

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

Skiff Medical Center, South Board Room, Newton
Wednesday November 30, 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) Board Vice Chair	X				
Mary Lindberg (consumer) Board Treasurer	X				
Britney Schnathorst (citizen) Board Chair		X	X		
Betty Moll (health)	X				
Julie Wendl (human services)	X				
Amy Blanchard (Director)	X				X
Tami Foley (State ECI TA Team)	X				X
Amanda Winslow (State ECI TA Team)	X				X
Judy Janning (State ECI Board Member)	X				X
Denise Fischer (Jasper Ext)	X				X
Sue Gienger (CCR&R)	X				X
Mindy Clayton (Family Connections)	X				X
Clarissa Thompson (Family Connections)	X				X
Jackie Sparks (Jasper PAT)	X				X

- I. The meeting was called to order by Doug Cameron, Vice-Chair, at 5:20 pm.
- II. Roll Call: JMP Board Members present include Cameron, Johannessen, Kingery, Leeper, Lindberg, Moll and Wendl. Schnathorst was absent. A quorum was reached.
- III. Approval of Minutes: **Motion to approve** minutes of October 26, 2016 board meeting by Johannessen. **Seconded** by Grennan. Motion passed unanimously.
- IV. Treasurer's Report: Board reviewed fiscal report current as of October 31, 2016. Programs are on track for spending. Blanchard commented that she appreciates the additional notes providers sometimes add in comments which help keep the Board advised of program activities. Cameron asked the Treasurer's Report be accepted and filed for audit.
- V. Director's Report: Blanchard addressed questions from the Board regarding the director's report included in the board packet. Director participated in two DHS instructional courses which will benefit JMP's contract review and contract writing processes. Discussion followed regarding suggestions made to improve the site visit form. Blanchard discussed the impact of the poverty simulation she participated in during the Poweshiek Leadership Program.
- VI. Committee Reports: None.
- VII. Old Business: None
- VIII. New Business:
 - a. The board again reviewed the Independent Accountant's Report on Applying Agreed Upon Procedures from auditor CliftonLarsenAllen, LLC. JMP had no findings in the auditor's report.

Motion to approve the JMP AUP report by Lindberg, **seconded** by Wendl. Motion passed unanimously.

- b. First quarter Family Support Output Measures reports from DAISEY were included in the board packet for review. Providers report DAISEY is easy to use and reports are accurate. Board members inquired from the State TA team about how the data is used.
- c. Staff inquired about scheduling for 2017 board meetings. Board and providers generally agreed that Wednesday evenings in Newton will continue to work. Discussion followed about moving the public/provider comment section closer to the beginning of the meeting to allow providers the opportunity to leave if desired prior to the business portion. New Department of Labor standards may affect some providers' ability to regularly attend ECI meetings if service to clients is to remain at same level.
- d. The Request for Proposal evaluation matrix was included in the board packet for review. Feedback following the FY17 RFP review process suggested improvements could be made to help board members better evaluate RFPs. Foley informed the board about "consensus scoring," a process she recently learned about in training. Foley will forward the training materials when they become available. A committee of Leeper, Moll and Blanchard was formed to review the current RFP and make improvements prior to March. Discussion followed regarding creating an RFP that is reflective of the goals of JMP ECI. Action Item: **Staff will seek other ECI evaluation matrices and RFPs.**
- e. A JMP Board of Director's Self Evaluation form was included in the board packet and hard copies were distributed to each member. Board members were asked to complete the evaluation and return the form to the director by December 14th. Feedback will be compiled by GPCF and reviewed by the board in January.

IX. Other:

- a. The board took the opportunity to ask questions of the State ECI TA team. Grennan asked if our board minutes are adequate or if they could be improved. Foley responded she was not responsible for that part of the review process. Blanchard spoke about the suggested improvements cited in the Levels of Excellence review that have already been implemented. Leeper inquired about the timeline for JMP ECI moving from probationary to compliant status. Foley responded the State ECI TA team is completing the process of reviewing our progress as outlined in our LOE Corrective Action Plan. The TA team completes the last column on the matrix to identify JMP ECI's completion of the outlined tasks and will make a recommendation to the State ECI Board which meets in January. Pending review of the board matrix in the annual report, Foley anticipates we are on track to be compliant.
- b. Leeper inquired about the status of CCNC services in the JMP ECI area. Gienger reported MCPH has contracted with MICA to provide up to 52 hours of service to providers. CCR&R reports there are 6 providers that need to complete medication administration training in order to progress in achieving QRS ratings. Polk County Public Health has a nurse that can offer training but is not permitted to test out for QRS standards in JMP counties.

- X. Public Comment: Representatives from the contractors in attendance provided a brief update on programs. Fischer reported 27 providers attended a recent nutrition class. They are planning the annual symposium slated for April 1st. Clayton reported they are maintaining PAT enrollment. Family Connections will be hiring as Stepanek is moving soon. A recent socialization opportunity focused on holiday stress. Thompson reported MICA is one of ten entities operating as a Rural IMPACT demonstration site. Marshalltown is the focus area but Thompson anticipates wider integration of services that are successful. Sparks reports Jasper PAT is also hiring and is in the process of recertifying their credentials. Gienger appreciates the attention to CCNC services the

board has offered. Essentials training was recently offered in all three counties with two trainings being well-attended. Winslow appreciated the opportunity to attend a local board meeting. Janning commended the board on their commitment to ECI. The board expressed their thanks to long-serving board member, Jim Kingery, for his faithful service and bountiful insight to JMP ECI, particularly through the merge of the three counties. Kingery ends his term of service to JMP in December.

- XI. The JMP board meeting was ceremoniously adjourned by Kingery at 6:35 pm. The JMP Board is scheduled to meet January 25, 2017 at 5:15 p.m. in Newton at the Skiff Medical Center South Board Room.

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