

**MINUTES**  
**ECIC Executive Committee (via teleconference)**  
**November 19, 2007**

***Present:***

***Board Members***

Elizabeth Bunn  
Ismael Ahmed  
Carolyn Clark  
Daniel DeGrow  
Marianne Udow-Phillips  
Betsy Boggs  
Susan Broman  
Pamela Faris  
Hubert Price

***Staff:***

Judy Samelson

**I. Call to Order**

Susan Broman called the meeting to order at 4:00 p.m.

**Interlocal Participation Applicants**

The following new intermediate school districts have requested approval to participate in the Interlocal Agreement were presented: Allegan, Clare-Gladwin, Copper Country, C.O.O.R., Muskegon, and Saginaw.

RESOLVED, that the applicants for participation in the Interlocal Agreement as presented be approved.

Motion by Daniel DeGrow, seconded by Marianne Udow-Phillips.

Discussion ensued regarding funding allocations for collaboratives and grant fund requirements and restrictions. Susan Broman indicated this subject would be discussed further at a future meeting.

Hubert Price called the question, seconded by Ismael Ahmed.

Motion carried.

**401(a) Plan**

Judy Samelson presented for approval the 401(a) plan, which will allow employees to invest more of their income on a pre-tax basis. She noted there is no expense to ECIC for this other than the initial legal cost to draft the document.

Discussion ensued relative to the ECIC benefit package. Interest was expressed in seeing a comparison of the state benefit offerings and ECIC's benefit package.

RESOLVED: That the ECIC 401(a) Plan and Trust Agreement and the related compliance amendments are hereby adopted effective January 1, 2007; and

FURTHER RESOLVED: that the Chief Executive Officer of the Corporation is authorized to execute the Plan and Trust Agreement and related documents on behalf of the Corporation; and

FURTHER RESOLVED: That the Chief Executive Officer of the Corporation, is hereby authorized to act on behalf of the Corporation as Plan Administrator of the above Plan and Trust in the adoption and future amendment of written procedures relating to the administration of the Plan and Trust and to executive any necessary documentation regarding such administrative procedures; and

FURTHER RESOLVED: That the ECIC appoints Susan Broman and Sally Vaughn as Co-Trustees of the assets of said Profit Sharing Trust; and

FURTHER RESOLVED: That for the Plan Year ending December 31, 2007, and for each Plan Year thereafter until modified by action of the Board, the Employer Discretionary Contribution to the 401(a) Plan shall be an amount equal to 4% of each participant's total compensation, plus an amount equal to 4% of each participant's compensation which exceeds 81% of the Social Security taxable wage base as in effect at the beginning of the year, such amount to be allocated among the Employer Discretionary Contribution Accounts of eligible participants as provided in the Plan; and

FURTHER RESOLVED: That for the year ending December 31, 2007, and for each Plan Year thereafter until modified by action of the Board, the Employer Matching Contribution to the 401(a) Plan shall be an amount equal to \$1.00 for each \$1.00 of elective deferral contributions made by the Plan participants to the ECIC 457(b) Deferred Compensation Plan; provided, however, such matching contributions shall not exceed 3% of any participant's compensation for the Plan Year.

Motion by Daniel DeGrow, seconded by Marianne Udow. Motion carried.

#### **Committee Structure**

Susan Broman announced there will be an Allocation and Review Committee, Strategic Planning Committee, Audit Committee, and Chairman's Discussion Group (which will review financial statements, human resources, and other urgent matters). She

added that time will be allocated at the next meeting for budget and finance matters.

Appointments to chair the committees are as follows:

Allocations and Review: Marvin McKinney/Carolyn Clark co-chairs

Strategic Planning: Sally Vaughn

Audit: David Hollister

External: Pediatric & Family: Marianne Udow-Phillips

Early Care & Education: Marianne Udow-Phillips

Social Emotional Health: Carolyn Clark or Marvin McKinney

Parenting Education and Support: Betsy Boggs

Early Childhood Action Alliance: Pamela Faris

RESOLVED, that the ECIC Executive Committee approve the committee structure and assignments as presented.

Motion by Pamela Faris, seconded by Marianne Udow-Phillips. Motion carried.

Discussion took place concerning the recommendations from the Challenge being prepared for the Governor, as well as the board's role in decision-making for the organization.

Motion to adjourn at 5:00p.m. by Marvin McKinney, seconded by Betsy Boggs.  
Motion carried.

Respectfully submitted,

Leslie Aguirre  
Ex. Asst. to CEO