

**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

| <b>Name</b>                                    | <b>Present</b> | <b>Absent</b> | <b>Excused</b> | <b>Unexcused</b> | <b>Non-Board</b> |
|--|----------------|---------------|----------------|------------------|------------------|
| Steve Bernemann (human services)               |                | X             | X              |                  |                  |
| Kisha Jahner (elected)                         |                | X             |                | 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                |
| Rachel Garner (MCPH PAT and CCNC)              | X              |               |                |                  | X                |
| Mitzi Smith (Citizen)                          | X              |               |                |                  | X                |

- I. The meeting was called to order by Lindberg, Chair, at 5:19 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, Kacmarynski, Kingrey, Lindberg, Schnathorst and Wendl. A quorum was reached.
- III. Introduction of potential new board member, Mitzi Smith. Smith will represent a faith perspective from Jasper County. Her board application was forwarded to the JMP board. Upon introduction and review of application, the JMP board voted unanimously to approve Smith as a JMP board member.
- IV. Approval of Minutes: **Motion to approve** minutes of June 3, 2020 board meeting by Kingrey. **Seconded** by Kacmarynski. Motion passed unanimously.
- V. Public Comment: Gienger reported Peer to Peer Yoga for Kids online class was a success. She has performed 74 technical assistance calls and 12 virtual visits, is assisting a new center opening in Newton, has four new home providers seeking assistance, and online trainings are approved as of July 1. Gienger also reported that all child care centers in the JMP service have reopened and are serving families. Garner reported that Laura Peterman, the Child Care Nurse Consultant, has returned from furlough part-time. She is fielding phone calls and catching up on email. Parents as Teachers continues to reach out to families virtually but it is becoming harder to get families to respond. Another parent educator has been furloughed. Garner will use unspent budgeted supply funds to purchase items for care packages for families for front-door drop-off. Garner hopes home visits can be reinstated in a safe way very soon. Blanchard added that DHS has not given approval for home visitors to enter homes and guidance from the State ECI team indicates it is not likely approval will be given soon. I-Smile is planning for safe return to services in the Fall and is connecting families to dental services as needed. Fischer reported the first face-to-face training since early March, a CPR training, was a success with 13 in attendance. Masks were worn by participants and each attendee

was appropriately spaced out and had their own practice dummy. Finding spaces to hold trainings will be a challenge in the near-term as most public spaces are still closed. An online Nature Explorer training is upcoming.

- VI. Treasurer's Report: Blanchard reviewed the JMP fiscal report current as of June 18, 2020, which was included in the board packet. JMP has received a few requests regarding end-of-year spending for supplies to support Covid-19 related expenses to support families. These requests were not more than a 5% shift from original budget line items with the exception of the Postpartum Home Visit request which will be addressed later in the agenda. Blanchard shared projected carry-forward funds. She anticipates neither School Ready or Early Childhood carry-forward dollars will reach the FY20 cap of 35%. The financial report was filed for audit.
- VII. Director's Report: Blanchard's report was included in the board packet. FY21 contracts have been issued to providers, the budget was approved by the State, and all necessary supporting contracts have been signed and filed. Blanchard expressed her appreciation for the work of Kingrey and Kacmarynski to review the JMP bylaws and policies. The committee anticipates all suggested edits will be made by the August meeting for review by the board. Approval could be accomplished as soon as the August JMP board meeting.
- VIII. Old Business
  - a. CAREforce for the WORKforce Campaign: Yard signs and window clings have been distributed to providers in all three counties. Gienger has been instrumental in helping to distribute and make contact with Centers. The press release was also sent to all media outlets.
  - b. JMP Board Member Recruitment: Blanchard is seeking a Poweshiek County board member to represent a consumer perspective. Cameron has reached out to several prospective members.
- IX. New Business
  - a. Budget amendment for UP-GRPH Postpartum Home Visits: A written cost estimate for requested items was included in the board packet. In addition to handouts and other printed guidance, the program is seeking to use unspent funds to purchase several models to help minimize contact between a nurse and new mother during lactation support while demonstrating proper technique along with a more accurate scale that will show how much milk was consumed by the baby during a nursing session. The models and scale will last for years and be used only by the postpartum home visit team. After discussion, **motion to approve** the full request by UP-GRPH Postpartum Home Visit program by Wendl. **Seconded** by Kacmarynski.
  - b. FY21 Meeting Schedule: The proposed schedule was included in the board packet and is attached to these minutes. Lindberg commented that adding a virtual element to the RFP presentations and attendance by providers could be a benefit for all. **Motion** by Kingrey to approve the FY21 Meeting Schedule. **Seconded** by Wendl.
  - c. Conflict of Interest Statements: Blanchard forwarded copies of each board member's signed Conflict of Interest statement to all board members for review and update. All members have responded. Blanchard will update each original copy with changes submitted along with the supporting email for documentation. A summary of conflicts will be included in the August board packet.

- d. Review JMP Board Member Succession Plan: Schnathorst will complete six years of service at the end of FY21. Wendl and Lindberg will complete six years of service at the end of FY22. Board is considering removing term limits from the policies to allow experienced board members to continue to serve.
  - e. Election of FY21 Officers: Five board members indicated willingness to serve in a leadership position as needed. After discussion, it was determined the Treasurer position is best filled by a Poweshiek County board member due to frequency of signatory responsibilities. Nominations for the board were Kingrey for Chair, Kacmarynski for Vice-Chair and Lindberg for Treasurer. No position was opposed. **Motion to approve** the nominated slate of officers for FY21 by Cameron. **Seconded** by Wendl. Motion passed unanimously.
- X. Other: Blanchard and the JMP board expressed their gratitude for Cameron's long and faithful service to JMP. Unfortunately, Doug missed it due to technology troubles that booted him from the meeting just prior to the heartfelt sentiments. Blanchard will send a note and maybe some cookies.
- XI. Adjournment: **Motion** by Kingrey to adjourn. **Seconded** by Wendl. Meeting was adjourned at 6:28 pm.
- XII. The JMP Board is scheduled to meet virtually on Wednesday, August 26, 2020 at 5:15 pm. The meeting will most likely be held virtually.

## FY21 JMP Board Meeting Calendar

Revised 06/2020

| <b>Meeting Date</b> | <b>Tentative Agenda Items</b>  |
|---------------------|--|
| August 26, 2020     | Carry forward allocations, review annual report, policy review   |
| October 28, 2020    | Site Visit Calendar, review 1 <sup>st</sup> quarter family support data, JMP Audit review                        |
| November 18, 2020   | Director performance review  |
| January 27, 2021    | Mid-year reports, review RFP and scoring rubric  |
| February 24, 2021   | Review contract monitoring process, review RFP schedule, board self-evaluation                                   |
| April 21, 2021      | RFP presentations, review site visit reports   |
| April 28, 2021      | RFP presentations and Granting   |
| May 19, 2021        | Final Budget Approval  |
| June 23, 2021       | Annual Meeting to update conflict of interest, board succession, election of officers, and final budget approval |