

## Executive Committee Minutes

May 13, 2015

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

Early Childhood Investment Corporation

105 W. Allegan St., Suite 200

Lansing, MI 48933

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### Executive Committee

#### Members

Shauna Barbeau  
Susan Broman  
Beverly Burns  
Lew Chamberlin  
Catherine Dobrowitsky

Hiram Fitzgerald  
Jason Gold  
Reginald LaGrand  
Jeffrey Mills  
Leslie Murphy  
Marianne Udow-Phillips

### Staff

Joan Blough  
Sheri Butters  
Marijata Daniel-Echols  
Shannon Horvath  
Jennifer Kurzynowski  
Holly Wingard

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### **Call to Order**

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

### **Invitation for Public Comment**

There was no public comment.

### **I. Chair's Report**

#### **1. Consent Agenda**

Ms. Burns presented the Consent Agenda items for approval.

- a. Minutes from the February 11, 2015 Executive Committee Meeting as presented;
- b. Financial statements for March 2015 revised on May 11; and
- c. Master Resolution

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

Dr. Hiram Fitzgerald moved and Ms. Leslie Murphy seconded. Motion carried unanimously.

## 2. **Executive Committee Appointments and Vacancies**

Ms. Beverly Burns indicated that the board is still carrying one vacancy. The Governor's appointments office is close to filling the position but she was not able to connect with the appointments office for an update prior to the meeting for a status update.

## 3. **Interlocal Agreement Renewal**

Ms. Burns informed the board that a group will be meeting over the summer to look at the renewal of the Interlocal Agreement. The group includes the board officers (Beverly Burns, Melissa, Cragg, Lew Chamberlain and Leslie Murphy), Susan Broman and Marianne Udow-Phillips. They will come back to the board in the fall with their recommendations. Members who have feedback to offer on the renewal of the Interlocal Agreement should forward them to any member of the group.

## II. **Discussion and Presentation Items**

### 1. **Great Start to Quality Systems Contract**

Ms. Sheri Butters provided details on several enhancement projects that are being explored with Mosaic, Inc. to improve the functionality of the Great Start to Quality STARS Platform before the end of FY15. These enhancements will address feedback received from internal and external system users, increase the effectiveness of work processes and data sharing, and expand reporting capabilities to support the successful implementation of Great Start to Quality. The estimated cost for FY15 enhancements is \$200,000. This is an expense that was included in our current scope of work and budget with the Office of Great Start that is now coming to fruition.

Approval is requested to execute contracts with Mosaic, Inc. for work to be completed prior to September 30, 2015 and not to exceed \$200,000.

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

***BE IT RESOLVED, that the ECIC Executive Committee approves the execution of a contract with Mosaic, Inc. for system enhancements to be completed prior to the end of FY15 to the Great Start to Quality STARS Platform not to exceed \$200,000.***

Ms. Lesley Murphy moved and Dr. Hiram Fitzgerald seconded. Motion carried unanimously.

## 2. HR Leave Policies

Ms. Jennifer Kurzynowski reviewed proposed changes and updates to the Early Childhood Investment Corporation's Leaves of Absence Policies; specifically to the Medical and Personal Leaves and the addition of a new policy for Maternity/Paternity/Adoption/Foster Care Leave of Absence. She stated that the organization is working to ensure legal compliance, incorporation of best practices within the policies, and that policies align with the vision of the organization. She added that all changes have been review and approved by the attorney.

We are recommending that the Executive Committee approve the changes to the ECIC Employment Policies, Leaves of Absence Policies.

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

***BE IT RESOLVED**, that the ECIC Executive Committee approves the changes to the Leaves of Absence Policies of the Early Childhood Investment Corporation Employment Policies updated on May 13.*

Dr. Hiram Fitzgerald moved and Mr. Reggie LaGrand seconded. Motion carried unanimously.

## 3. Strategic Plan Implementation

Dr. Marijata Daniel-Echols provided materials and an update on ECIC's strategic plan implementation. She pointed out that some of the work the organization has been doing recently is setting us up to complete tasks that won't come into fruition until later down the road. For example, there is a great deal of work happening in the infant and toddler area in collaboration with other organizations. The ongoing work of the strategic plan is on track and was purposely built around the work with Office of Great Start. This work is the primary day-to-day focus of the organization.

## 4. Fund Development

Dr. Marijata Daniel-Echols reported that there have been ongoing conversations and that she recently met with a Lansing public affairs company, The Kellogg Foundation, and a fund development consultant recommended by the Michigan Council of Foundations. She added that she is working with staff to generate ideas for fundable opportunities and on a funders list that includes type of work they fund, regions funded, and contact information. She is working on a proposal to send back to Kellogg and will have a follow up conversations with a Lansing-based public affairs company. Several board members offered support in reaching out to funders.

#### 5. **Board Learning Opportunity**

Ms. Holly Wingard, training and technical assistance manger, and Ms. Joan Blough, senior vice president, early childhood, presented before the board on *Defining and Achieving Child Outcomes within the Great Start System*. The presentation outlined the creation of Great Start, how Great Start's focus on results/outcomes have evolved over the last decade, and how the Michigan Department of Education, Office of Great Start and ECIC work together to support Great Start Collaboratives and Parent Coalitions to achieve Michigan's early childhood outcomes.

The meeting adjourned at 3:00 p.m.

Respectfully submitted,

Shannon Horvath