

## Children First Board meeting minutes

4-25-22, Zoom only

The meeting was called to order at 1:06 pm with the following present:

Board members: Carolyn Baker, Dr. Amanda Gerber, Mike Linnenbrink, Melissa Mahon, Mark Meek, Kathy Osipowicz, Kris Rankin, Kayla Schwartz, Amanda Swan, and Meagan Vogel

Quorum was met with 10 of 11 board members present (Chad Reckling stepped down from the board since the last meeting, making Children First a board of 11 members)

Board members not present: Rich Harlow

Director: Ginger Knisley

Guests: Venissa White and Adam Robinson of RVAP

There was a **motion** by Amanda with a second by Kris to approve last month's minutes and today's agenda with the addition of "returning MISC funds to Lee County Foundation" under fiscal matters. All voted aye.

### **Annual presentation to the board**

Adam thanked the board for funding and introduced Venissa, the new Assistant Director for RVAP and expressed the hope that having a full time staff member taking on the duties of training in Stewards of Children would lend consistency to the project vs. operating under contracted staff for the service. Venissa shared with the board that she has held a class now and it went well. No participants took advantage of the offered child care but a meal was shared and connections were made throughout the 2 hour training. She has others scheduled in the next few weeks and is working on scheduling more. Kris offered to be a contact to connect her with Van Buren County entities in order to schedule one in Van Buren County.

### **Director Report**

Ginger gave a Director report including updates on board business, legislation, statewide director's meeting, and board membership. She shared that the ECTF and various other community groups are working on an informal scan of young families to determine what would draw them to services or events as many programs and event organizers are struggling to engage young families. It was also noted that the ECTF reports long wait lists for mental health services, especially for children and the Bridges out of Poverty program in Lee County is in a transition time right now so no classes are currently being held. She shared that there is a car seat event in Keosauqua this Thursday evening and she is hoping for good weather.

### **FY23 Funding applications**

Ginger shared the summary of applications with the board and stated that the application packets would be mailed this afternoon to each board member. There will be more information and discussion in the weeks between now and the retreat via email.

### **Executive Committee re: Director Evaluation and compensation**

Amanda Swan explained that as stated in the Executive Committee notes, the committee feels the director “goes above and beyond in her role as Children First Director” and “Ginger has not advocated for herself in terms of salary increases, and some years did not even receive a merit increase”. The committee recommends that her salary be increased to \$58,686.47 annually which would reflect the result of having had 3% each year since 2017 and is slightly over a 10% from the current rate of pay. (Dr. Gerber left the meeting at 1:45pm during this agenda item) There was a **motion** by Mark with a second by Kayla to accept the recommendation of the executive committee. All voted aye.

### **Financial Report**

Fiscal activities were reviewed for March 2022. Ginger reviewed the spending status of each program and detailed communications occurring to determine a best guess of estimated carry forward prior to the May retreat.

There was a **motion** by Kris and a second by Kathy to accept the financial reports for March 2022. All voted aye.

Also under financial matters, Ginger explained that several years ago the board received \$3,000 as part of a grant from the Lee County Foundation for child passenger safety efforts that was earmarked for a trailer to store car seats and supplies. Over the years it has never quite developed into an independent program with a separate governing body to handle issues of licensing etc. She shared that after polling the child passenger technicians in the area she recommends returning the \$3,000 to the foundation.

There was a **motion** by Mark to return the funds with a thank you for the opportunity. This was seconded by Carolyn and all voted aye.

### **First Children’s Finance consulting proposal**

Ginger shared that after months of struggling to support the Ft Madison YMCA centers in Donnellson she reached out to First Children’s Finance for a proposal to provide consulting specifically to the two centers in Donnellson. The requested proposal was emailed to board members last week. After much discussion the board determined that there were too many underlying issues that could not be addressed by the proposed consulting and they did not feel the \$6,000 investment would be a wise use of funds. The proposal failed to receive a motion for funding.

### **NAEYC memberships for area providers**

Ginger reminded the board that they had funded NAEYC/IAEYC memberships for area providers almost one year ago and asked if they would be interested in doing so again this year. The opportunity would be offered to all licensed and registered sites in the two counties and an explanation of the benefits would be included.

There was a **motion** by Melissa and a second by Kathy to proceed with this project with no particular cap on the dollar amount but the stipulation that Ginger would communicate with the board if the dollar amount will be far exceeding the \$1,350 they spent on this last year. All voted aye.

**FY23 Fiscal Agent Agreement**

Ginger asked for a motion to draft a fiscal agent agreement with no changes except dates and dollar amounts to be entered into by Children First and the Lee County Board of Supervisors. The standing fee for the service is \$1,500 annually. Kris expressed that this is a very reasonable amount.

There was a **motion** by Mark with a second by Amanda to approve moving forward with the FY23 fiscal agent agreement as proposed. All voted aye.

**Board member report out of EC issues & Public Comment**

Melissa shared that she has had the introductory meeting with First Children’s Finance regarding the Van Buren County child care market study. It will run concurrently with Lee County study and will start with the drafting of surveys.

Mike shared that he would like everyone to think about how to raise awareness about services available to young families and ensure that area pediatricians, OB doctors, and other service providers are aware of and making referrals to programs the board funds.

**Adjourn**– There was a **motion** by Mark and a second by Carolyn to adjourn the meeting at 2:32 pm. All voted aye.

The next **Children First board meeting** will be held Monday, May 23, 2022. This will be a day of retreat with a lunch hour combined session with the ECTF. It is estimated the joint session will begin at approximately 11:30 am in person at the Pilot Grove Bank Community Room in Donnellson with a zoom option for the business portion of the meeting at approximately 3:30 pm. More details will be provided via email and posted to the Children First website closer to the date.

Gk

Date approved \_\_\_\_\_ Board officer signature \_\_\_\_\_