

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

Virtual Meeting Platform via Windstream HD Meeting  
Wednesday, February 24, 2021 at 5:15 pm

Name	Present	Absent	Excused	Unexcused	Non-Board
Steve Bernemann (human services)	X				
Mitzi Smith (faith)		X	X		
Brian Kingrey (education) Board Chair	X				
Doug Cameron (consumer)	X				
Mary Lindberg (citizen) Treasurer	X				
Britney Schnathorst (citizen)	X				
Julie Wendl (health)	X				
Michael Kacmarynski (business) Board Vice Chair	X				
Amy Blanchard (JMP ECI Director)	X				X
Denise Fischer (ISU Ext Early Care and Ed)	X				X
Lora Patton (CCR&R)	X				X
Brenda O'Halloran(CCR&R)	X				X
Rachel Garner (MCPH PAT and CCNC)	X				X
Mindy Clayton (MICA Family Connections)	X				X

- I. The meeting was called to order by Kingrey, Chair, at 5:22 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 Bernemann, Cameron, Kacmarynski, Kingrey, Lindberg, Schnathorst, and Wendl. A quorum was reached.
- III. Board reviewed membership application of Rachel Cecil. Pending the new board member orientation, Cecil will join the JMP board at the next meeting.
- IV. Approval of Minutes: **Motion to approve** minutes of January 27, 2021 board meeting by Wendl. **Seconded** by Berneman. Motion passed unanimously.
- V. Public Comment: Fischer reported she is working on Symposium. Clayton reported Christy Moore is still performing doorstep drop-offs of materials for families. She is working with Head Start to teach Conscious Discipline and is hosting virtual socializations for families. Garner reported PAT is still performing only virtual visits with doorstep drop-offs. The parent educator position for Jasper County has been posted. Program will host a four-part series in March about teaching kids to read. Prenatal bags are being distributed to encourage early enrollment in PAT. Patton and O'Halloran reported on upcoming trainings, both virtual and in-person, and fielding phone calls to assist providers with DHS funding sources and policy questions.
- VI. Executive and Committee Reports:
  - a. Treasurer's Report: The report included in the board packet is current through February 18. Lindberg reported JMP is only 30% spent out. Budget revisions on the agenda will address the issue. Report was filed for audit.
  - b. Preschool Scholarship report was included in the board packet. We are currently supporting 49 children at 10 preschools for a projected cost of \$62,360.

- c. ECI Director report was included in the packet. Blanchard reported on a virtual legislative event on February 19 and a follow-up conversation with Senator Driscoll on February 22.

## VII. Old Business

- a. Family Support Update: No change in State-issued guidance since the November update. JMP programs continue to offer virtual-only services
- b. Contract monitoring site visit schedule: Five visits will be held virtually and four visits will be in-person. Links to virtual visits are included on the schedule for board members to join as they are able.

## VIII. New Business

- a. Early Care and Education Symposium: Fischer shared a tentative schedule for the Symposium which will be all virtual this year. Fischer has a goal of 60 participants for the online trainings offered on April 24. JMP funding supports the cost of trainers. Fischer requested support for the suggested registration fee of \$20 which would support a gift certificate of the registrant's choosing upon completion of the full day of training. Gift certificates will be mailed with the training certificates following the Symposium. **Motion** to support up to 60 participants in Symposium for \$20 each by Cameron. **Seconded** by Berneman. Motion passed unanimously.
  - b. Program Budget Revisions: Blanchard shared two program budget revisions with the JMP board. MCPH PAT has revised their original budget to reflect a contract reduction to \$180,000. The reduction is reflected in the salaries and wages line and new line items to support prenatal bags and marketing. All other line items remained the same with minor adjustments to funding amounts. MICA Family Connections will have unspent funds in salaries and wages. \$3,300 was shifted to program supplies to support socialization activities and other items. **Motion** by Cameron to approve the outlined program budget revisions. **Seconded** by Lindberg. Motion passed unanimously.
  - c. FY21 Budget Reallocation: New proposed budget was included in the board packet. The budget reflects a decrease of \$112,200 from MCPH PAT and awards \$94,500 to CCR&R for the Business Investment Program, \$25,000 for Quality Improvement Grants, and \$12,000 for Literacy Projects. Approved budget is attached. **Motion** by Berneman to approve the budget as presented. **Seconded** by Wendl. Motion passed unanimously.
  - d. FY22 RFP Renewal Documents: Board reviewed the RFP Renewal documents and schedule for programs to renew. Wendl corrected the FY25 schedule to reflect the same programs should renew in FY25 as in FY22. Blanchard will amend the schedule. Kacmarynski suggested changing the fiscal requirement to reflect a program will need to submit a complete RFP if their program budget changes more than 10%, not 5% as noted in the version reviewed. Blanchard will make the changes. **Motion** to approve the FY22 RFP Renewal documents pending the aforementioned changes by Cameron. **Seconded** by Wendl. Motion passed unanimously.
- IX. Other: Board briefly discussed the RFP review process for April. No decision was made but the board generally agreed presentations by each program are helpful, though Kacmarynski noted the presentations are not part of the scoring rubric and should not be considered when making funding decisions.
- x. Adjournment: **Motion** by Cameron to adjourn. **Seconded** by Kacmarynski. Meeting was adjourned at 6:53 pm. The JMP Board is scheduled to meet on Wednesday, March 24, 2021 at 5:15 pm. The meeting will most likely be held virtually.

**JM FY21 Carry Forward Budget with Reallocation**

Project	Amount Requested	FY21 Allocation from ECI					Amt Funded	\$80,033.44	Reallocation \$	Total Funding with Carry Forward
		\$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				
<b>Administrative Expenses</b>										
D & O Insurance	\$100.00	\$80.00	X		\$20.00	X	\$100.00			\$100.00
Board Liability Insurance	\$35.00	\$28.00			\$7.00	X	\$35.00			\$35.00
Fiscal Agent	\$3,000.00	\$2,200.00	X		\$800.00	X	\$3,000.00			\$3,000.00
Director	\$45,500.00	\$9,800.00	\$30,954.69	\$0.00	\$4,745.32	X	\$45,500.00			\$45,500.00
Director/Board Expenses	\$2,100.00	\$364.60	\$440.32		\$450.00	X	\$1,254.92	\$770.41		\$2,025.33
Audit	\$4,400.00	\$3,200.00	\$400.00		\$800.00	X	\$4,400.00			\$4,400.00
10% tentatively withheld for REC	\$73,237.00	\$1,741.40	\$6,183.30	\$0.00	\$758.04	\$14,402.67	\$23,085.40			\$23,085.40
<b>Program Expenses</b>										
Child Care WAGES	\$48,728.36	X	X		X	\$42,883.99	\$42,883.99	\$1,133.65		\$44,017.64
GPCF-Preschool Scholarship Fund	\$80,000.00	X	X	\$49,164.40	X	X	\$49,164.40	\$27,729.78		\$76,894.18
GPCF-Preschool Scholarship Coordination	\$4,000.00	X	X	\$4,000.00	X	X	\$4,000.00	\$0.00		\$4,000.00
GCDC Sliding Fee Scale	\$39,000.00	X	X	\$29,000.00	X	X	\$29,000.00	\$12,000.00		\$41,000.00
Grinnell Regional Public Health	\$11,800.00	X	\$10,000.00		X	X	\$10,000.00	\$0.00		\$10,000.00
ISU Extension Early Care and Education	\$36,344.00	X			X	\$27,000.00	\$27,000.00	\$5,000.00		\$32,000.00
Marion Co. Public Health-PAT	\$311,522.00	X	\$9,200.00	\$158,800.00	X	X	\$168,000.00	\$12,000.00	-\$112,200.00	\$180,000.00
Marion Co. Public Health-I-Smile	\$28,830.00	X	\$3,500.00	\$20,000.00	X	X	\$23,500.00	\$1,500.00		\$25,000.00
Marion Co. Public H.-CCNC	\$14,673.00	X			X	\$12,800.00	\$12,800.00	\$0.00		\$12,800.00
MICA-Family Connections	\$85,407.00	X	\$1,154.69	\$78,200.00	X	X	\$79,354.69	\$2,000.00		\$81,354.69
CCR&R/Orchard Place-Childcare Consult	\$43,940.00	X			X	\$43,940.00	\$43,940.00	\$0.00		\$43,940.00
CCR&R/Orchard Place-QI Grants	\$7,000.00	X	\$0.00		X	\$2,000.00	\$2,000.00	\$20,400.00		\$22,400.00
CCR&R/Orchard Place-Provider Training	\$2,000.00	X			X	\$1,000.00	\$1,000.00	\$500.00		\$1,500.00
Professional Development Mini-Grants	\$0.00							\$3,000.00		\$3,000.00
Literacy Projects	\$12,000.00			\$12,000.00					\$12,000.00	\$12,000.00
Business Investmet Program- CCR&R	\$90,000.00			\$94,500.00					\$94,500.00	\$94,500.00
Quality Improvement Grants	\$25,000.00			\$25,000.00					\$25,000.00	\$25,000.00
<b>TOTAL:</b>	<b>\$841,616.36</b>	<b>\$17,414.00</b>	<b>\$61,833.00</b>	<b>\$470,664.40</b>	<b>\$7,580.35</b>	<b>\$144,026.66</b>	<b>\$701,518.40</b>	<b>\$86,033.84</b>	<b>\$131,500.00</b>	<b>\$762,552.24</b>
<b>BALANCE:</b>		\$17,414.00	\$61,833.00	\$501,516.00	\$7,580.35	\$144,026.65				
		\$0.00	\$0.00	\$30,851.60	\$0.00	\$0.01	<b>\$30,851.60</b>			

\$580,763.00 SR FY21allocation  
 \$151,607.00 EC FY21allocation  
**\$732,370.00 FY21 Total**  
 \$80,033.84 FY20 Carry Forward  
**\$812,403.84 FY21 Funding**