

Executive Committee Minutes

September 10, 2014

1:00 p.m. to 3:00 p.m.

Early Childhood Investment Corporation

105 W. Allegan St., Suite 200

Lansing, MI 48933

Executive Board Members

Shauna Barbeau
Susan Broman
Beverly Burns
Lew Chamberlin
Melissa Cragg
Catherine Dobrowitsky
Guadalupe Lara
Jeffrey Mills
Leslie Murphy
Marianne Udow-Phillips

Staff

Joan Blough
Marijata Daniel-Echols
Carrie Hatcher
Shannon Horvath
Jennifer Kurzynowski

Guests

Nancy Short

Call to Order

Chairperson Beverly Burns called the meeting to order at 1:00 p.m.

Invitation for Public Comment

Ms. Nancy Short from the Governor's Office of Appointments welcomed the newly appointed members to the Executive Committee. She also provided an update on the search for an additional member.

I. Chair's Report

1. Introduction of New Board Members

Chairperson Beverly Burns introduced and welcomed two newly appointed members to the Executive Committee: Guadalupe Lara and Hiram Fitzgerald.

2. **Consent Agenda**

Ms. Burns presented the Consent Agenda items for approval.

- a. Minutes from the May 14, 2014 Executive Committee Meeting as presented;
- b. Financial statements for July 2014 as presented;
- c. Strategic Plan as presented; and
- d. Elects Melissa Cragg as board Vice Chair.

BE IT RESOLVED, that the Early Childhood Investment Corporation Executive Committee approves all items under the Consent Agenda.

Ms. Guadalupe Lara moved and Ms. Leslie Murphy seconded. Motion carried unanimously.

II. **Discussion and Presentation Items**

1. **Approval of FY15 Work Plan and Budget**

Dr. Marijata Daniel-Echols reviewed the details of the FY15 Work Plan and Budget before the Executive Committee for their approval.

Ms. Burns called for a motion to approve the Master Resolution.

BE IT RESOLVED, that the ECIC Executive Committee approves the FY15 Work Plan and Budget as presented.

Ms. Leslie Murphy moved and Ms. Guadalupe Lara seconded. Motion carried unanimously.

2. **Approval of FY15 Contracts (over \$100,000)**

Dr. Marijata Daniel-Echols reviewed the details of the contracts over \$100,000 before the Executive Committee for their approval.

Ms. Beverly Burns called for a motion to approve the Master Resolution.

BE IT RESOLVED, that the ECIC Executive Committee approves the FY15 Great Start to Quality Stars – Mosaic contract for enhancements and maintenance of the Great Start to Quality STARS platform not to exceed \$825,000;

BE IT RESOLVED, that the ECIC Executive Committee grants approval to enter into individual contractual agreements with the 10 Great Start to Quality Resource Center organizations totaling \$7,751,200 for FY15 to implement Great Start to Quality at the regional level;

***BE IT RESOLVED**, that the ECIC Executive Committee grants approval to proceed with the expenditure of \$111,395 for the annual occupancy expense for the Investment Corporation office; and*

***BE IT RESOLVED**, that the ECIC Executive Committee grants approval to proceed with the expenditure of \$210,200 to renew the corporate liability for health insurance for employees.*

Mr. Jeffrey Mills moved and Ms. Marianne Udow-Phillips seconded. Motion carried unanimously.

3. Great Start to Quality – Special Project – Statewide Geomapping of Access to Quality Childcare Compared to Need

An overview of the Great Start to Quality Statewide Geomapping of Access to Quality Childcare Compared to Need was provided by Dr. Marijata Daniel-Echols. She stated that this special project will produce an analysis of the need across the state for high quality childcare compared to the actual capacity (in both physical space and in quality) of providers. She informed the Executive Committee that the Investment Corporation will conduct a competitive application process in the first quarter of FY15 with initial estimates to complete the work in the range of \$100,000. No action is requested at this time, a request for approval to award a contract will be presented at a future meeting.

4. Great Start to Quality – Special Project – Program Quality Assessment (PQA) Contract

An overview of the Great Start to Quality Program Quality Assessment Contract was provided by Dr. Marijata Daniel-Echols. She indicated that this special project will be in partnership with both the Michigan Department of Education and HighScope Educational Research Foundation. One of the aspects of this work assessing the quality of childcare settings using direct observation of their facility and interactions with children in their care using Program Quality Assessment (PQA) tool created by HighScope Educational Research Foundation. The Investment Corporation will pursue during the first quarter of FY15 designating HighScope Educational Research Foundation as the sole source provider given their expertise as developers of the tool and current statewide trainers of users of the tool. Initial estimates to contract the work is approximately \$1,000,000. No action is requested at this time, a request for approval to enter into a contract with HighScope will be presented at a future meeting.

5. HR Policy Changes

Ms. Jennifer Kurzynowski presented recommendations to the Employment Policies for the Early Childhood Investment Corporation which included the vacation and sick time policy and the compensatory time policy. Dr. Marijata Daniel-Echols stated that the goal is to have a system that makes sense and provides employees who are working hard and doing a good job a compensation package that aligns with that.

The Executive Committee would like to see additional benchmarking information gathered and will have further discussion at a future meeting.

6. Retirement Plan Trustee Duties

Ms. Jennifer Kurzynowski provided information on the role of the plan trustee and needed structural changes to the trustees of the plan. The Investment Corporation is working on changes to the administrative structure of the plan and will bring additional information back to the Executive Committee. It was agreed that Executive Committee member Melissa Cragg would meet with staff to help develop the plan and recommendations that will be brought to the full board at a future meeting.

III. CEO Report

Dr. Marijata Daniel-Echols provided the Executive Committee with an update on her six month goals. Full details of her progress on carrying out the goals will be provided at the end of the fiscal year. She will work with the Chairman's Discussion Group on goals for FY15.

The meeting adjourned at 2:45 p.m.

Respectfully submitted,

Shannon Horvath