

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

Virtual Meeting Platform via Windstream HD Meeting  
Wednesday, May 19, 2021 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		
Rachel Cecil (citizen)	X				
Mitzi Smith (faith)	X				
Brian Kingrey (education) Board Chair	X				
Doug Cameron (consumer)		X	X		
Mary Lindberg (citizen) Treasurer		X	X		
Britney Schnathorst (citizen)	X				
Julie Wendl (health)	X				
Michael Kacmarynski (business) Board Vice Chair		X	X		
Amy Blanchard (JMP ECI Director)	X				X
Brenda O'Halloran (CCR&R)	X				X
Leann Andre (CCR&R)	X				X
Denice Fischer (ISU Extension Early Care & Ed)	X				X
Melissa Woodhouse (MCPH I-Smile)	X				X
Mindy Clayton (MICA Family Connections)	X				X
Keri Emerick (MCPH PAT)	X				X
Lora Patton (CCR&R)	X				X

- I. The meeting was called to order by Kingrey, Chair, at 5:21 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 Cecil, Kingrey, Schnathorst, and Wendl. Smith joined at 6:30 pm upon which a quorum was reached. Agenda was reordered to shift voting items to allow for quorum.
- III. Public Comment: Melissa reported the I-Smile preschool visits have concluded and consent forms have been distributed for the Fall. Program is ordering new puppets for oral health presentation per Blanchard's recommendation. O'Halloran reported that BIP grants are being issued. Services are being rendered with some virtual and some on-site visits. Childcare Challenge grants are being reviewed by local CCR&R with technical assistance provided as needed. Denice reported she is completing follow-up from Symposium to issue certificates and participation incentives. The training needs assessment will go out soon. Keri reported a new parent educator, Felicia, has been hired to serve Jasper County. Most enrolled families are being served face to face with a few still being served virtually. Two Roll and Read events are scheduled for the end of June, one for each county. Mindy reported Christy has passed the National Certification exam. Program hosted a two-night virtual Conscious Discipline training with 20 total families participating. Program may begin transitioning to in-person visits, beginning with outside visits first.
- IV. Executive and Committee Reports:
  - a. Treasurer's Report: The financial report current through May 14 was included in the board packet. Blanchard shared an estimated carry-forward document with the board. Though Blanchard projects the JMP board will not exceed the 20% carry forward limit, the FY22

budget and the anticipated carry forward will allow for another investment in early childhood through a one-time grant program. The report was filed for audit.

- b. Preschool Scholarship Report: Report was included in the board packet. Blanchard has completed four preschool site visits. The conversations with directors have been excellent.
- c. ECI Director Report: Report was included in the board packet.

V. New Business Discussion Items:

- a. WAGE\$ requested permission to offer a Percent Increase for eligible stipend recipients to expend the projected \$2,350 carry-forward created by several participants leaving the field. Information about the stipend was included in the packet. I-Smile requested a line item shift of \$850 from the salaries and wages budget line item to program supplies to purchase two puppets, toothbrushing timers, and books for the program. Discussion followed and the board suggested purchasing books to be distributed at the Roll and Read events as well.
- b. JMP ECI Mid-Cycle Review: Blanchard uploaded all required documents to the ECI Google drive on Monday and shared the scoring rubric with the JMP board. The ECI review team has already responded with feedback and the mid-cycle review was positive. Blanchard will include documentation in the next board packet.
- c. JMP Board Self-Evaluation: Blanchard will share a link to a Google form to for the board to provide feedback this year in advance of the annual meeting in June.
- d. JMP ECI Board Annual Meeting: Board discussed upcoming agenda items for the annual meeting including reviewing the succession plan, electing officers, reviewing conflict of interest forms and reviewing goals. The board further discussed meeting plans moving forward and how to incorporate virtual and in-person elements. Blanchard will create a survey to gauge feedback about meeting time, location, and comfort level and convenience of in-person meetings. The board will meet in person in June, location to be determined.

VI. New and Old Business Action Items:

- a. The board reviewed the final preschool quality improvement technology grant for Colfax-Mingo Preschool. The board also discussed investing in early literacy efforts through local libraries. There are 16 public libraries in the JMP service area, most of whom serve children 0-5 through story times, picture books, activity bags, and engagement areas in the library. After discussion, board agreed this is a valuable use of funds this fiscal year. **Motion** to approve the final preschool grant and offer \$750 grants to each local library by Cecil. **Seconded** by Schnathorst. Motion passed unanimously. Blanchard will contact each local library in advance of sending the grant application to convey the goals of the grant.
- b. FY22 JMP ECI Budget: Blanchard shared the proposed FY22 budget which fully meets all requests for programming costs. CCR&R amended its RFP to reflect an increase to the Quality Improvement Incentives and a request for BIP funds for next fiscal year. This amendment reflects the JMP board's inquiry regarding the board's ability to assist with CDA renewal costs. Blanchard appreciates CCR&R's responsiveness to the request with little lead time. Following discussion, **motion** to approve the FY22 JMP Budget as presented by Wendl. **Seconded** by Cecil. Motion passed unanimously. Approved budget is attached.

- vii. Adjournment: **Motion** by Schnathorst to adjourn. **Seconded** by Smith. Meeting was adjourned at 7:04 pm. The JMP Board is scheduled to meet in person on Wednesday, June 23, 2021 at a time and place to be determined.

JM FY22 Budget

Project	Amount Requested	FY22 Allocation from ECI						Amt Funded	Amt Unfunded	Estimated Carryforward Amounts		Total Funding with Carry Forward
		SR Admin	SR QI	SR Other	EC Admin	EC Prog	SR			EC		
		\$17,456.00	\$61,937.00	\$502,465.00	\$7,199.30	\$135,786.70		\$724,844.00	\$105,000.00	\$5,000.00		
<b>Administrative Expenses</b>												
D & O Insurance	\$100.00	\$80.00	X		\$20.00	X	\$100.00	\$0.00			\$100.00	
Board Liability Insurance	\$35.00	\$28.00			\$7.00	X	\$35.00	\$0.00			\$35.00	
Fiscal Agent	\$3,000.00	\$2,200.00	X		\$800.00	X	\$3,000.00	\$0.00			\$3,000.00	
Director	\$46,649.00	\$9,800.00	\$31,726.70	\$0.00	\$5,122.30	X	\$46,649.00	\$0.00			\$46,649.00	
Director/Board Expenses	\$2,100.00	\$1,548.00			\$450.00	X	\$1,998.00	\$102.00	\$102.00		\$2,100.00	
Audit	\$4,600.00	\$3,800.00			\$800.00	X	\$4,600.00	\$0.00			\$4,600.00	
<b>Program Expenses</b>												
GPCF-Preschool Scholarship Fund	\$80,000.00	X	X	\$68,199.00	X	X	\$68,199.00	\$11,801.00	\$10,000.00		\$78,199.00	
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	\$29,000.00	X	X	\$29,000.00	X	X	\$29,000.00	\$0.00			\$29,000.00	
Grinnell Regional Public Health	\$11,800.00	X	\$11,800.00		X	X	\$11,800.00	\$0.00			\$11,800.00	
ISU Extension Early Care and Education	\$32,823.00	X			X	\$32,823.00	\$32,823.00	\$0.00			\$32,823.00	
Marion Co. Public Health-PAT	\$304,158.00	X		\$290,333.00	X	X	\$290,333.00	\$13,825.00			\$290,333.00	
Marion Co. Public Health-I-Smile	\$30,149.00	X	\$18,410.30	\$10,118.70	X	X	\$28,529.00	\$1,620.00			\$28,529.00	
Marion Co. Public H.-CCNC	\$14,179.00	X			X	\$14,179.00	\$14,179.00	\$0.00			\$14,179.00	
MICA-Family Connections	\$86,107.77	X		\$86,107.77	X	X	\$86,107.77	\$0.00			\$86,107.77	
CCR&R/Orchard Place-Childcare Consult	\$42,475.00	X			X	\$42,475.00	\$42,475.00	\$0.00			\$42,475.00	
CCR&R/Orchard Place-QI Grants	\$4,000.00	X			X	\$4,000.00	\$4,000.00	\$0.00	\$7,025.00		\$11,025.00	
CCR&R/Orchard Place-Provider Training	\$1,800.00	X			X	\$1,800.00	\$1,800.00	\$0.00			\$1,800.00	
Professional Development Mini-Grants	\$3,000.00	X			X	\$3,000.00	\$3,000.00	\$0.00			\$3,000.00	
CCR&R Business Investment Program	\$25,000.00	X			X		\$0.00	\$25,000.00	\$7,350.00		\$7,350.00	
Literacy Projects	\$8,000.00	X			X	X	\$0.00	\$8,000.00	\$8,000.00		\$8,000.00	
Quality Improvement Grants	\$15,000.00	X			X	\$15,000.00		\$15,000.00	\$15,000.00		\$15,000.00	
To Be Determined	\$20,000.00	X		\$14,706.53	X	\$22,509.70		\$20,000.00	\$57,523.00	\$5,000.00	\$62,523.00	
<b>TOTAL:</b>	<b>\$767,975.77</b>	<b>\$17,456.00</b>	<b>\$61,937.00</b>	<b>\$502,465.00</b>	<b>\$7,199.30</b>	<b>\$135,786.70</b>	<b>\$724,844.00</b>	<b>\$43,131.77</b>	<b>\$105,000.00</b>	<b>\$0.00</b>	<b>\$829,844.00</b>	
<b>BALANCE:</b>		\$17,456.00	\$61,937.00	\$502,465.00	\$7,199.30	\$135,786.70	<b>\$0.00</b>					
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						

\$581,858.00 SR FY22allocation  
 \$142,986.00 EC FY22allocation  
**\$724,844.00 FY22 Total**  
 \$105,000.00 FY21 Carry Forward (Est)  
**\$829,844.00 FY22 Funding**