motion carried unanimously.**

#### **Old Business:**

1. **Post-Assessment Results and Revised Strategic Plan** – On behalf of the Long-Range Planning Committee, Jim introduced the process and results for the recent board post-assessment. He reviewed many positive increases in board member understanding and knowledge as well as needs that remained. The needs will drive future in-service sessions and guest speakers. The committee will determine a new format for this year's assessment process. At this time, Jim moved to the in-service session on the revised Strategic Plan. He introduced draft changes to the plan based on the board's small group discussions in May. For DCEC's four current priorities, small groups examined each to determine existing needs and future efforts. This led the committee to draft additional strategies as shown in the plan. Committee members explained development of these strategies under each priority area. After presenting, Jim welcomed any additional changes or input from the floor. None were offered. Angela said the committee will assist in bringing resources and planning partners to the table to address revised strategies and help plan for next year. **Following discussion, Ashley moved, Gina seconded, to approve the Strategic Plan as presented and add to DCEC's Community Plan. Motion carried unanimously.**

#### **New Business:**

1. **Highlights of Program Annual Reports** – Nick asked program representatives in attendance to speak on their annual reports as included in the packet. Tara, Kristy, and Jacquie explained program challenges faced and solutions being discussed. This included the impact of a pending funding formula change under Early Childhood, some program waiting lists, and lack of providers in child care and dental health fields. Tara suggested the group consider ways to advocate for family-friendly workplace policies. Ashley asked for examples and Tara addressed. Sherri noted a presentation coming soon from regional CCR&R on provider recruitment efforts. Tara spoke on Black Hawk County's model for engaging business partners and possible implementation of something similar here. Jay asked about the decreasing number of home and center child care providers, and Tara reviewed current data. Sherri provided details on a child care needs assessment recently conducted for this area and the potential for partnership projects.
2. **Financial Report Update** – Nick referred to the full set of financials included with the packet for FY17. He explained fiscal structures, including quarterly disbursements, balance sheets, multiple budgets/allocations included,

carryforward rules, etc. Jay asked about state requirements, and Nick and Sherri provided parameters required of all Early Childhood Iowa areas. Kevin asked about alternative funding, and Sherri detailed grant seeking and fundraising efforts over the last few years.

3. **Collaboration/Advocacy Update** – Deferred until the next meeting.
4. **Recommendations for Board Candidates** – Deferred until the next meeting.
5. **In-Service on Revised Strategic Plan** – Already addressed during Old Business.

Michelle left the meeting at 1:22 p.m. A quorum remained.

6. **Kids Expo-Dubuque County Promotion** – Sherri noted a sign-up sheet for board members to get involved with the expo event. This will circulate again in September. As found in the packet, she noted the general information flyer and provided summary highlights of this significant event hosted and planned by DCEC.
7. **Input from the Community** – Deferred until the next meeting.

**Adjournment: Kevin moved to defer all unaddressed agenda items until the next meeting and adjourn at 1:26 p.m. The motion passed by consensus. The DCEC Board will meet next on September 26, 2017, 12:00 p.m. at Keystone Area Education Agency, 2310 Chaney Road, Dubuque.**

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