

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

Skiff Medical Center, South Board Room, Newton  
Wednesday July 27, 2016 at 5:15 pm

<i>Name</i>	<i>Present</i>	<i>Absent</i>	<i>Excused</i>	<i>Unexcused</i>	<i>Non-Board</i>
Vacant (business)					
Jim Kingery (elected)	X				
John Leeper-Board Chair	X				
Muriel Johannessen (faith)	X				
Doug Cameron (education)	X				
Mary Lindberg (consumer) Board Treasurer		X	X		
Britney Schnathorst (citizen) – Board Vice-Chair		X	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 Garner (MCPH)	X				X
Sue Gienger (CCR&R)	X				X
Jackie Sparks (Jasper PAT)	X				X

- I. The meeting was called to order by John Leeper, Chair, at 5:25 pm.
- II. Roll Call: JMP Board Members present include Cameron, Johannessen, Kingery, Leeper, Moll and Wendl. A quorum was reached.
- III. Approval of Minutes: **Motion to approve** minutes of April 27, June 7, 8, and 9, 2016 Board meetings by Johannessen. **Seconded** by Moll. Motion passed unanimously.
- IV. Treasurer’s Report: Blanchard reported estimated carry-forward amounts by program at the end of FY16. Cameron inquired about carry-forward in the Preschool Scholarship Program, specifically asking if the preschools were taking full advantage of the scholarships to ensure all children eligible were being reached. Blanchard explained the application process and the Board concurred the program is being well-utilized. Leeper asked the Treasurer’s Report be accepted and filed for audit.
- V. Director’s Report: Blanchard distributed copies of the Director’s Report and spoke briefly to several items including JMP publicity on “Let’s Talk” on KGRN on July 27<sup>th</sup> and the JMP press release issued in July, the DAISEY training session in June and incorporating feedback from the Levels of Excellence review in to FY17 contract writing.
- VI. Committee Reports: None
- VII. Old Business:
  - a. Leeper reported to the Board on the director’s evaluation he completed on behalf of the JMP Board for GPCF, the director’s employer, as part of an overall performance review for Nicole Brua-Behrens in May 2016. Leeper met with the GPCF Board Chair to discuss the role the JMP Board could play in the evaluation process. The GPCF will include the JMP Board’s comments

on all future Director's job evaluations. Leeper suggested the rest of the JMP Board should have the opportunity to provide input as well. The Board suggested service providers might also provide feedback, as they work most directly with the JMP Director. **Action Item: Staff will seek evaluation examples and schedule the process for next May. Action Item: Staff will review Board policies and procedures and/or by-laws for inclusion of the evaluation process**

- b. Blanchard reported on a necessary change to the FY17 budget approved by the Board in June. Due to a change in the Title V federal contract, Visiting Nurse Services can no longer provide Child Care Nurse Consultant and I-Smile services to Jasper and Poweshiek as of October 1, 2016. JMP had allocated \$15,495 to VNS for FY17 for these services. Those dollars are currently listed as To Be Determined in the budget submitted to the state for approval. Discussion followed among the providers present and the Board about the difficulties this change in contract presents for child care providers in those two counties in the interim. Technical assistance can still be provided by VNS, though they cannot provide site visits. Providers are particularly concerned about the impact the absence of service might have on QRS scoring. Marion County Public Health was awarded the contract for Jasper and Poweshiek and anticipates they will be subcontracting with local public health agencies to provide the CCNC services. It is critical that local nurses receive QRS training as soon as possible.

VIII. New Business:

- a. The Board reviewed and discussed the Levels of Excellence Corrective Action Plan. Blanchard reported that many of the items identified in the review process have already been acted upon and that the Levels of Excellence review has helped the JMP program become better. **Motion to accept** the Levels of Excellence Corrective Action Plan matrix by Cameron. **Seconded** by Johannessen. Motion carried unanimously.
- b. The Board is actively seeking a Poweshiek County representative for the Board. Staff emailed an application and description of responsibilities to a contact suggested by Cameron.
- c. The Board reviewed the Board Succession Plan, Officers, and Terms of Office. Motion to elect Cameron as Vice Chair by Moll. **Seconded** by Wendl. Motion carried unanimously. **Action Item: Staff will amend the succession plan spreadsheet to reflect three year terms of service as stated in the bylaws.**
- d. Blanchard invited Board members to attend Contract Monitoring Site visits in March and April. A schedule was distributed. **Action Item: Staff will coordinate the schedule with providers and Board members.**
- e. Blanchard invited Board members and providers to attend a Legislative Forum on August 19<sup>th</sup> in Iowa City. Invitations have been sent to all legislators that represent the three counties. **Action Item: Staff will forward invitation to providers.**

- IX. Other: Motion to include the following statement in the minutes by Leeper. **Seconded** by Wendl. Motion passed unanimously. Statement reads:

The JMP Early Childhood Board of Directors expresses its appreciation and thanks to Nicole Brua-Behrens for her hard work and dedication during the planning and implementation of the three county merged JMP Board. Nicole led the Board through a complicated process with professionalism and patience.

- X. Public Comment: Carol Camp expressed appreciation for continued support from JMP. Rachel Garner also expressed gratitude for continued support and relayed to the Board an example of how the incentive items in the PAT program are truly benefiting the families they serve. Rachel also

shared that two staff members passed the Lactation Consultant training and they have recently hired a new full time educator for PAT. Jackie Sparks also thanked the Board for their support and conveyed they are beginning to serve families that have been on the waiting list previously. Leanne Andre thanked the Board and introduced Sue Geinger, the new CCR&R employee. Her office will be in Newton.

- XI. Adjourn: The JMP board meeting was adjourned by Leeper at 6:45 pm. The JMP Board is scheduled to meet August 24, 2016 at 5:15 p.m. in Newton at the Skiff Medical Center South Board Room.