

**Cedar Valley's Promise Board of Directors**  
**May 20, 2021; 3:33 pm to 4:36 pm**  
 Zoom Meeting  
**Board Minutes**

Agenda Item	Summary
1. Call Meeting to Order 3:32 p.m.	<p>ACTION ITEM: <b>Kate Petersen</b> called the meeting to order.                      Time Called to Order: 3:32 pm                      Members needed for Quorum = 6                      Members Present</p> <p>Kate Petersen                      Nancy Beenblossom                      Pat Harper                      Lew Everling                      Joanne Lane                      Matt Moore                      Jamie Schroeder</p> <p>Staff: Brenda Loop                      Guest: Kim Tiedt, CCR&amp;R                      Ryan Howard, New State ECI Board Member</p> <p>Members Absent:                      Mladen Gledic                      Felicia Smith-Nals</p>
2. Review and Approval of Meeting Agenda 3:32 pm	<p>ACTION Item: <b>Kate Petersen</b> asked for a MOTION to approve the agenda.</p> <p><i>Reference: 2021.05.20 CVP Board Agenda</i></p> <p>Motion: To approve the meeting agenda</p> <p>Made By: Pat Harper                      Seconded By: Jamie Schroeder                      Board Discussion: None</p> <p>Outcome: Unanimously approved</p>
3. Public Comment (limit of 5 minutes per person) 3:33 p.m.	<p>INFORMATION ITEM: <b>Kate Petersen</b> will ask if there is any public comment.</p> <p>Guests present will be asked to introduce themselves.</p> <p>Guest: Kim Tiedt, CCR&amp;R</p>

	<p>Guest: Ryan Howard, State ECI Board Member</p> <p>Public Comment: Kim shared that CCR&amp;R is working on initiatives related to the investments being made in child care. Ryan shared that he appreciates CVP allowing him to join. He works at John Deere in Supplier Management and currently serves on the Black Hawk Child Care Coalition. He previously served on the Cedar Valley United Way board for 8 years.</p>
<p>4. Approval of Minutes from April 15, 2021 Meeting 3:36 p.m.</p>	<p><b>ACTION ITEM:</b> <b>Kate Petersen</b> asked for a MOTION to approve the minutes of the April 15, 2021 meeting of the CVP Board as presented or as corrected based on Board discussion.</p> <p><i>Reference: 2021.04.15 CVP Board Minutes</i></p> <p>Motion: Motion to approve the minutes of the April meeting as presented</p> <p>Made By: Lew Everling Seconded By: Pat Harper Board Discussion: none</p> <p>Outcome: Unanimously approved</p>
<p>5. Financials 3:37 pm</p>	<p><b>INFORMATION ITEM:</b> <b>Kate Petersen</b> 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 Board Overview)</i> <i>Veridian Statement</i> <i>Green Belt Bank Statement</i> <i>CJIDC Credit Card Statement</i></p> <p>Brenda noted that some contracts have reached 100% of their allocations in April.</p>
<p>6. Board Member Application: Mike Knapp 3:42 pm</p>	<p><b>ACTION ITEM:</b> <b>Kate Petersen</b> will ask the board to approve the application received from Mike Knapp to join the Cedar Valley’s Promise Board. Mike is retired but previously was Director at Grin &amp; Grow Child Care centers as well as previous work history at DHS.</p> <p><i>Reference: FY21 Mike Knapp Board Application</i></p>

	<p>Motion: To approve Mike Knapp's application to join the CVP Board</p> <p>Made By: Joanne Lane          Seconded By: Pat Harper          Board Discussion: Lots of positive comments on Mike's abilities. Jamie has some individuals in mind she will be pursuing to fill the Health position.</p> <p>Outcome: Unanimously approved</p>
<p>7. Preschool Scholarship Update          3:46 pm</p>	<p>INFORMATION ITEM: <b>Kate Petersen</b> will share with the board for awareness that Brenda has received 37 applications for preschool scholarships as of May 12. Fifteen have been approved, two are waiting for additional documentation and 20 have been denied (3 under income, 6 over income, 1 missing information, and 10 child too old.)</p> <p>Board Discussion: As of today's meeting, seventeen applications have been approved. Brenda has reached out to EMBARC to get help in answering questions on 13 applications from families from Burma who have been applied. Additionally, Brenda has reached out to all the QRS rated centers/preschools to inquire about their interest in participating in the scholarship program.</p>
<p>8. Cost Sharing of Internet at Brenda's Home Office          3:49 pm</p>	<p>ACTION ITEM: <b>Kate Petersen</b> will share that Brenda has had phone and internet service installed in her home. The landline phone is 100% utilized for CVP and currently costs \$30.95 per month. In Dike, there was separate internet service for CVP versus personal usage. There are not multiple options available now. The cost for internet is currently \$74.01 per month and we are proposing that CVP pay half that amount and Brenda will pay the remaining half. Each bill would be paid in full by Brenda and she will be reimbursed in her paycheck for the amount agreed upon by the board. <b>Kate Petersen</b> will ask for approval to pay 100% of phone service and 50% of internet service each month.</p> <p>Motion: To pay 100% of the costs for Brenda's phone service and 50% of her internet service.</p> <p>Made By: Joanne Lane          Seconded By: Pat Harper</p>

	<p>Board Discussion: The total cost is approximately 846.00 yearly which is a good deal compared to costs for office space.</p> <p>Outcome: Unanimously approved.</p>
<p>9. Approval of Fiscal Agent Agreement for FY22 with CIJDC 3:55 pm</p>	<p>ACTION ITEM: <b>Kate Petersen</b> will ask for a motion and second to approve the fiscal agent agreement with CIJDC for FY22. There are no increases in costs compared to FY21.</p> <p><i>Reference: Fiscal Agent Agreement FY22</i></p> <p>Motion: To approve the fiscal agent assignment for FY22 with CIJDC</p> <p>Made By: Lew Everling Seconded By: Joanne Lane Board Discussion: none</p> <p>Outcome: Unanimously approved</p>
<p>10. Coordinator Budget for FY22 4:25 pm</p>	<p>ACTION ITEM: <b>Kate Petersen</b> will ask for a motion and second to approve the budget for Brenda's position for FY22. There is an increase of \$680 over the current year. Proposed budget totals \$97,484 and revenues are expected to be \$99,349. There may also be carryover that can be used toward coordination expenses.</p> <p><i>Reference: FY22 Coordination Budget</i></p> <p>Motion: Motion to approve the FY22 budget for Brenda's position with the 3% increase.</p> <p>Made By: Pat Harper Seconded By: Nancy Beenblossom Board Discussion: none</p> <p>Outcome: Unanimously approved</p>
<p>11. Report from Review Committee and Contracts for FY22 4:01 pm</p>	<p>ACTION ITEM: <b>Kate Petersen</b> will ask the Review Committee to provide an update of their work on April 29. After the update, the Board will discuss contract amounts for FY22. These are based on preliminary funding amounts received from the state and will be brought back to the Board in June if changes are needed when final allocations are approved at the state level.</p>

	<p><i>Reference: Draft Allocations</i></p> <p>Motion: Tabled until June Meeting</p> <p>Made By:          Seconded By:          Board Discussion: We have more requests for funding than we have money to allocate, however we still do not have the final know allocation. With the unknown allocation the board decided to hold off action until June meeting when we know what the allocation from the state will be.</p> <p>Outcome: on hold</p>
<p>12. Other Discussion or Sharing          4:24 pm</p>	<p>INFORMATION ITEM: <b>Kate Petersen</b> will ask if there is any additional discussion or sharing from attenders.</p> <p>Board Discussion: ECI Directors received the Ovation Award for their continuous great work in the state. Discussion on needing to have a meeting place for the public to attend if they would choose to attend in person. Kate will discuss with Kaye Englin about using CFNEIA. Nancy volunteered to be there for the June meeting.</p>
<p>13. Adjourn          4:36 pm</p>	<p>Motion: To adjourn</p> <p>Made By: Lew Everling          Seconded By: Jamie Schroeder</p> <p>Outcome: Unanimously approved</p> <p>Time Adjourned: 4:36pm          Next Meeting: June 17, 2021</p>