

**JMP (Jasper, Marion, Poweshiek) EARLY CHILDHOOD AREA
BOARD ANNUAL MEETING MINUTES**

Skiff Medical Center, South Board Room, Newton
Wednesday August 31, 2016 at 5:15 pm

| <i>Name</i> | <i>Present</i> | <i>Absent</i> | <i>Excused</i> | <i>Unexcused</i> | <i>Non-Board</i> |
|--|----------------|---------------|----------------|------------------|------------------|
| John Grennan (business) | X | | | | |
| Jim Kingery (elected) | X | | | | |
| John Leeper-Board Chair | X | | | | |
| Muriel Johannessen (faith) | X | | | | |
| Doug Cameron (education) | X | | | | |
| Mary Lindberg (consumer) Board Treasurer | X | | | | |
| Britney Schnathorst (citizen) – Board Vice-Chair | X | | | | |
| Betty Moll (health) | X | | | | |
| Julie Wendl (human services) | X | | | | |
| | | | | | |
| Amy Blanchard (Director) | X | | | | X |
| Leanne Andre (CCR&R) | X | | | | X |
| Carol Camp (Jasper Ag Ext) | X | | | | X |
| Rachel Cecil (MCPH) | X | | | | X |
| Sue Gienger (CCR&R) | X | | | | X |
| Jackie Sparks (Jasper PAT) | X | | | | X |
| Denice Fischer (Jasper Ag Ext) | X | | | | X |
| Mindy Clayton (Family Connections) | X | | | | X |
| Vanessa Doty (CDAF) | X | | | | X |

- I. The meeting was called to order by Britney Schnathorst, Chair, at 5:20 pm.
- II. Roll Call: JMP Board Members present include Cameron, Johannessen, Kingery, Leeper, Schnathorst, Lindberg, Moll and Wendl. A quorum was reached.
- III. Approval of Minutes: **Motion to approve** minutes of July 27, 2016 Board meeting by Leeper. **Seconded** by Moll. Motion passed unanimously.
- IV. Treasurer’s Report: Lindberg and Blanchard reported FY17 started smoothly. Carry-forward from FY16 amounted to \$5,057.91 in Early Childhood funding and \$23,290.15 in School Ready funding, about 3.5% of the total FY16 budget. Schnathorst asked the Treasurer’s Report be accepted and filed for audit.
- V. Director’s Report: Blanchard briefly addressed the director’s report included in the board packet, highlighting the Legislative Event on August 19th in Iowa City, which included valuable discussion about administration percentages of ECI budgets and toy-sorting ice breaker game for the legislators.
- VI. Committee Reports:
 - a. Introduction of potential new board member, John Grennan. Each board member and provider in attendance introduced themselves to John. Grennan’s membership application was reviewed by the board in advance of the meeting. **Motion to approve** Grennan’s membership on the JMP Board by Cameron. **Seconded** by Schnathorst. Motion passed unanimously.
 - b. Vanessa Doty, the Coordinator of Organizational Systems for the Claude and Dolly Ahrens Foundation, presented to the Board information regarding the Preschool Scholarship Program she coordinates for JMP. Vanessa discussed the 13 preschools that benefitted from JMP

scholarships in FY16, how many children received assistance, how many applications she has processed for FY17 so far and how she monitors the contracts with the preschools. The Board members had the opportunity to ask questions about the process, the costs associated with individual preschools and how assistance is determined per application. **Action Item: Director will forward the FY16 HHS Poverty Guidelines to the Board.**

Vanessa exited the meeting following her presentation.

VII. Old Business:

- a. Per a board request at the last meeting, the director provided several examples of ECI director evaluation forms for the Board to review. Leeper requested the director coordinate with GPCF, the director's employer, to ensure an ECI Director evaluation would be considered as part of the overall evaluation of performance for GPCF. The JMP Board is seeking a formal procedure for contacting the GPCF Board regarding the Director's performance. **Action Item: Staff will research employee evaluation process for GPCF and present JMP's request at the next GPCF Board meeting on September 20, 2016 .**
- b. The Board reviewed the updated Board Succession Plan. The next position to open on the JMP Board will be Kingery's in December 2016. Marion County has historically appointed an elected official to the Empowerment Board. **Action Item: Director will forward the Board Membership Application to Kingery.**

VIII. New Business:

- a. Rachel Cecil presented a Request for Proposal for Early Childhood Health and Safety services for Jasper and Poweshiek County, an area previously receiving CCNC services from Visiting Nurse Services. \$15,495 was budgeted by the Board for VNS prior to learning the Title V contract was awarded to Marion County Public Health. The FY17 JMP ECI budget was submitted with these funds in a To Be Determined status. Discussion followed the presentation regarding the effects the absence of a CCNC will have on providers, particularly those trying to achieve a higher QRS rating.
- b. Conflict of Interest statements were reviewed and updated by each board member.

IX. Public Comment: Representatives from the contractors in attendance provided a brief update on their programs for the Board. Providers were invited to stay for the allocation of carry-forward funding. Fischer, Camp, Sparks, Cecil, Geinger, Andre, and Clayton exited the meeting.

X. Allocation of Carry Forward Funds: The Board allocated carry-forward funds as such:

| Program: | Allocated Carry Forward School Ready | | Allocated Carry Forward Early Childhood | Total Allocated |
|---|--------------------------------------|------------|---|-----------------|
| | amount | category | | |
| GPCF Preschool Scholarship Fund | \$13,575.61 | PS Support | | \$13,575.61 |
| Grinnell Community Day Care Baby Staffing Support | | | \$2,000 | \$2,000 |
| Jasper County Extension | | | \$3,057.91 | \$3,057.91 |
| Jasper County PAT | \$5,082.47 | Other | | \$5,082.47 |
| MICA Family Connections | \$3,543.33 | FS | | \$3,543.33 |
| Director/Board Expenses | \$709.26 | Other | | \$709.26 |
| Total Carry Forward Allocated: | | | | \$27,968.58 |

The Board The Board allocated the funds submitted in the FY17 budget as To Be Determined as follows:

| Program: | School Ready | | Early Childhood | Total Allocated |
|--|---------------------|------------|------------------------|------------------------|
| Marion County Public Health ECHS for Jasper and Poweshiek Counties | \$12,500 | PS Support | \$2,995.00 | \$15,495 |

Motion to approve the carry-forward fund allocation by Cameron, **seconded** by Wendl. Motion passed unanimously.

- XI. Review Annual Report: Blanchard presented to the Board the Annual Report in its nearly completed state. Missing from the report was Preschool Scholarship Data, the Board Matrix, Executive Summary and Community Plan Updates. **Motion to approve** the Annual Report pending final review by Schnathorst by Cameron. **Seconded** by Johannessen. Motion passed unanimously. **Action Item: Blanchard will forward completed annual report to Board Members by September 12, 2016.**

- XII. The JMP board meeting was adjourned by Schnathorst at 7:30 pm. The JMP Board is scheduled to meet October 26, 2016 at 5:15 p.m. in Newton at the Skiff Medical Center South Board Room.