

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

Virtual Meeting Platform via Windstream HD Meeting
Wednesday, June 3, 2020 at 5:15 pm

| Name | Present | Absent | Excused | Unexcused | Non-Board |
|--|----------------|---------------|----------------|------------------|------------------|
| Steve Bernemann (human services) | | X | | X | |
| Kisha Jahner (elected) | X | | | | |
| VACANT (faith) | | | | | |
| Brian Kingrey (education) | X | | | | |
| Doug Cameron (consumer) Treasurer | X | | | | |
| Mary Lindberg (citizen) Board Chair | X | | | | |
| Britney Schnathorst (citizen) Board Vice Chair | X | | | | |
| Julie Wendl (health) | X | | | | |
| Michael Kacmarynski (business) | X | | | | |
| | | | | | |
| Amy Blanchard (JMP ECI Director) | X | | | | X |
| Denise Fischer (ISU Ext Early Care and Ed) | X | | | | X |
| Sue Gienger (CCR&R) | X | | | | X |
| Leann Andre (CCR&R)(| X | | | | X |
| Lauren Linnenbrink (WAGE\$) | X | | | | X |
| Rachel Garner (MCPH PAT and CCNC) | X | | | | X |
| Melissa Woodhouse (MCPH I-Smile) | X | | | | X |
| Mindy Clayton (MICA Family Connections) | X | | | | X |
| Bonnie Claussen (Citizen) | X | | | | X |
| Mitzi Smith (Citizen) | X | | | | X |

- I. The meeting was called to order by Lindberg, Chair, at 5:17 pm. All meeting attendees participated remotely via an online meeting platform due to social distancing mandates caused by the Covid-19 pandemic.
- II. Roll Call: JMP Board Members present include Cameron, Jahner, Kacmarynski, Kingrey, Lindberg, Schnathorst and Wendl. A quorum was reached.
- III. Approval of Minutes: **Motion to approve** minutes of April 22 and April 29, 2020 board meetings by Jahner. **Seconded** by Kingrey. Motion passed unanimously.
- IV. Public Comment: Gienger reported that CCR&R virtual visits with providers continue along with delivering needed supplies. Peer to Peer virtual meeting opportunities are scheduled with one on June 8th featuring Heidi Hotvedt answering CCNC questions and another session just for JMP providers called Yoga for Kids. No in-person classes will be held prior to September. Garner reported MCPH Parents as Teachers is not performing home visits but educators are connecting families to resources and conducting online visits to the best of their ability. Educators are doing doorstep drop-offs of materials and incentives as needed. Garner reported the CCNC is still furloughed. Garner has been fielding phone calls and emails and directing providers to guidance as needed. Woodhouse reported I-Smile is still not performing direct service but she is preparing for needed PPE in the fall to be able to screen preschoolers. Coordinating care for current clients is a challenge due to limited dental services offered as a result of the pandemic. Fischer reported the Early Care and Education program is seeking approval from DHS and ISU Extension for online training options. There is a demand for CPR/First Aid courses but class sizes are limited to 13 participants so each person has

their own practice dummy. Clayton reported Family Connections virtual home visits are going well and Christy Moore has had several good online meetings with AEA. Both JMP family support programs requested and each received four phones from DHS to assist families with limited technology access. Phones will be distributed soon. Linnenbrink reported WAGE\$ stipends are being distributed to support the child care workforce. Blanchard welcomed two citizens to the meeting, Claussen and Smith. Both are considering serving the JMP board in the vacant faith representative seat in Jasper County.

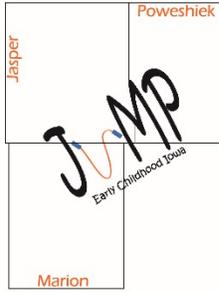
- V. Treasurer's Report: Blanchard reviewed the JMP fiscal report current as of May 28, 2020, which was included in the board packet. Most program spending is on track with the exception of Postpartum Home Visits and Early Care and Education, both of which saw a decrease in services rendered due to the pandemic. The charitable fund statements reflect a gift from Colfax Community Preschool from unspent funds when the program closed at the end of last school year. The financial report was filed for audit.
- VI. Director's Report: Blanchard's report was included in the board packet. Blanchard noted that her laptop is nearing its life expectancy. Blanchard is due for a technology upgrade in her office which may suffice for JMP responsibilities as well.
- VII. Old Business
 - a. Covid-19 Updates: Blanchard shared the latest DHS guidelines for child care programs and summer programs as well as efforts to help centers reopen through the CARES act. It is unclear what preschool learning will look like in the Fall and what ECI responsibilities will be to support preschools to ensure their existence beyond the pandemic. Lindberg commented it would be disheartening to lose ground on access to preschool services for three-year-olds. Blanchard and Gienger are coordinating to deliver Careforce for the Workforce materials courtesy of the Iowa Women's Foundation. We are seeking central locations in communities as well as at child care provider homes and centers.
 - b. JMP Board Member Recruitment: Blanchard is still recruiting a Jasper County board member. Cameron will complete his second term of service on the board at the end of June. We are seeking someone to represent a consumer's perspective.
- VIII. New Business
 - a. 3rd Quarter DAISEY Reports were included in the board packet. Board members received both the dashboard report as well as the additional report pages. Data reflects services rendered through the end of March so the full effect of the pandemic is not shown in the numbers yet.
 - b. FY21 Budget: The board discussed the best path forward in budgeting during this time of drastically reduced revenue in Iowa. Due to uncertainty, the board considered budgets that reserved 15%, 10%, 6% or zero dollars. Jahner inquired about ECI funding history in 2008 and 2009 following the downturn in the market and suggested this year could be similar. After discussion, the board agreed it is best practice to reserve 10% of our projected allocation for future allocation in the fiscal year, to carry-forward into next fiscal year, or to absorb a mid-year cut from the legislature. Blanchard indicated the budget that reserves 10% will adequately meet status quo personnel funding for programs and JMP will be able to assist with other budget items when carry-forward funding is allocated. **Motion to approve** the budget holding 10% in reserve by Jahner. **Seconded** by Wendl. Motion passed unanimously. Budget is attached.

- c. Board Survey Results- The board reviewed compiled survey responses submitted in February. Several goals were distilled from board members' responses. FY21 JMP Board Goals are attached.
 - d. Annual Meeting- the JMP board will meet again in June to fulfill our Annual Meeting requirements outlined in our board policies. We will approve our board meeting calendar, elect officers, complete conflict of interest statements and farewell Doug.
- IX. Other: Kingrey volunteered to help review JMP board policies. Blanchard is exceptionally grateful.
- X. Adjournment: **Motion** by Cameron to adjourn. **Seconded** by Kingrey. Meeting was adjourned at 6:18 pm.
- XI. The JMP Board is scheduled to meet virtually on Wednesday, June 24, 2020 at 5:15 pm. The meeting will most likely be held virtually.

DRAFT

Board Approved JMP Grant Distribution FY21

| Project | Amount Requested | <i>ESTIMATED</i> FY21 Allocation from ECI | | | | | Amt Funded |
|---|---------------------|---|----------------------|--------------------------|------------------------|-------------------------|---------------------|
| | | \$17,414.00 SR Admin | \$61,833.00 SR QI | \$501,516.00 SR Other | \$7,580.35 EC Admin | \$144,026.65 EC Prog | |
| Administrative Expenses | | | | | | | |
| D & O Insurance | \$100.00 | \$80.00 | X | | \$20.00 | X | \$100.00 |
| Board Liability Insurance | \$35.00 | \$28.00 | | | \$7.00 | X | \$35.00 |
| Fiscal Agent | \$3,000.00 | \$2,200.00 | X | | \$800.00 | X | \$3,000.00 |
| Director | \$45,500.00 | \$9,800.00 | \$30,954.69 | \$0.00 | \$4,745.32 | X | \$45,500.00 |
| Director/Board Expenses | \$2,100.00 | \$364.60 | \$440.32 | | \$450.00 | X | \$1,254.92 |
| Audit | \$4,400.00 | \$3,200.00 | \$400.00 | | \$800.00 | X | \$4,400.00 |
| 10% tentatively withheld for REC | \$73,237.00 | \$1,741.40 | \$6,183.30 | \$50,151.60 | \$758.04 | \$14,402.67 | \$73,237.00 |
| Program Expenses | | | | | | | |
| Child Care WAGES | \$48,728.36 | X | X | | X | \$42,883.99 | \$42,883.99 |
| GPCF-Preschool Scholarship Fund | \$80,000.00 | X | X | \$49,164.40 | X | X | \$49,164.40 |
| GPCF-Preschool Scholarship Coordination | \$4,000.00 | X | X | \$4,000.00 | X | X | \$4,000.00 |
| GCDC Sliding Fee Scale | \$39,000.00 | X | X | \$29,000.00 | X | X | \$29,000.00 |
| Grinnell Regional Public Health | \$11,800.00 | X | \$10,000.00 | | X | X | \$10,000.00 |
| ISU Extension Early Care and Education | \$36,344.00 | X | | | X | \$27,000.00 | \$27,000.00 |
| Marion Co. Public Health-PAT | \$311,522.00 | X | \$9,200.00 | \$271,000.00 | X | X | \$280,200.00 |
| Marion Co. Public Health-I-Smile | \$28,830.00 | X | \$3,500.00 | \$20,000.00 | X | X | \$23,500.00 |
| Marion Co. Public H.-CCNC | \$14,673.00 | X | | | X | \$12,800.00 | \$12,800.00 |
| MICA-Family Connections | \$85,407.00 | X | \$1,154.69 | \$78,200.00 | X | X | \$79,354.69 |
| CCR&R/Orchard Place-Childcare Consult | \$43,940.00 | X | | | X | \$43,940.00 | \$43,940.00 |
| CCR&R/Orchard Place-QI Grants | \$7,000.00 | X | \$0.00 | | X | \$2,000.00 | \$2,000.00 |
| CCR&R/Orchard Place-Provider Training | \$2,000.00 | X | | | X | \$1,000.00 | \$1,000.00 |
| Extended 4 year Preschool Mini-Grant | \$0.00 | X | | | X | X | \$0.00 |
| TOTAL: | \$841,616.36 | \$17,414.00 | \$61,833.00 | \$501,516.00 | \$7,580.35 | \$144,026.66 | \$732,370.00 |
| | | \$17,414.00 | \$61,833.00 | \$501,516.00 | \$7,580.35 | \$144,026.65 | |
| BALANCE: | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.01 | \$0.00 |



JMP Board Self Evaluation

July 2020 through June 2021

| | Considerations | Average |
|----|---|---------|
| 1 | Board has full and common understanding of the roles and responsibilities of a board | 4.8 |
| 2 | Board members understand the organization's mission and its products/programs | 4.8 |
| 3 | Structural pattern (board, officers, committees, executive, and staff) is clear | 4.5 |
| 4 | Board has clear goals and actions resulting from relevant and realistic strategic planning | 4.5 |
| 5 | Board attends to policy-related decisions which effectively guide operational activities of staff | 4.1 |
| 6 | Board receives regular reports on finances/budgets, products/program performance involved in fundraising | 4.8 |
| 7* | Board helps set fundraising goals and is actively involved in fundraising | 2.8 |
| 8 | Board effectively represents the organization to the community | 3.5 |
| 9 | Board meetings facilitate focus and progress on important organizational | 4.5 |
| 10 | Board regularly monitors and evaluates progress toward goals and community indicators/program performance | 4.5 |
| 11 | Board regularly evaluates and develops the coordinator | 4.3 |
| 12 | Each member of the board feels involved and interested in the board's work | 4.6 |
| 13 | All necessary skills, stakeholders and diversity are represented on the board | 4.1 |

1. **Increase public awareness for Early Childhood efforts**

- a. Include We Are ECI messaging
- b. Support Careforce for the Workforce Campaign
- c. Generate 3 press releases/media articles highlighting JMP programs

2. **Fundraising**

- a. Promote ECI as a legislative funding priority
- b. Support the Association of Early Childhood Iowa Area Boards lobbying efforts

3. **Board Development**

- a. Engage with other ECI area boards
- b. Review and update board policies
- c. Increase board diversity

4. **Advocacy**

- a. Monitor access to preschool education in rural communities
- b. Advocate for increased provider wages and healthcare benefits