

Children First Board meeting minutes

4-23-2020

Zoom only

At 9:35 am this meeting of the Children First board was called to order with the following present:

Board members: Carolyn Baker, Rich Harlow, Mike Linnenbrink, Mark Meek, Amanda Swan, Meagan Vogel, and Ryan Wilson. Quorum was met with 7 of 10 board members present.

Kathy Osipowicz joined the meeting at 9:44 am during agenda item #3 maintaining quorum with 8 of 10 present.

Board members not present: Kayla Schwartz and Amanda Manning-Maras

Director: Ginger Knisley

Guests: Cheryl Flaatten – Community Action of Southeast Iowa Partnering for Success

There was a **motion** by Amanda with a second by Carolyn to approve today's agenda. All voted aye.

There was a **motion** by Rich with a second by Mike to approve the minutes from the last meeting as written. All voted aye.

Partnering for Success (P4S) annual presentation Cheryl gave an overview of the P4S program and explained there are currently approximately 33 regulated child care sites in our two counties. She explained that she drops in on programs and always has something positive to congratulate the providers on which helps to develop a relationship with them and give them encouragement. She combines mentoring with the providers with modeling appropriate behaviors with the children. Under professional development she provided a 6 hour conference in November in partnership with the DHLW board with 69 of the 168 attendees being from our two counties. The Summit committee meets monthly year round but the event which was supposed to be last weekend was cancelled due to COVID-19. The forums she hosted saw 8 child care center directors and 2 home providers commit to the process and were able to each have 2 sessions before the shutdown. The center director group was comprised of some directors that rarely attend any trainings or events and they seemed to thrive on the process and the peer to peer mentoring opportunity, staying well past the designated time to network with each other. Cheryl plans to complete the forum process with each group via zoom. All participants are currently writing and working towards goals which will qualify them for mini grants under this contract. Cheryl also provided an update of the early childhood system since

the onset of COVID-19. Mid-March some centers closed, primarily citing low attendance with some reporting closure due to fear of exposure or spread. The preschools all closed when the schools did. Homes have been more apt to stay open but some are now closing as well. She is working with Ginger and CCR&R to support the providers as much as possible in this ever-changing environment. Infrared thermometers were purchased and delivered to 24 sites who are currently operating and Cheryl assisted CCR&R by delivering other supplies such as bleach and paper supplies to 5 sites. Mike asked how many unregulated sites were operating. Cheryl responded that there are approximately 3 non-registered who accept CCA and an unknown number of unregulated – perhaps as many as 50, we just don't know.

Director Report

Ginger gave a Director report including updates on board business, legislation, statewide directors meeting, annual on site monitoring, and board membership. (Rich left the meeting during this item at 10:00 am to deliver food to children, maintaining quorum with 7 of 8 board members present.) Ginger brought the board up to date on work being done to maintain operations through the COVID-19 situation. She explained in detail the current unknowns surrounding carry forward policies, supplemental funds for July and August, and FY21 appropriations. Mike asked how unspent funds in the current year are treated and Ginger explained that any unspent funds become part of the carry forward fund which is added to any new appropriations and budgeted out as new funds. The board advised that if opportunities arise to bring on new board members Ginger can pursue them but no active recruitment efforts need to be taking place at this time.

FY21 Funding process amendments Ginger provided a written report on the current situation with lack of known timelines or dollar amounts for FY21 funds including the allowable carry forward. After much discussion there was a **motion** by Kathy with a second by Ryan to 1) Ginger mail all 9 applications received along with supporting documentation to each board member at this time with the intention of prioritizing funds for currently operating, continuing programs for the 2 month supplemental and new programs being reviewed for funding when full FY21 appropriations are known, 2) Ginger to draft new applications effective July 1, 2020 rather than amend/extend current FY20 contracts. All voted aye. Mark would like to review the carry forward issue at the May meeting. Mike asked that Ginger include a reminder in the application packets of the language around which programs were to begin sun-setting of funds.

Financial Report

Ginger shared an amended February fiscal report which reflected the revenues and payroll expenses not included in the report last month. There was a **motion** by Mike with a second by Carolyn to accept the amended February 2020 fiscal report. All voted aye.

There was a **motion** by Ryan with a second by Kathy to accept the March 2020 fiscal report as written. All voted aye.

There was a **motion** by Meagan with a second by Kathy for Ginger to not work to spend down the quality improvement funds to below the 20% allowable carry forward amount at this time. All voted aye.

Executive Committee recommendation on Director evaluation and compensation

Mark reported that he feels Ginger is continuing to do an excellent job for the board, seems to keep everything under control including costs and does not come to the board with unreasonable requests. Mike agreed that Ginger appears to collaborate well. Mark recommended, in line with Ginger's recommendation due to budgeting concerns, that the FY21 compensation starting July 1, 2020 for the Director remain level at \$51,382.65 annual salary. There was a **motion** by Carolyn with a second by Mike to that effect and all voted aye.

Board member report out of EC issues

Mike shared that the Bridges out of Poverty Keokuk class has been meeting via zoom with he and Carolyn having an hour of time for activities with the children prior to the meeting of adults. They are on track to have their graduation and a class is starting in Fort Madison in June. Anyone who knows someone who would benefit from participating should refer them to Shayla at Young House. Meagan asked that Mike get a flyer to share with everyone that could be shared out on social media to assist with referrals. Mike agreed he would do that. Amanda shared that McFarland Swan office supply company does have paper good supplies available.

Public Comment

Cheryl shared that the transition took place for the Fort Madison YMCA to operate the child care sites in Donnellson. Ryan shared that they held an open house on March 11th and are working at implementing their plans during this COVID crisis. They have one site operating with approximately 10-14 children attending each day.

There was a **motion** by Mike with a second by Mark to adjourn the meeting at 10:41 am. All voted aye.

The next **Children First board meeting** will be held via Zoom on Wednesday, May 21st at 9:30 am. Mark hopes that the June meeting of the board can be held in person, perhaps even social distant around a large room. There may be informal chats conducted electronically for COVID updates and/or budget discussions between now and the next meeting.

Gk

Date approved _____ Board officer signature _____