

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

ISU Extension Office, DMACC Campus, 550 N 2nd St W, Newton, IA and via
Virtual Meeting Platform on Zoom

Wednesday, June 23, 2021 at 5:15 pm

Name	Present	Absent	Online	Excused	Un-excused	Non-Board
Steve Bernemann (human services)	X					
Rachel Cecil (citizen)	X		X			
Mitzi Smith (faith)	X		X			
Brian Kingrey (education) Board Chair	X		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			X
Denice Fischer (ISU Extension Early Care & Ed)	X					X
Mindy Clayton (MICA Family Connections)	X		X			X

- I. The meeting was called to order by Kingrey, Chair, at 5:20 pm. As noted above, 6 meeting attendees participated in person and the rest participated remotely via an online meeting platform.
- II. Roll Call: JMP board members present include Bernemann, Cecil, Kacmarynski, Kingrey, Lindberg, Schnathorst, Smith, and Wendl.
- III. Public Comment: Clayton reported Christy Moore has resigned her parent educator position as of June 30. The job has been posted on the MICA website and she will try to share more widely. Christy is meeting briefly with families outdoors to help smooth the transition to the interim family specialists. O'Halloran reported the last of the BIP grants are being processed. Four centers and three home providers in the JMP service area have submitted applications for Investing in Iowa's Child Care. Program is completing its training plan for the year. Fischer reported on upcoming trainings including CPR/1st Aid and nutrition trainings. The training needs assessment will go out soon.
- IV. **Motion** to approve minutes from May 19, 2021 meeting by Cecil. **Seconded** by Lindberg. Motion passed unanimously.
- V. Executive and Committee Reports:
 - a. Treasurer's Report: The financial report current through June 17 was included in the board packet. Lindberg reported there is about \$26,000 in May vouchers that have been received but not paid yet. Blanchard is watching spending closely. The report was filed for audit.
 - b. Preschool Scholarship Report: Report was included in the board packet. 48 students were supported on scholarship this year, down 25% from last year due to the pandemic. O'Halloran has been connecting currently unsupported preschools with scholarship information.
 - c. ECI Director Report: Report was included in the board packet. Blanchard highlighted the conversations with library directors in all counties.

VI. Old Business:

- a. Early Literacy Library Enhancement Grants: Blanchard shared the grant application with all public libraries in the JMP service area with the goal of enhancing early literacy programming and materials for children under 5. 13 applications were received. The board reviewed a summary of all the grants and could review each application on the JMP Google drive. **Motion** to approve all grants for a total of \$9,225 by Bernemann. **Seconded** by Wendl. Motion passed unanimously.
- b. Review FY22 JMP Budget Changes: Blanchard shared an updated budget that reflected an increase of \$2,139 in School Ready General Aid funding and a change from 3% to 5% allowed for School Ready Admin funding. No funding changed for contracted programs. After review of the change, motion to approve the FY22 budget as presented by Lindberg. **Seconded** by Smith. Motion passed unanimously. Budget is attached.
- c. Mid-Cycle Review Outcome: The review documents were included in the board packet for the mid-cycle review performed on the CCR&R Consultant contract and Grinnell Early Learning Center Sliding Fee Scale contract. Feedback from the technical assistance team was positive. Blanchard reported the process was straight forward and simple.

VII. New Business:

- a. Annual Meeting Items: The board reviewed the proposed FY22 meeting schedule and made a few adjustments. Discussion followed regarding in-person and virtual meetings. The board agreed a meeting in the Fall in person for board development and a meeting in the Spring in person to score RFPs and allocate funding are needed. Otherwise JMP board meetings could be conducted electronically. Blanchard will always offer a host site open to the public. Blanchard will review proposed meeting agenda items to determine which lend themselves to in-person meetings, such as board development and director performance review. The board also completed conflict of interest forms which will be summarized and presented at the August board meeting.
- b. JMP Board Member Election: Schnathorst completed her second full term of board service. She has agreed to serve a third term. **Motion** to elect Schnathorst for a third term by Lindberg. **Seconded** by Wendl. Schnathorst abstained. Motion passed unanimously.
- c. Election of Officers: Discussion of officer responsibilities and requirements were discussed. After discussion and an impressive sales pitch for the Treasurer position by Lindberg, the following slate of officers was nominated: Kingrey for Chair, Lindberg for Vice-Chair, and Schnathorst for Treasurer. No other nominations were made from the floor. **Motion** by Cecil to elect the nominated slate of Kingrey, Lindberg, and Schnathorst. **Seconded** by Bernemann. Motion passed unanimously.
- d. JMP Board Self-Assessment Results: Kingrey reported scores in each of the categories was similar to last year. FY22 goals were distilled from board feedback. Discussion followed regarding the most convenient time for meetings for board members. Meeting time will shift to 5:30 pm to allow several board members more time to finish the work day. Board members also encouraged seeking new ways to invest in early childhood similar to the grants we offered this year. Several ideas were floated by board members. Blanchard will share the performance measures for mental health, pre/postnatal care, and quality improvements with board members. Blanchard will also check into mileage reimbursement for board members who travel to meetings.
- e. Family Support Update: Blanchard informed the board that ECI has lifted the COVID-19 reporting requirements for family support programs serving children in homes. The JMP

board encourages programs to continue to abide by their sponsoring organization's guidelines.

- viii. Adjournment: **Motion** by Schnathorst to adjourn. Meeting was adjourned at 6:50 pm. The JMP Board is scheduled to on Wednesday, August 25, 2021 at 5:30 pm. Host site will be in Grinnell with a Zoom link available for all participants.

Meeting Date	Tentative Agenda Items	In-Person /Virtual
August 25, 2021	Carry forward allocations, review annual report, discuss innovative granting opportunities	Virtual
October 27, 2021	Board development, director performance review, JMP Audit review	In-Person
November 17, 2021	Site Visit Calendar, Historical Family Support Data	Virtual
January 26, 2022	Mid-year reports, review RFP, renewal RFP, and scoring rubrics	Virtual
February 23, 2022	Review contract monitoring process, review RFP schedule, board self-evaluation	Virtual
April 20, 2022	RFP presentations, review site visit reports	Virtual
April 27, 2022	RFP presentations, RFP Scoring, Budget Approval	In-Person
June 22, 2022	Annual Meeting to update conflict of interest, board succession, election of officers, and final budget approval. Also begin planning for designation in 2023	Virtual

JM FY22 Budget

Project	Amount Requested	FY22 Allocation from ECI					Amt Funded	Amt Unfunded	Estimated Carryforward Amounts		Total Funding with Carry Forward	
		\$29,827.00 SR Admin	\$61,937.00 SR QI	\$504,784.00 SR Other	\$7,199.30 EC Admin	\$136,786.70 EC Prog			\$105,000.00 SR	\$5,000.00 EC		
Administrative Expenses									Estimated Carryforward Allocation			
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	\$22,100.00	\$19,426.70	\$0.00		\$5,122.30	X	\$46,649.00	\$0.00		\$46,649.00	
Director/Board Expenses	\$2,100.00	\$1,619.00				\$450.00	X	\$2,069.00	\$31.00	\$102.00	\$2,171.00	
Audit	\$4,600.00	\$3,800.00				\$800.00	X	\$4,600.00	\$0.00		\$4,600.00	
Program Expenses												
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	\$28,529.00	\$0.00		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	\$42,800.00	X				X	\$42,800.00	\$42,800.00	\$0.00		\$42,800.00	
CCR&R/Orchard Place-QI Grants	\$10,500.00	X				X	\$4,000.00	\$4,000.00	\$6,500.00	\$6,500.00	\$10,500.00	
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	\$2,181.30	\$27,144.23		X	\$23,184.70		\$20,000.00	\$58,048.00	\$5,000.00	\$63,048.00
TOTAL:	\$774,800.77	\$29,827.00	\$61,937.00	\$504,784.00		\$7,199.30	\$136,786.70	\$740,534.00	\$34,266.77	\$105,000.00	\$0.00	\$845,534.00
BALANCE:		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		\$0.00		

\$596,548.00 SR FY22allocation
 \$143,986.00 EC FY22allocation
\$740,534.00 FY22 Total
 \$105,000.00 FY21 Carry Forward (Est)
\$845,534.00 FY22 Funding