



## Executive Committee Minutes

February 15, 2017

1:00 to 3:00 p.m.

Early Childhood Investment Corporation  
105 W. Allegan Street, Suite 200  
Lansing, MI 48933

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### Executive Committee Members

Shauna Barbeau (via phone)  
Beverly Burns  
Susan Broman (via phone)  
Catherine Dobrowitsky (via phone)  
Hiram Fitzgerald (via phone)  
Judy Freeman  
Jason Gold  
Jeffrey Mills  
Leslie Murphy (via phone)  
Judy O'Neill (via phone)  
Carol Paine-McGovern  
Marianne Udow-Phillips (via phone)

### Staff

Cathy Adcock  
Tracey Ginder  
Kelly Kreider  
Jeremy Reuter  
Kim Walker  
Holly Wingard (via phone)

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### Call to Order

Chairperson Beverly Burns called the meeting to order at 1:04 p.m.

### Invitation for Public Comment

There was no public comment.

#### I. **Welcome New Executive Committee Members**

Ms. Beverly Burns introduced and summarized credentials for our two new Executive Committee Members – Judy Freeman and Carol Paine-McGovern.

#### II. **Audit Committee**

During the Early Childhood Investment Corporation Executive Committee board meeting held on Wednesday, February 15<sup>th</sup>, 2017, Executive Board member Leslie Murphy gave the FY2016 audit report. She reported that the FY16 audit was conducted by Abraham & Gaffney and was completed in November 2016. Abraham & Gaffney issued the audit report stating there were no significant findings, no internal control deficiencies, and the auditors expressed an unqualified opinion of the FY16 annual financial statements. She reported that there no questioned costs, but there was one finding reported in the single audit report. New compliance rules require that ECIC verify that sub-recipients report amounts on their Schedule of Expenditures of Federal Awards (SEFA) agree with ECIC reported payments to sub-recipients and/or follow up when there were differences between expected and amounts reported. Subsequent to the conclusion of the audit, letters were

sent to all sub-recipients that had any differences between their SEFA's and our Statement of Expenses and reconciliations were performed without exception. This procedure has been adopted as part of our annual process for each coming year, so this non-compliance issue is considered to be remediated.

Ms. Murphy referenced the Budgetary Comparison Schedule, which shows additional income and a fund balance of (\$3,632) for the year.

She thanked Cathy Adcock and the staff for their efforts and hard work.

Ms. Burns called for a motion to approve the FY16 financial and single audits.

***BE IT RESOLVED***, that the Early Childhood Investment Corporation Executive Committee approves the FY16 financial and single audits as presented.

Ms. Marianne Udow-Phillips moved, and Ms. Leslie Murphy seconded. Motion carried unanimously.

### **III. Chair's Report**

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

Ms. Beverly Burns presented the Consent Agenda items for approval.

- a. Minutes from the September 14, 2016, Executive Committee meeting as presented;
- b. Financial statements for December 2016 as presented;
- c. Updated FY17 Budget
- d. Updated Resource Center Contracts
- e. Updated ECIC Policies
- f. Master Resolution

Ms. Burns called for a motion to approve the consent agenda.

***BE IT RESOLVED***, that the Early Childhood Investment Corporation Executive Committee approves Master Resolution, February 15, 2017.

Mr. Jeffrey Mills moved, and Ms. Judy Freeman seconded. Motion carried unanimously.

### **IV. Discussion and Presentation Items**

#### **1. Interlocal Agreement Restatement Update**

Mr. Jeremy Reuter provided an overview of the Interlocal Agreement (ILA) and the amended documents along with the transition to the Department of Education. He referenced Dykema's memo with next steps for amending this ILA and action required for each party of the ILA.

- a. ECIC Executive Committee adopt a resolution recommending parties to the ILA approve the amended and restated ILA, starting first with Michigan Department of Education (MDE)
- b. Approval by MDE
- c. Approval by participating Intermediate School Districts (ISDs)
- d. Approval by the Governor
- e. Filing documents with the Ingham County Clerk and each county clerk in each county party to the ILA.

f. Filing with the Office of Great Seal

Mr. Jeffrey Mills and asked if there was a timeline for the Superintendents to have the ILA approved and signed. Mr. Reuter stated that he would connect with Susan Broman and MDE for their input and discuss a communication plan/project plan to do so. It was suggested by Mr. Mills that Bill Miller, MAISD, would be a good contact and a place to start with getting communications out to the Superintendents.

Ms. Burns called for a motion to approve the Michigan Early Childhood Investment Corporation Executive Committee Resolution 2017-02-15.

***BE IT RESOLVED, that the Early Childhood Investment Corporation Executive Committee approves the Michigan Early Childhood Investment Corporation Executive Committee Resolution 2017-02-15.***

Ms. Carol Paine-McGovern moved, and Mr. Hiram Fitzgerald seconded. Motion carried unanimously.

**2. Change to Retirement Plan Trustee's and Authorized Signers**

Mr. Jeremy Reuter provided that with Jennifer Kurzynowski's leaving, she needed to be removed from the Retirement Plan and the bank account as an authorized signer; and Tracey Ginder, Vice President of Finance, should be added to the Retirement Plan and the bank account as an authorized signer.

Ms. Burns called for a motion to approve the Master Resolution regarding the Changes to the Retirement Plan Trustees and Authorized Signers.

***BE IT RESOLVED, that the Early Childhood Investment Corporation Executive Committee hereby approves the Master Resolution, February 15, 2017, for the removal of Jennifer Kurzynowski as Co-Trustee of the ECIC 401(a) Trust and the ECIC 457(b) Deferred Compensation Trust, effective February 15, 2017; and***

***FURTHER RESOLVED: That the Executive Committee hereby approves the appointment of Tracey Ginder as Co-Trustees of the ECIC 401(a) Trust and the ECIC 457(b) Deferred Compensation Trust, effective February 15, 2017.***

Mr. Jason Gold moved, and Mr. Jeffrey Mills seconded. Motion carried unanimously.

**3. ECIC Relocation**

Mr. Jeremy Reuter provided an overview of ECIC's current rental agreement dates, expenses, and square footage; along with search details and parameters being considered for future office needs. A move to this location would provide lower rent costs, no parking costs for staff and guests, and smaller square footage. Mr. Reuter is currently negotiating with prospective location management and working to have a lease with an opt-out ability if ECIC should lose grant funding and obtaining a few months of free rent while we continue our current lease until August 2017. Mr. Reuter anticipated having a 7-year lease and seeking a clause providing the ability to obtain additional space in the future if needed. An ideal move time would be June or July 2017.

Ms. Beverly Burns stated that, while Executive Committee input is welcome, the Executive Committee's approval is not required for the relocation.

Discussion and comments included:

- Ease of getting into the building along with free and accessible parking will be a benefit to staff and visitors.
- A question was asked of what was the previous use of the building and stated that it was used for a for-profit engineering firm similar in size as ECIC.
- It was suggested that the employees review the space and loved the idea of saving money.
- It was noted that ECIC owns the current cubicle partitions and furniture and will incorporate these into our design needs and either store or get rid of any extra furniture.

#### **4. CEO Update**

Mr. Jeremy Reuter provided an overview of the last six months that he has been here, along with the projects that have been accomplished or started during this time. A few examples are:

- Race to the Top – Family Engagement
- Relocation Options for ECIC
- Restructuring of the Assessment and Validation Processes
- Hiring of Vice President of Finance
- Completion of ECIC’s Audit
- Health Endowment Fund application

Moving forward we will be working on the following:

- Interlocal Agreement Update
- Researching further funding opportunities and partnerships with organization

Ms. Burns introduced Tracey Ginder, Vice President of Finance, to the Executive Committee.

#### **Executive Committee Discussion on Infants/Toddlers**

Mr. Reuter provided background and context for current and past work done in regards to Infants and Toddlers. He referenced the document provided in the board packets to start the discussion to identify opportunities, connections, and priorities for organizational next steps in alignment with ECIC Strategic Plan.

Mr. Reuter reviewed the Infant/Toddler document; talking about ECIC’s vision and mission, reviewed ECIC’s Strategic Plan goals and the “gaps” document including the question to spark discussion.

*Some of the key themes that were the result of the discussion include:*

- Summary of the current context of infant and toddler services in Michigan including clarification that the summary document was derived from existing resources and efforts spanning across the Department of Education, Office of Great Start, Department of Health and Human Services, ECIC, and other Infant/Toddler partners.
- Discussion ensued summarizing the current political and social environments, both Michigan and Nationally, and the potential impact this could have on the prioritization of funding versus public awareness over the course of the next two and four-year span.
- Discussion focused on efforts to include racial equity, disparities, and focus on prevention vs intervention beginning with a prenatal focus and through age eight. We have made tremendous strides of improving awareness on preschool education, and focusing resources toward economically challenged families, and collectively in early childhood, we need to continue to focus on equity and understanding disparities in policy and program areas.
- Discussion on connections beginning with parents, including prenatal connections, and at the time of birth continued through to the potential linkages with public school system in the first five years and following Kindergarten entry to support greater family/parent engagement.
- Discussion promoting increased understanding of how families are connected to services, aware of services or quality components, and gaining perspective on how parents interpret or receive messaging to improve efforts across early childhood would be critical to support the attainment of outcomes across Michigan.
- The Executive Committee expressed importance of using data to tell a comprehensive and compelling story about early childhood and the needs in communities to support progress against Michigan’s Early Childhood Outcomes
- The Executive Committee expressed importance of broadening the ECIC lens with an inclusion of a health focus, including social and emotional health, beyond our current work in supporting Great Start Collaboratives, Parent Coalitions, and the Maternal and Infant Early Childhood Home Visitation program.

Ms. Burns – Mr. Reuter will take the information and input given and follow-up later with partners to look further for opportunities and possible “low hanging fruit.”

It was noted that this topic came up in the Chairman’s Advisory Group and anyone on the Executive Committee with a topic they want to bring forward for future consideration is invited to do so.

Ms. Burns asked if there was anything else from anyone.

## **5. Items of Note**

None for this month

**6. Standing Documents**

Calendar and Executive Committee Member Roster

Next meeting will be May 10, 2017.

Ms. Burns stated that before the meeting, a New Board Member Orientation was held for the two new board members, Judy Freeman and Carol Paine-McGovern, along with Tracey Ginder. She stated that the Executive Committee might have an interest in seeing the documents used for this. These documents will be sent along with updated staff bios.

The meeting adjourned at 2:45 p.m.

Respectfully submitted,

Kimberly Walker