

Early Childhood Investment Corporation
Executive Committee Meeting Minutes
October 21, 2005
10:00 – 12:00

Members Present: Susan Broman, Sally Vaughn, Jean Stewart, Larry Schweinhart, Ishmael Ahmed, Stephen Ewing, Robert Kelch, Hubert Price, Marianne Udow, Marvin McKinney and Pam Faris.

Members Present via Telephone: Mike Flanagan and Deborah Dingell

Presenters/Staff Present: Joan Blough, Lindy Buch, Kristen McDonald, Linda Schmidt, Kathy Pioszak, Cheryl Thompson, and Nancy Willyard.

I. Call to Order

Meeting was called to order by the Chair, Marvin McKinney. Chair welcomed the Board and asked the Board members to introduce themselves.

II. Approval of the August 2005 Minutes

Minutes were approved by the Board.

III. Action Items

A. Finance Committee.

Susan Broman provided the Board Treasurer's report. The initial meeting of the Finance Committee has taken place. Finance Committee is recommending three Action Items.

Action Item 1: Adopt interim financial procedures for ECIC.

Finance Committee is recommending the adoption of interim financial procedures. Financial procedures can be modified in the future as needed. Finance Committee strongly encourages ECIC to expediently hire financial staff and charge them, once in place, to: secure an audit firm, set up bank accounts and determine where private funds could be invested to gain interest.

Motion by Marianne Udow to adopt the interim financial procedures, seconded by Sally Vaughn, was passed.

Action Item 2: Adopt FY 06 Budget for ECIC.

Susan Broman reported changes in budget since August meeting. Public funds have been reduced due to State budget cuts. There is an indication that there may be some funding from Kellogg foundation. Expenses exceed revenue by a little over a million dollars. Fund development committee needs to be aware of this issue. Budget status means that ECIC needs to raise at least a million dollars in private funds in the current fiscal year.

The budget reflects reduction in anticipated public funds – this is a policy issue. This change is not necessarily good or bad but needs to be noticed. Approving the deficit budget means that we are setting a target we have to meet by end of the fiscal year. ECIC is in its start up year and it

may not have to make up entire \$1,000,000 because some planned activities will not occur and staffing may not occur as quickly as planned.

The need for additional reports and plans related to budget was discussed. Committee members recommended that ECIC develop a 3-5 year budget outlook, a cash flow analysis, and a fund development plan.

Motion to adopt FY06 budget by Marianne Udow, supported by Stephen Ewing, was unanimously approved by the full Executive Committee of the ECIC.

Action Item 3. Child Care Quality Request For Proposals (RFP) Process.

The funds for this RFP have been used in the past for the same purpose – child care quality and referral services. These RFPs are for state-wide services. The grantees will be charged to provide accurate referral information to families, quality information to consumers looking for services and education for those who provide these services to children.

ECIC must bid out these services rather than provide through a sole source. The professional development RFP is intended to target quality personnel development services and ratchet up the accountability of those receiving the services. Finance Committee is asking for approval of the process of the RFP and then wants to charge the Department of Human Services staff to refine and finalize the RFP. Finance Committee will review the final draft and the RFP will go out to potential bidders. The practical reality is that Jan 1, 2006, the current contracts end, so new contracts need to be in place to avoid service disruption.

Committee members discussed the need to continue to move toward greater accountability and outcome-based contracting processes. This includes a commitment to evaluation of outcomes at a number of levels including the child and family level.

Motion by Sally Vaughn to approve Child Care Quality RFP process, seconded by Stephen Ewing, and approved by the ECIC Executive Committee.

B. Approve the RFP for the Great Start Collaboratives

Larry Schweinhart presented on behalf of the Policy and Program Committee. The members of the ECIC Executive Committee include the former members of the Children's Action Network (CAN). These former CAN members are Michigan's early childhood leaders. The Policy and Program Committee is a very large group about 30 people and current serves as the primary conduit of information to the early childhood community. The CAN developed several sets of recommendations for the work of the ECIC. The Policy and Program Committee took these recommendations and translated them into the RFP that we are asking for your approval for today.

Committee is recommending two key principles in the selection process - community readiness and need. Larger grant awards would be provided to convene Great Start Collaboratives and smaller grants would be provided to communities to support Capacity Building toward becoming Great Start Collaboratives.

Committee members discussed the role of the ISDs in this grant-making process and the importance of learning from previous initiatives such as ASAP-PIE. The issue of defining community was also discussed as a central concern, along with the need to address long-term planning for how all communities will be included by 2010.

Motion by Larry Schweinhart to approve RFP, seconded by Jean Stewart, was passed.

IV. Discussion Items

A. Search Committee

Hubert Price, Chair of the CEO Search Committee, provided the update. The "profile" for the CEO was shared with the Executive Committee. Want to have CEO search completed within 45 days. Final version of the Profile will be provided by email to all members.

B. Legislative Involvement

Marianne Udow began the discussion regarding the need for the Executive Committee to assure that the ECIC has the bi-partisan and constructive involvement of the legislature. Inter-local Agreement limits who can be on ECIC as voter member. Committee discussed the need for bipartisan involvement. Need to communicate with the legislature about the RFP and the importance of the issue. Board discussed that it would be best not to endorse legislation as an individual ECIC board member.

There is a meeting on 11/8/05 with Children's Caucus and ECIC representatives.

Committee members agreed that an advisory letter should be sent to the Legislature about the Great Start Collaborative grants. Also, an Annual report on the ECIC is required by Legislature and was due October 1, 2005.

C. Communications Strategy

Marvin McKinney led the discussion. There must be a consistent message shared by Board members about the ECIC and the Great Start Collaboratives. This will be put together by staff for use by the Board. ECIC needs a proactive strategy for communication – emails, news bulletins and press releases. Need well thought out communications strategy as soon as staff is available to prepare such a plan.

D. Executive Committee/ Board Development

Marvin McKinney led the discussion regarding Executive Committee development. It was recommended that it might be helpful for the Board to see the vision where it is really happening, e.g. visiting Illinois or North Carolina. If we are to have a Great Start Collaborative in every community by 2010, Board needs to see more of the vision. After the grantees are selected, the Board should look for opportunities to interact with the grantees and hear directly from them. A social lunch prior to the start of each meeting will begin next meeting so members can get to know one another better.

V. Report by the Chair

No Chair report. Vice-chair offered two reports. Marianne Udow discussed meeting locations. Decision was made to continue to rotate the meetings. The Executive Committee was also advised that Kristen McDonald will be leaving the DHS and going to MDE to be chief of staff for Mike Flanagan. Executive Committee thanked Kristen for her service.

VI. Public Comment.

There was no public comment given.

VII. Adjournment

Motion to adjourn by Sally Vaughn, seconded by Marianne Udow, was passed. Meeting was adjourned at 12:00 pm.

Minutes Approved by Executive Committee 12/8/05 as certified by:

Sally Vaughn, ECIC Secretary