

Cedar Valley's Promise Board of Directors
November 19, 2020; 3:30 pm to 4:30 pm
Zoom Meeting
Board Minutes

Agenda Item	Summary
<p>1. Call Meeting to Order 3:33 p.m.</p>	<p>ACTION ITEM: Kate Petersen will call the meeting to order. Time Called to Order: 3:33pm</p> <p>Members needed for Quorum = 6</p> <p>Members Present: Kate Petersen Felicia Smith-Nals Nancy Beenblossom Pat Harper Joanne Lane Jamie Schroeder Staff: Brenda Loop Guest: Sarah Boleyn</p> <p>Members Absent: Mladen Gledic Matt Moore Dan Trelka Halkeno Tura</p>
<p>2. Review and Approval of Meeting Agenda 3:34 pm</p>	<p>ACTION Item: Kate Petersen will ask for a MOTION to approve the agenda.</p> <p><i>Reference: 2020.11.19 CVP Board Agenda</i></p> <p>Motion: MOTION was made to approve the agenda.</p> <p>Made By: Pat Harper Seconded By: Felicia Smith-Nals Board Discussion: None</p> <p>Outcome: Unanimously approved</p>
<p>3. Public Comment (limit of 5 minutes per person) 3:35 p.m.</p>	<p>INFORMATION ITEM: Kate Petersen will ask if there is any public comment.</p> <p>Guests present will be asked to introduce themselves.</p> <p>Guest: Sarah Boleyn</p>

	<p>Public Comment: Sarah shared that things are evolving as we speak, that both Child Care Centers and Child Care Homes have closed due to Covid. Licensed Centers and Homes staff and children above age 2 years MUST wear masks. CCR&R have sent out inquiries as to whether masks are needed and would be willing to help with this issue. Sarah also shared that the YMCA workers may do child care for essential workers that need child care.</p>
<p>4. Approval of Minutes from September 24, 2020 Meeting 3:37 p.m.</p>	<p>ACTION ITEM: Kate Petersen will ask for a MOTION to approve the minutes of the September 24, 2020 meeting of the CVP Board as presented or as corrected based on-Board discussion.</p> <p><i>Reference: 2020.09.24 CVP Board Minutes</i></p> <p>Motion: Motion was made to approve the 9/24 CVP Board minutes.</p> <p>Made By: Joanne Lane Seconded By: Pat Harper Board Discussion: none</p> <p>Outcome: Unanimously approved.</p>
<p>5. Financials 3:39 pm</p>	<p>INFORMATION ITEM: Kate Petersen will ask the Board to review the financials provided before the meeting and ask if there are any questions.</p> <p><i>References:</i> <i>FY21 ECI Revenue and Expenditures (first worksheet called Revenue & Expenditures Overall)- Note that Grin and Grow has now utilized 54% of their allocation- Brenda has addressed this issue with the agency. They understand that they only have the amount allocated to them.</i> <i>Veridian Statement</i></p> <p><i>Green Belt Bank Statement- Note that the credit card statement for 14.00 was for Post Office Box rent.</i></p>
<p>6. Professional Development 3:44 p.m.</p>	<p>ACTION ITEM: Kate Petersen will ask the Board to approve an expenditure of \$1200 to allow Brenda to take a 4-week Women in Leadership course through the University of Notre Dame’s Mendoza College of Business. Topics include: Building Strategic Leadership Skills, Cultivating Resilience and Living a Fully Integrated Life, Negotiations and Conflict Resolution for Women, and Leveraging Networks and Building Strong Relationships. Some of the sessions are self-paced and there will be weekly live sessions held electronically with faculty from Mendoza College of Business instructing.</p> <p>https://www.notredameonline.com/programs/course/women-in-leadership/</p>

	<p>There is a professional development line item in the CVP budget for \$300 and remaining \$900 can be utilized from the Office Furniture budget line item that was not needed.</p> <p>After the review, Kate will ask for a motion and a 2nd to approve the education expense.</p> <p>Motion: Motion was made to approve the \$1200 towards the Leadership 4-week course for Brenda to attend.</p> <p>Made By: Nancy Beenblossom Seconded By: Pat Harper Board Discussion: This course is seen to be very valuable for the CVP coordinator to attend. Brenda will share her takeaways from this training with the Board once she has completed it.</p> <p>Outcome: Unanimously approved.</p>
<p>7. Dues for Association of Early Childhood Iowa Area Boards & Advocates 3:48 p.m.</p>	<p>ACTION ITEM: Kate Petersen will share with the Board that additional clarification has been received from past minutes of the CVP Board and the funds held at Veridian are eligible to be spent for the lobbying portion of the dues in the amount of \$134.</p> <p><i>Reference: Introduction to the AECIABA</i></p> <p>Kate Petersen will ask if the Board supports Cedar Valley’s Promise joining this organization and paying FY21 dues in the amount of \$954 which can be paid out of Admin allocations. An additional \$134 for lobbying to be paid from the Veridian account.</p> <p>Motion: To approve joining and paying the FY21 dues to AECIABA, of the \$954 from Admin allocations and \$134 from the Veridian account.</p> <p>Made By: Joanne Lane Seconded By: Jamie Schroeder Board Discussion: None</p> <p>Outcome: Unanimously approved.</p>
<p>8. 2021 Metro Funders Membership 3:51 pm</p>	<p>ACTION ITEM: Kate Petersen will ask the board to consider an expenditure of \$100 for Brenda to join the Metro Funders group for calendar 2021. This is a group of funders in the Black Hawk County area that meet monthly to discuss application procedures, proposals received, and opportunities for funding that may be outside the scope of an individual funder. Other members include Community Foundation of Northeast Iowa and RJ McElroy Trust. Carole had been a member in the past but was not in 2020.</p> <p>Motion: To approve the fee for Metro Funders for 2021.</p>

	<p>Made By: Nancy Beenblossom Seconded By: Pat Harper</p> <p>Board Discussion: This fits CVP scope of service and Tom Wickersham from CFNEIA convenes this group.</p> <p>Outcome: Unanimously approved.</p>
<p>9. Report from Preschool Scholarship Workgroup 3:55 pm</p>	<p>ACTION ITEM: Kate Petersen will ask the members of the workgroup to share their recommendations for FY21 Preschool Scholarships process. Recommendations are:</p> <ul style="list-style-type: none"> • Cap of \$300 a month per child • No additional fees covered (i.e. supply, book, registration etc.) • Program must participate at ANY level of QRS • Prioritize 4-year old's and can accept 3-year old's if funding allows • Cannot supplant other funding like head start, voluntary preschool • Start 7/1/2021, will accept applications when preschools start enrolling for fall 2021 and families will be approved pending funding availability • Income up to 200% of federal poverty <p>Motion: To approve the recommended process submitted by the scholarship committee.</p> <p>Made By: Pat Harper Seconded By: Joanne Lane Board Discussion: Brenda reviewed each bulleted item made by the committee to ensure all understood.</p> <p>Outcome: Unanimously approved.</p>
<p>10. Board Member Application Lew Everling 4:01 pm</p>	<p>ACTION ITEM: Kate Petersen will ask the Board to discuss the application received from Lew Everling to join the Board. Lew would fulfill our required Faith component.</p> <p><i>Reference: FY21 CVP Board Application Lew</i></p> <p>Motion: To approve Lew Everling to fulfill the remaining term vacated by Mason Smith. Lew will be eligible to serve 2 additional terms. He will serve as the Faith based member of the Board.</p> <p>Made By: Joanne Lane Seconded By: Felicia Smith-Nals Board Discussion: He will be a good and vocal addition to the Board.</p> <p>Outcome: Unanimously approved.</p>

<p>11. 1st Reading of Proposed By-Law Changes 4:05 pm</p>	<p>ACTION ITEM: Kate Petersen will review proposed changes to the CVP by-laws. 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 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> Motion: To approve 1st reading of Proposed By-Laws</p> <p>Made By: Joanne Lane Seconded By: Pat Harper Board Discussion: None</p> <p>Outcome: Unanimously Approved</p>
<p>12. 1st Reading of Proposed Policy & Procedures Manual 4:08 pm</p>	<p>ACTION ITEM: Kate Petersen will ask for a MOTION to approve the proposed changes to the Policy and Procedures Manual. 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 1.7 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</p>

	<p>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 4.3.2 Processing of checks-the language is not applicable with the current fiscal agent 4.4.1 Invoice requirements/Review/Deadline-update process to what is currently being done with CIJDC 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 approve the 1st reading of CVP’s Policies and Procedures to be changed as approved.</p> <p>Made By: Pat Harper Seconded By: Jamie Schroeder Board Discussion: none</p> <p>Outcome: Unanimously approved.</p>
<p>13. Family Support In-Person Visits 4:09 pm</p>	<p>INFORMATION ITEM: Kate Petersen will share that there is a guidance document created by the state ECI staff regarding resuming in-person family support visits. The minutes will reflect that both funded programs in Black Hawk County (Lutheran Services in Iowa and Tri-County Child and Family Development) are continuing to do virtual visits.</p> <p>Board Discussion: Just to note that when either agency is ready to resume Face to Face visitation, they will inform CVP.</p>
<p>14. Relocation of Staff: Brenda Loop 4:11 pm</p>	<p>ACTION ITEM: Kate Petersen will share with the board that Brenda’s family will be relocating to the Dubuque area sometime in 2021, likely May/June. The Board will discuss whether the coordinator can continue in her role from a remote location.</p> <p>Motion: Brenda can relocate and remotely retain her position as CVP Coordinator.</p> <p>Made By: Pat Harper Seconded By: Felicia Smith-Nals Board Discussion: With Covid she would not even be in an office and financially this makes perfect sense. It was also noted that Brenda has a history of working remotely very successfully.</p>

	Outcome: Unanimously approved.
15. Discuss Having a Board Retreat 4:14 pm	<p>INFORMATION ITEM: Kate Petersen will ask if there is interest in having a virtual board retreat.</p> <p>Board Discussion: We need to dig deeper into the purpose of having a retreat. ECI has trainings that they would be able to help us with for this endeavor. We should be looking at future goals and opportunities or changes we could make. With Covid we need to be aware of what that may mean for us. Kate will discuss all of this with Shanell Wagler at ECI office and see what they can help us with and get back with the Executive Board.</p>
16. Other Discussion or Sharing 4:23 pm	<p>INFORMATION ITEM: Kate Petersen will ask if there is any additional discussion or sharing from attenders. (Reminder that the next board meeting will be December 15 at 1 PM for Board Redesignation discussion with the State TA Team.)</p> <p>Board Discussion: This will be a time we can discuss what is going right and what we see for the future.</p>
17. Adjourn 4:29 pm	<p>Motion: To adjourn</p> <p>Made By: Jamie Schroeder Seconded By: Joanne Lane Outcome: Unanimously approved Time Adjourned: 4:29pm</p>