

**ECIC Executive Board Meeting
MINUTES
October 26, 2009**

Executive Committee Members

Louise Alderson
Lisa Brewer-Walraven
Betsy Boggs
Susan Broman
Lew Chamberlain
Carolyn Clark
Dan DeGrow
Deborah Dingell
Ken Gutman
David Hollister
Oliva Lagina
Doug Luciani
Anne Mervenne
Marvin McKinney
Juan Olivarez
Janet Olszewski
Marianne Udow-Phillips
Sally Vaughn, Chair

Staff

Joan Blough
Bryn Fortune
Mary Lannoye
Alissa Parks
Karen Roback
Judy Y. Samelson, CEO
Sarah Triplett

I. Call to Order

Chairperson Vaughn called meeting to order at 1:04

II. Invitation for Public Comment

None

III. Approval of Minutes

BE IT RESOLVED, that the ECIC Executive Committee approves the minutes of March 16, 2009, May 13, 2009, June 30, 2009 and September 2, 2009.

Motion by Dan DeGrow, seconded by Janet Olszewski. Motion carried unanimously.

IV. Chairperson's Report

Financial Statement for August, 2009

Ms. Lannoye presented the financial statements for August and year to date reports. She gave a brief description of financials in the board binders. Ms. Lannoye explained that as a component unit of the state, the ECIC works under the same fiscal year as the state and also, does have to submit financials for publication to the state.

Committee Appointments by Chair

Ms. Vaughn explained that the Chairman's Discussion Group is a subsection of the whole Executive Committee which meets on a regular basis to discuss the operational items of the ECIC. One of the items discussed was board appointments. Ms. Vaughn detailed the appointments of the following committees:

Chairperson's Discussion Group: Sally Vaughn, Chair - Susan Broman, David Hollister, Marvin McKinney and Doug Luciani.

Strategic Planning Committee: Susan Broman, Chair - Betsy Boggs, Lisa Brewer-Walraven, Janet Olszewski, Juan Olivarez, Dan DeGrow, Doug Luciani, Marianne Udow-Phillips and Sally Vaughn.

Ms. Vaughn stated that members of the Strategic Planning Committee would also be members of the Early Learning Advisory Council.

Updated Personal Policy Manual

Ms. Lannoye acknowledged the board previously approved a version of this document several years ago. Ms. Lannoye then directed the board to the new document in the board packet and shared that it was just a revised version with a few minor changes. She then briefly went over the major changes which involved; the employee leave and attendance policy, as well as equipment and technology use in regards to acceptable use of office cell phones and computers.

A brief discussion ensued regarding the need for a whistleblower policy. Ms. Lannoye stated that while we currently do not have a whistleblower policy, she would look into adding one.

Financial Policies and Procedures

Ms. Lannoye stated that while a version of the Financial Policies and Procedures Manual had not been formally adopted by the Executive Committee, the ECIC had been operating under several versions of the document enclosed in the Executive Committee materials. She informed the committee that the document originated from Plante Moran, Ms. Lannoye then made changes to the document when she began work at the ECIC, and she also asked for input from the Department of Human Services in regards to their travel policy, check authorization, appropriate credit card use etc.

Board Calendar

Ms. Samelson directed the Executive Committee to the calendar in their board packets and stated that the only change to the calendar would be in regards to the Executive Committee meeting, to change the meeting from May from the 12th to the 19th which is also the day that Star Power will be held.

Master Resolution

BE IT RESOLVED, that the ECIC Executive Committee approves the financial statements for August, FY 09; and

BE IT RESOLVED, that the ECIC Executive Committee approves the updated personnel policy manual; and

BE IT RESOLVED, that the ECIC Executive Committee approves the restated ECIC 401(a) Plan and the Related Trust Agreement; and

BE IT RESOLVED, that the Chief Executive Officer of the Corporation is authorized to execute the restated 401(a) Plan and Trust Agreement and any related documents on behalf of the Corporation; and

BE IT RESOLVED, the ECIC Executive Committee approves the ECIC financial policies and procedures manual; and

BE IT RESOLVED, that the ECIC Executive Committee adopts the FY 10 and FY 11 meeting calendar.

Motion by David Hollister, seconded by Louise Alderson. Motion carried unanimously.

Audit

Ms. Lannoye explained that the ECIC has been working with the Auditor General for the FY 06 and 07 financial and single audits. She informed the committee that the Auditor General would be releasing the FY 07 financial

audit and the two-year FY 07 single sometime during the week. Ms. Lannoye said that there would be material weakness in the financial audit and reportable conditions in the FY 07 single audit. Also, Ms. Lannoye detailed that the Auditor General started work on the FY 08 audit and did not present the ECIC with an engagement letter until the audit was completed. Ms. Samelson gave a brief summary of the working relationship with the Auditor General's office and asked that the Executive Committee consider hiring Abraham Gaffney to do our financial and single audit for FY 08, 09 and 10. Ms. Samelson explained that we are seeking outside auditors only after consulting the ECIC's lawyer.

A brief discussion ensued regarding past and future audits.

BE IT RESOLVED, that the ECIC Executive Committee approves the recommendation to authorize the CEO to enter into an agreement with Abraham & Gaffney, P.C. as the independent auditor for ECIC for the periods ending September 30, 2008, 2009, and 2010. The CEO will reapprove each audit year in the contract based upon available funding.

Motion by David Hollister, seconded by Janet Olszewski. Motion carried unanimously.

Ms. Samelson directed the committee to a survey in the committee packets in regard to the retreat.

V. Old Business

State and Federal Budget Update

STATE NEWS

Mr. Gillard informed the committee that the ECIC had tremendous success in regards to the concentration of advocacy efforts made statewide in recognition of early childhood education. Mr. Gillard gave a brief overview of the history of the budget battle. He recognized that early childhood supporters being so involved and active were a main reason early childhood programs in Michigan were mostly spared and the programs did much better than the ECIC had hoped. Mr. Gillard stated that there may be opportunities in the future to thank the grassroots community and keep them engaged. During the budget crisis, many advocates helped lay the foundation for early childhood investment at such a critical time when government restructuring is bound to occur. Mr. Gillard explained that the Governor will sign remaining the remaining six budgets in the next few days and was uncertain as to what the Governor would and would not veto.

Mr. Gillard also presented the difficulty with the Great Start Readiness Program funding in regards to the language used to restore the GSRP funds.

He also spoke on the direct cuts to the GSRP competitive fund which were cut in half. Mr. Gillard was hopeful that local school districts would make a commitment to early childhood investment during these tough financial times.

A conversation ensued regarding budget uncertainties, restructuring government and grassroots advocacy.

FEDERAL NEWS

Ms. Samelson introduced Elin Nowlin of Washington Partners LLC as the ECIC's "eyes and ears" on the ground in Washington, D.C.

Ms. Nowlin gave a brief overview of the federal status regarding budget appropriations, healthcare, Early Learning Challenge Fund and Race to the Top.

Ms. Nowlin stated that Congress did not resolve the budget on time and will continue to operate under continuing resolutions well into December. She presented two issues that have not been resolved; Even Start received zero funding from the Senate but \$66 million dollars in the House and Title I where the Senate proposed a bill which was \$1 billion dollars above the President's recommendation while the House proposed a bill which was \$1.5 billion dollars above. These two items will have to be resolved but there is little information regarding when, where or how that will happen. Other programs including Headstart are already at the level the President requested.

Ms. Nowlin briefly spoke in regards to Home Visitation, Nurse Family Partnerships, and the Early Learning Challenge Fund among other topics.

A brief discussion ensued regarding different programs and their status.

VI. New Business

FY10 Work Plan and Budget

Joan Blough explained that work done in the past few years helped build a strong early childhood foundation in the state which will be extremely important in the next year due to even more statewide budget instability.

Ms. Blough presented the information in the Work Plan and Budget document made available to the committee members in their packets regarding the long term and FY 10 objectives of the ECIC, broken down into focus areas; supporting the local Great Start system infrastructure, advancing Great Start system results, developing innovative early childhood policy, advancing public education and public will, increasing public and private early childhood investment and administration.

A brief discussion ensued regarding the Work Plan, making the ECIC's message more concise and transparent, and the importance of the Children of Color program.

Great Start Collaborative Allocations

Ms. Blough introduced Alissa Parks, Director of GSC Development & Assistance and Bryn Fortune, Director of GS Parent Coalition Development & Assistance. Ms. Parks indicated that the Great Start Coalitions (GSCs) and Parent Coalitions (PCs) have been working hard to build a sound child care system in Michigan. The ECIC has been funding GSCs since FY 06 in stages, and in FY 09, GSCs were funded for the first time statewide. Ms. Parks explained that each GSC must have a strategic plan to implement work in their local community and that some GSCs were having a hard time funding areas of that plan. Ms. Parks directed the committee to the material provided regarding the Great Start Allocations and gave a brief overview of the document. Ms. Parks indicated that money allocated to the GSCs for FY 11 would be based off of performance in FY 10 and that the ECIC would be moving toward a performance based system to insure a return on investment.

A brief discussion ensued regarding moving toward a performance based system.

Great Start Child Care Quality Project Allocations

Ms. Samelson emphasized the legislative budget cycle threw many curveballs at early child care programs. At the beginning of the budget cycle, the legislature was determined to reform the child care system in Michigan by promoting cuts to providers, the ECIC and other programs. Thankfully, these devastating reforms were eventually held off due to efforts by the Department of Human Services and the ECIC. Ms. Samelson explained that during these budget negotiations, the legislature insisted the ECIC provide basic training to 31,000 – 41,000 aid and relative providers. Ms. Samelson shared that the ECIC is extremely excited to be focusing on the Great Start Child Care Quality Project and addressing local child care quality issues but also shared that the transition may be difficult, as the training requirement will be a complicated task.

Ms. Samelson introduced Karen Roback, ECIC Specialist for Early Care. Ms. Roback detailed the infrastructure for child care providers in Michigan as; previously professional development and consumer education under several different contracts in a region now fall under one contract, there are 10 Regional Resource Centers which are entrusted to coordinate professional child care development in the region, coordinate resources for families and offer coordinating services for child care referral. Ms. Roback detailed the Great Start CONNECT website, a statewide resource to link parents with

licensed providers in their community and requested that committee members visit the website. Ms. Roback also indicated that the GSCs were heavily involved in the creation of the Regional Resource Centers and will help hold the work taking accountable. She also stated that the Great Start Michigan Child Care Resource Centers would have a hand in the project by coordinating common standards across the state, maintaining the database (Great Start CONNECT), and work with the ECIC supporting the Curriculum Review Advisory Council. Ms. Roback shared that allocations for the project would be in the amount of \$11,560,000.

A brief conversation ensued regarding the Great Start Child Care Quality Project, persistent disparities and licensing practices.

Master Resolution

BE IT RESOLVED, that the ECIC Executive Committee approves the FY10 work plan and budget; and

BE IT RESOLVED, that the ECIC Executive Committee approves Great Start Collaborative allocations as recommended; and

BE IT RESOLVED, that the ECIC Executive Committee approves the Great Start Child Care Quality Project allocations as recommended.

Motion by Louise Alderson, seconded by Doug Luciani. Motion carried unanimously.

VII. Open Forum

Ms. Samelson opened discussion to any issue the Executive Committee members may have. A brief discussion occurred regarding messages coming from the ECIC and making sure messages are effective and easy to understand.

Respectfully Submitted,

Sarah G. Triplett