

**JASPER, MARION, AND POWESHIEK (JMP) COUNTIES EARLY CHILDHOOD IOWA
BOARD MEETING Minutes**

DMACC Jasper ISU Extension Office, 600 N 2nd Ave W., Newton, IA 50208
5:30 pm - Wednesday, June 26, 2024

| County | Name | Present | | Absent | Excused | Unexcused | Non-Board |
|--------|--|---------|---|--------|---------|-----------|-----------|
| | | IP | V | | | | |
| P | Patricia Hinrichs-(human services)- Board Vice Chair | X | | | | | |
| M | Denise Bontrager (citizen) | X | | | | | |
| M | Brian Kingrey (education)- Board Chair | X | | | | | |
| J | Mitzi Smith (faith) | X | | | | | |
| P | Doug Cameron (consumer)- | X | | | | | |
| P | Mary Lindberg (citizen) | | | X | X | | |
| J | Britney Schnathorst (citizen) Board Treasurer | | X | | | | |
| J | Julie Wendl (health) | X | | | | | |
| M | Michael Kacmarynski- (business) Board Treasurer | | | X | X | | |
| | | | | | | | |
| | Amy Blanchard (Director) | X | | | | | X |
| | Jasmine Bailey (Jasper ISU Ext Early Care and Ed) | X | | | | | X |
| | Leann Andre (CCR&R) | | X | | | | X |
| | Rachel Bardwell (Short Years Partnership) | | X | | | | X |

- I. The meeting was called to order by Kingrey, Chair, at 5:47 pm. A meal was provided for all in attendance.
- II. Roll Call: JMP board members present in-person include Bontrager, Cameron, Hinrichs, Kingrey, Smith, and Wendl. Schnathorst participated via Zoom.
- III. Public Comment: Andre reported the ASQ kits supported by the JMP board have arrived and the additional incentive grant money has been distributed to child care providers. Bardwell reported an additional educator has been hired to serve Marion County as a .5 FTE. Program is getting many referrals from WIC in Marion County and Short Years is working to build connections with the families to yield enrollments. A Diaper Bank will open soon in Marion. Program is seeking interpreter solutions for two new families, one that speaks Russian and one that speaks Spanish. Group Connections are scheduled for the summer. Bailey reported she finished the last training for FY24 recently and has mapped out a plan for next year. She is expanding training opportunities to include a grant-writing class for child care providers, which she is asking for a \$10 deposit from providers to reserve a space. Blanchard suggested the potential for incentives for participation in the class. Symposium is scheduled for April 19, 2025. Via email, Robyn Belden of MICA Family Connections reported that family educator, Jordan Link, has resigned effective July 3. Blanchard has a meeting scheduled with Belden in early July to discuss future planning for MICA and family support in the organization.
- IV. **Motion** to approve minutes of April 24 and May 1, 2024, board meetings by Wendl. **Seconded** by Hinrichs. Motion passed unanimously.
- V. Executive and Committee Reports
 - a. Treasurer's Report: Report current through June 21 was included in the board packet. All preschool scholarships have been reimbursed and report reflects most vouchers for providers through May. Blanchard is keeping a close eye on carry-forward. Report was filed for audit.
 - b. Preschool Scholarship Report: Report was included in the board packet. Format this month shows total amount reimbursed to preschools as well as the number of children supported and the federal poverty level of families receiving support. Charitable scholarships have been

disbursed. Kingrey inquired if we need to take action on deciding how to fund preschool scholarships next year. Blanchard prefers to delay action until more applications for 2024-25 have been submitted.

- c. ECI Director Report: Report was included in the board packet. Blanchard highlighted the recent site visit to American Home Finding Association in Ottumwa as well as many positive discussions and collaborations with funded partners during May and June.

VI. Old Business:

- a. JMP Designation Outcome Report: Draft version, signed by Kingrey, was included in the board packet. State ECI board approved all designations at the June 21 board meeting.
- b. Planning for Preschool Scholarships for 2024-25 School Year: Two informational summaries were presented for the board's information including a non-comprehensive list of preschool programs by age and location with estimates of cost and schedules for the upcoming school year and the responses by currently funded programs regarding my query about extended-day options for next year. To date, only 25 applications have been received. Blanchard thinks it's too soon to project if we need to limit funding to 200% FPL. Wendl suggested instituting a co-pay above 200% FPL or for extended care. Blanchard will keep the board apprised of number of applications received and projected costs based on suggestions for funding solutions. If a vote is needed, Blanchard will seek approval via email in August prior to the JMP board meeting so preschools and families can be notified in a timely manner prior to the start of school in the fall.

VII. New Business:

- a. FY24 Budget Amendment: Updated budget was included in the board packet. After discussions with Blanchard, CCR&R requested \$9,072 in additional funding this year to extend quality improvement incentive grants to three child care providers that have met IQ4K goals as well as to purchase 10 ASQ kits to support programs that have achieved IQ4K goals. Contract addendum has been executed. Budget amendment is for board oversight. **Motion** by Hinrichs to approve the amended FY24 budget. **Seconded** by Smith. Motion passed unanimously.
- b. FY25 Budget Amendment: Updated Budget was included in the board packet with amended cells highlighted in orange. Changes reflect a \$2,525 decrease in School Ready Quality Improvement funds that JMP was not informed of until after the initial budget was approved. Amended budget also corrects a mistake by Blanchard regarding the total amount requested for Short Years Partnership. The cell on the original budget reflected the amount requested by the previous family support contractor. With the amount corrected and the funding logic used in the original budget applied, the board is able to fund \$12,704 for preschool scholarships with the FY25 allocation, leaving less to be funded via carry-forward. Blanchard also noted the FY25 budget in Iowa Grants was kicked back due to a discrepancy in her calculations for Early Childhood funding versus what the State calculates for Early Childhood. There is a \$69 dollar difference, a result of reallocated FY24 funds, that Blanchard believes the State did not take into consideration. She brought it to the attention of ECI leadership but, due to the tight turnaround time for resubmission, submitted the budget with what the State contends the correct amount is. **Motion** by Cameron to approve the amended FY25 budget. **Seconded** by Wendl. Motion passed unanimously. Budget is attached for reference.
- c. FY25 Board Meeting Calendar: Calendar reflects a typical meeting schedule with no extra meetings penciled in. Calendar is attached for reference.
- d. JMP Board Member Terms: Two board members, Cameron and Schnathorst, are completing their final terms as board members. Due to the uncertainty of ECI organization in the near future, the board discussed the value of keeping two experienced board members to navigate any future

changes in ECI oversight in the tri-county area. **Motion** to grant a one-year extension of current board service to Cameron and Schnathorst to June 30, 2025, by Hinrichs. **Seconded** by Bontrager. Cameron and Schnathorst abstained. Motion passed unanimously,

- e. FY25 JMP Board Election of Officers: After discussion and opportunity to nominate members from the floor, the slate of officers for consideration included Hinrichs for Chair, Kingrey for Vice-Chair, and Lindberg for Treasurer. **Motion** by Bontrager to approve the slate as presented. **Seconded** by Smith. Motion passed unanimously.
- f. Conflict of Interest and Other Policies: Blanchard reminded the board to complete the annual JMP Conflict of Interest forms as well as two forms required by our fiscal agent. Link was included in the meeting reminder.

VIII. Adjournment: **Motion** by Cameron to adjourn. Next meeting will be via Zoom on August 28, 2024, at 5:30 pm. Meeting adjourned at 7:40 pm.

DRAFT

JMP FY25 Budget

| Project | Amount Requested | FY25 Allocation from ECI | | | | | Amt Funded | Amt Unfunded | SR | EC |
|---|---------------------|--------------------------|--------------------|---------------------|-------------------|---------------------|---------------------|---------------------|--------------------------------|--------------------|
| | | SR Admin | SR QI | SR Other | EC Admin | EC Prog | | | | |
| | | \$28,231.00 | \$61,805.00 | \$474,835.00 | \$7,058.00 | \$134,175.00 | | \$706,104.00 | | |
| Administrative Expenses | | | | | | | | | ESTIMATED CARRY FORWARD | |
| D & O Insurance | \$100.00 | \$80.00 | X | X | \$20.00 | X | \$100.00 | \$0.00 | | |
| Board Liability Insurance | \$35.00 | \$28.00 | | | \$7.00 | X | \$35.00 | \$0.00 | | |
| Fiscal Agent | \$3,000.00 | \$2,400.00 | X | X | \$600.00 | X | \$3,000.00 | \$0.00 | | |
| Director | \$49,855.00 | \$20,305.00 | \$24,889.00 | X | \$4,661.00 | X | \$49,855.00 | \$0.00 | | |
| Director/Board Expenses | \$2,100.00 | \$1,438.00 | | X | \$450.00 | X | \$1,888.00 | \$212.00 | | |
| Audit | \$5,300.00 | \$3,980.00 | | X | \$1,320.00 | X | \$5,300.00 | \$0.00 | | |
| Program Expenses | | | | | | | | | | |
| GPCF-Preschool Scholarship Fund | \$80,000.00 | X | X | \$12,704.00 | X | X | \$12,704.00 | \$67,296.00 | \$4,000.00 | |
| GPCF-Preschool Scholarship Coordination | \$4,000.00 | X | X | \$4,000.00 | X | X | \$4,000.00 | \$0.00 | | |
| GCELC Sliding Fee Scale | \$36,000.00 | X | X | \$34,700.00 | X | X | \$34,700.00 | \$1,300.00 | \$5,000.00 | |
| Grinnell Regional Public Health | \$12,800.00 | X | \$12,800.00 | | X | X | \$12,800.00 | \$0.00 | \$1,000.00 | |
| ISU Extension Early Care and Education | \$33,500.00 | X | | | X | \$32,000.00 | \$32,000.00 | \$1,500.00 | | \$9,000.00 |
| Short Years Partnership | \$303,313.50 | X | | \$298,000.00 | X | X | \$298,000.00 | \$5,313.50 | \$10,000.00 | |
| MICA-Family Connections | \$95,323.00 | X | | \$92,050.00 | X | X | \$92,050.00 | \$3,273.00 | \$2,000.00 | |
| CCR&R/Orchard Place-Childcare Consult | \$52,787.00 | X | | | X | \$52,741.00 | \$52,741.00 | \$46.00 | | |
| CCR&R/Orchard Place-QI Grants | \$10,500.00 | X | | | X | \$9,950.00 | \$9,950.00 | \$550.00 | | |
| CCR&R/Orchard Place-Provider Training | \$2,300.00 | X | | | X | \$2,300.00 | \$2,300.00 | \$0.00 | | |
| Professional Development Mini-Grants | \$3,000.00 | X | | | X | | \$0.00 | \$3,000.00 | | \$675.00 |
| Preschool Quality Improvement Grants | \$20,000.00 | X | | | X | | \$0.00 | \$20,000.00 | \$3,711.00 | \$11,288.00 |
| American Home Finding: CCNC Marion | \$12,978.00 | X | | | X | \$12,978.00 | \$12,978.00 | \$0.00 | \$3,300.00 | |
| MICA: CCNC Jasper and Poweshiek | \$84,629.00 | X | \$24,116.00 | \$33,381.00 | X | \$24,206.00 | \$81,703.00 | \$2,926.00 | \$1,000.00 | |
| To Be Determined | \$0.00 | X | | | X | | \$0.00 | \$0.00 | \$66,585.00 | |
| TOTAL: | \$811,520.50 | \$28,231.00 | \$61,805.00 | \$474,835.00 | \$7,058.00 | \$134,175.00 | \$706,104.00 | \$105,416.50 | \$96,596.00 | \$20,963.00 |
| BALANCE: | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | | |

FY25 JMP Board Meeting Calendar

Revised 06/2024

| Meeting Date | Tentative Agenda Items | In-Person /Virtual |
|---------------------|--|-----------------------|
| August 28, 2024 | Carry forward allocations, review annual report, discuss innovative granting opportunities, preschool scholarship check-in | Virtual |
| October 23, 2024 | JMP Audit review, board development | In-Person |
| November 20, 2024 | Site Visit Calendar, Historical Family Support Data, legislative preview | Virtual |
| January 29, 2025 | Mid-year reports, review RFP, renewal RFP, and scoring rubrics | Virtual |
| February 26, 2025 | Review contract monitoring process, review RFP schedule, board self-evaluation, succession planning | Virtual |
| April 30, 2025 | RFP presentations, review site visit reports | Virtual |
| May 7, 2025 | RFP Scoring, Budget Approval | Virtual |
| <i>May 28, 2025</i> | <i>Final Budget Approval (if needed)</i> | <i>Virtual</i> |
| June 25, 2025 | Annual Meeting to update conflict of interest, board succession, election of officers, and final budget approval. | In-Person |