

**Dubuque County Early Childhood (DCEC)
Board Meeting Minutes, Tuesday, September 26, 2017
Keystone Area Education Agency (AEA)**

Present:

Nick Patrum, Chair, Citizen/Business
Amy Cameron, Citizen
Jim Guentherman, Citizen/Faith
Kim Glaser, Citizen/Health
Dan Huss, Citizen
Linda Martin, Citizen/Education
Ashlee Metcalf, Citizen
Angela Petsche, Citizen/Health
Brian Recker, Citizen
Joel Reicks, Citizen
Cindy Steffens, Citizen/Education
Don Vrotsos, Citizen/Justice System
Ashley Weber, Citizen

Absent:

Gina Blean, Citizen/Parent
Kevin Lynch, City Council
Michelle Milbert-Parsons, Citizen/Human Services
Jay Wickham, Board of Supervisors

Guests:

Amy Kallaher, Parents as Teachers (PAT)/Four Oaks
Kristy Fenwick, PAT/Four Oaks
Stephanie VanGroll, Child Care Resource & Referral
Stacey Killian, Visiting Nurse Association
Brittany Hubanks, Visiting Nurse Association

DCEC Staff:

Sherri Edwards, Director

At 12:05 p.m., Chair Nick Patrum called the meeting to order with a quorum present.

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

Introductions: Nick facilitated introductions with a get-acquainted activity from the Board Development Committee.

In-Service Session: Sherri introduced the health incentive grant awarded to the Visiting Nurse Association (VNA) and representatives in attendance to speak on grant implementation. After purchasing incentives through the grant, the agency has worked with 174 families with new babies and assisted 43% in achieving health goals. Brittany explained the population served, data, and outcomes. Kim asked about the draw of incentives, and Brittany said they have followed models of other successful programs. Nick asked about percentages of success prior to the grant, and Brittany gave data on lower connections to screenings and resources. Nick thanked the VNA for their work on this program.

Approval of Minutes: Nick introduced minutes submitted for approval and asked for comments. None were given. **Amy C. moved, Ashley seconded, to approve August 22, 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 completed Annual Report, recent press on DCEC, and a new resource guide. **Brian moved, Linda seconded, to approve the consent agenda. Motion carried unanimously.**

Action Items:

- 1. Board Member Resignation** – Nick introduced Brian’s resignation for work reasons. The Board Development Committee hadn’t met, but asked for this to go to the board for consideration. **Linda moved, Kim seconded, to approve Brian’s resignation. Motion carried unanimously.** Nick thanked Brian for his contributions and service.
- 2. Board Member Nomination** – Nick introduced a membership application from Jeff Turner. Again, the Board Development Committee hadn’t met, but did review the application. Nick provided a summary of Jeff’s background with the application available for review. **Ashley moved, Dan seconded, the nomination of Jeff Turner for a citizen position effective immediately filling the remainder of Brian’s term. Motion carried unanimously.**

Old Business:

1. **Suggestions for Board Candidates** – Deferred from the last meeting, Nick spoke on recruiting member candidates on behalf of the Board Development Committee. He encouraged board members to refer candidates, so the committee can have these available for any future openings.
2. **Collaboration/Advocacy Activities** – Deferred from the last meeting, Sherri spoke on partnership efforts DCEC has with the Dubuque Grade Level Reading (GLR) Campaign, Dyersville GLR Campaign, and Vroom project implementation. Linda gave an update on activities being coordinated through Dyersville’s GLR Campaign.
3. **Kids Expo-Dubuque County Update** – Sherri gave a progress report on planning for the expo on October 7, noting flyers/posters available, publicity in recent media, Facebook event page, *Family Resource Guide* in progress, etc. She circulated the volunteer sign-up sheet for board members to participate.

New Business:

1. **Parents as Teachers (PAT) Structure** – On behalf of Four Oaks, Kristy explained a structural change to PAT’s program through Dubuque Schools Title 1 funding. This has been eliminated with families no longer served. Amy K. highlighted the impact on the waiting list for DCEC’s branch of PAT. The DCEC PAT program itself remains otherwise unchanged. Staff also referred families to other agencies offering home visitation programs. Amy C. asked about DCEC program eligibility criteria, and Kristy explained that 75% of enrollees need to fall under a three-point criteria list. Amy clarified about 50 families will be impacted with program loss; others will be picked up by the school district’s home visitation program through the voluntary preschool funding for PAT. Linda asked about the flow of voluntary preschool funding to the PAT program, and Amy K. explained that it comes through the school district. Ashley asked about the funding shortfall amount for this change; Amy K. stated it to be approximately \$280,000. Nick thanked PAT representatives for addressing questions.
2. **Future Strategic Planning Activities** – On behalf of the Long-Range Planning Committee, Jim said the committee has been planning an engaging activity to assist the board with expanding the Strategic Plan. This will begin in October. Angela gave highlights of the current Strategic Plan and asked members to review prior to the next meeting.
3. **New Web Site Design** – Sherri announced the release of DCEC’s redesigned web site with some content edits in progress. She explained enhanced features and encouraged board members to explore the new site.
4. **Technology Assessment Grant** – Sherri referred to a grant submitted for DCEC to obtain a technology assessment and possible matching funds for purchases related to needs. If received, the Executive/Finance Committee will bring more information to the board on methods to implement.
5. **Designation Process Released** – The Early Childhood Iowa Board approved documents (see packet) for a new designation process for local areas. Sherri said this replaces prior Levels of Excellence (LOE) standards. DCEC has been a Model area under LOE for four years. Under the new process, all areas will go through designation every four years plus mid-cycle checks. DCEC will be in a mid-cycle group this year. All prior incentives for achieving under LOE are eliminated. Several DCEC committees will be addressing this and bringing more information to the board.
6. **Input from the Community** – None offered.

Adjournment: Linda moved to adjourn at 1:16 p.m.; Jim seconded. Motion carried unanimously. The DCEC Board will meet next on October 24, 2017, 12:00 p.m. at Keystone Area Education Agency, 2310 Chaney Road, Dubuque.

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