

Cedar Valley's Promise Executive Committee
October 15, 2020; 3:30 p.m. to 4:31 p.m.
Zoom Meeting
Minutes

Agenda Item	Summary
<p>1. Call Meeting to Order 3:30 pm</p>	<p>ACTION ITEM: Kate Petersen will call the meeting to order. Time Called to Order: 3:30 pm</p> <p>Members needed for Quorum = 2</p> <p>Members Present: Kate Petersen Felicia Smith-Nals Nancy Beenblossom Pat Harper</p> <p>Members Absent: None</p> <p>Minutes recorded by Brenda Loop since Nancy B. was participating on the phone and unable to take minutes.</p>
<p>2. Review and Approval of Meeting Agenda 3:31 pm</p>	<p>ACTION Item: Kate Petersen will ask for a MOTION to approve the agenda.</p> <p><i>Reference: 2020.10.15 CVP Exec Committee Agenda</i></p> <p>Motion: To approve the agenda</p> <p>Made By: Pat Seconded By: Nancy Board Discussion: None</p> <p>Outcome: Motion passed unanimously.</p>
<p>3. Review Proposed Changes to By-Laws 3:32 p.m.</p>	<p>ACTION ITEM: Kate Petersen will review the proposed by-law changes. Summary of proposed changes: Section 2.3-change address to Brenda's home address 4.3-change from 5 to 3 members requesting special meeting to match policy manual 4.4-change current office posting to Waterloo Library 6.4-remove two past chairpersons from Executive Committee 7.7-remove the word annually from Community Plan (It's not required annually from the state) Article XII-records accessed by requesting from director instead of listing office address</p>

	<p>Article XIII-added an approval date for 1/21/21; by-laws have to be presented at one meeting and approved at the next meeting so the earliest approval would be January, 2021 meeting.</p> <p><i>Reference: 2021.01.21 Proposed By-Laws</i></p> <p>Motion: Blessing the proposed changes to the by-laws as presented</p> <p>Made By: Kate Seconded By: Felicia Board Discussion: None</p> <p>Outcome: Motion approved unanimously</p>
<p>4. Review Proposed Changes to Policies/Procedures 3:52 p.m.</p>	<p>ACTION ITEM: Kate Petersen will ask for a MOTION to approve the proposed changes to the Policy and Procedures Manual.</p> <p>Summary of Proposed Changes: Cover-add adoption date of 1/21/21 Table of Contents-remove Section 5 Employee Handbook 1.1.5 Board Officer Roles and Responsibilities-remove requirement for chair and vice-chair to be residents of Black Hawk County. 1.1.11 Committees-in procedures, change appoint to request volunteers and/or appoint. Remove finance committee and add proposal review committee. 1.2.1 Compliance with Open Meetings-change entrance of the office to the public bulletin board of the Waterloo Public Library near the Circulation Desk. 1.2.2 Notice of Meetings-change CVP office to Waterloo library 1.2.4 Special Meetings- change CVP office to Waterloo library 1.4.1 Evaluating the ECI Community Plan-remove 2 county areas 1.5-designate the official signatures may be obtained with an original or electronic signatures 1.7 use of ECIA Name and Logo-change State ECI logo to CVP logo 1.8 Expense Reimbursement for Board Members- add per mile 1.10.1 Record Accessibility-remove office and add to contact coordinator, and add electronic options 1.10.2 Record Retention, Storage, and Disposal-change record retention to the juvenile detention center 2.2 Contracting with an entity or individual contractor-remove the word Decat 2.3 Job Vacancies/Hiring/Selection Process-remove office assistant and make changes to follow hiring process of the employer of record. 3.2 Process for Evaluating Programs and Awarding Funding-remove community members from review committee. 3.6 Monitoring/Terms of Contract/Performance Measures/Financials-remove after first quarter and change to annually 3.7 Performance Review/On-Site-add language for virtual review 3.12 Closing out a contract-allow for electronic and physical records 4.1.3 Payment-change to monthly instead of semi-annually</p>

	<p>4.3.2 Processing of checks-the language is not applicable with the current fiscal agent</p> <p>4.4.1 Invoice requirements/Review/Deadline-update process to what is currently being done with CIJDC</p> <p>4.4.3 Invoice/payment approval-Treasurer signs off on claims but not before being submitted for payment.</p> <p><i>Reference: 2021.01.21 Proposed Policy Manual</i></p> <p>Motion: To make the policies as amended move forward to the full board for consideration</p> <p>Made By: Pat Seconded By: Kate Board Discussion: None</p> <p>Outcome: Motion approved unanimously</p>
<p>5. Review New Board Member Application from Lew Everling 4:12 pm</p>	<p>ACTION ITEM: Kate Petersen will ask the Coordinator, Brenda Loop, to review the application and summarize their phone conversation. Lew would be fulfilling the remainder of mason Smith’s term if confirmed and would be eligible for 2 additional terms.</p> <p>After the review, Kate will ask for a motion and a 2nd to bringing Lew Everling’s nomination to the full board meeting on November 19, 2020.</p> <p><i>Reference: FY21 CVP Board Application Lew</i></p> <p>Motion: To bring Lew’s application to the board for consideration</p> <p>Made By: Pat Seconded By: Felicia Board Discussion: None</p> <p>Outcome: Approved unanimously</p>
<p>6. Internet Service for the CVP Office 4:22 p.m.</p>	<p>INFORMATION ITEM: Kate Petersen will share with the Board that due to a cancellation of contract fee in the amount of \$3113.23 from Mediacom, the service will be moved from the current office to the coordinator’s home instead of cancelling the service completely. There is a transfer fee of \$99.95. The phone number is considered a landline number and due to changing cities, a new number will be issued.</p>
<p>7. Other Discussion or Sharing 4:25 pm</p>	<p>INFORMATION ITEM: Kate Petersen will ask if there is any additional discussion or sharing from attenders.</p> <p>Board Discussion: Kate shared the guidance from the State ECI office indicated it is fine for us to continue to have the Veridian account to house funds that were donated. We are able to use those funds to pay for the lobbying dues related to joining the ECI Association. Kate asked for members to review the duties of the various board officer roles.</p>

	<p>Kate shared that she would like to revisit the list that Karen Jensen provided before her term ended including possible process improvements. Kate also shared that she would like the Board to talk at the next meeting about holding a retreat. Felicia shared that she would like the board to do some outreach to the contractors to strengthen those relationships. Felicia also made the suggestion that representatives of the Board meet with Dawn Turner and Ashlyn Walgren and work on a unified message about the relationship between Cedar Valley's Promise and Decat. Several board members also shared that they would like to hear from the contractors at future board meetings to learn more about the programs and for the contractors to learn more about the board members.</p>
<p>8. Adjourn 4:30 p.m.</p>	<p>Motion: Move to adjourn.</p> <p>Made By: Pat Seconded By: Felicia Outcome: Time Adjourned 4:31pm</p>