



Executive Committee Minutes

May 10, 2017

1:00 to 3:00 p.m.

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

Executive Committee Members

Shauna Barbeau
Beverly Burns
Susan Broman (via phone)
Catherine Dobrowitsky (via phone)
Hiram Fitzgerald
Judy Freeman
Guadalupe Lara (via phone)
Jeffrey Mills
Carol Paine-McGovern (via phone)
Marianne Udow-Phillips

Staff

Tracey Ginder
Jeremy Reuter
Kim Walker

Call to Order

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

Asked for Public Attending via Telephone

There was no public response

Invitation for Public Comment

There was no public comment.

Ms. Beverly Burns stated that Ms. Marianne Udow-Phillips would be retiring at the end of her term. Ms. Burns provided background of Ms. Udow-Phillips' commitment to the organization and that she was part of the founding of Early Childhood Investment Corporation. Ms. Burns thanked Ms. Udow-Phillips for her years of service.

I. Chair's Report

1. Consent Agenda

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

- a. Minutes from the February 15, 2017, Executive Committee meeting as presented;
- b. Financial statements for March 2017 as presented;
- c. 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, May 10, 2017.

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

II. Items for Review and Action

1. Review and Approval of ECIC Employee Manual

Policy Updates - Mr. Jeremy Reuter provided an overview of recommended changes to the Employee Manual after having a legal review of the manual, as stated in the Memorandum, dated May 10, 2017, Subject: Policy Updates. These updates are:

- Adding "If the CEO and Vice-President of Finance are unavailable, however, the Senior Director of Great Start to Quality is designated to act on behalf of the Investment Corporation." in the employment policy.
- Adding the Senior Director of Great Start to Quality title as a person that can be contacted along with the already noted Vice President of Finance in these sections: Equal Employment Opportunity, Drug-Free Workplace Policy, Workplace Violence, Harassment Policy and Problem Resolution Process.
- Adding the Senior Director of Great Start to Quality as a spokesperson if contacted by a media representative in the absence of the CEO and VP of Finance.
- Splitting the Employment and Finance Policies into two separate documents
- Remove the sentence that states that the Director of Finance will not be designated as a check signer on any bank account under the Cash Disbursement Policy.
- Revise the Confidentiality Policy to be updated with the current law 18 U.S.C. section 1833(b).

Ms. Burns called for a motion to approve the Michigan Early Childhood Investment Corporation Employment and Finance Policy updates as presented.

BE IT RESOLVED, that the Early Childhood Investment Corporation Executive Committee approves the Michigan Early Childhood Investment Corporation Employment and Finance Policy updates as presented.

Mr. Hiram Fitzgerald moved and Ms. Marianne Udow-Phillips seconded. Motion carried unanimously.

III. Items for Discussion

1. CEO Update

a. ECIC Relocation Update

Mr. Jeremy Reuter provided an overview of ECIC's relocation and plans moving forward. This move will provide lower rent costs, no parking costs for staff and guests, and smaller square footage. A lease was negotiated starting July 1, 2017, with an opt-out ability if ECIC should lose grant funding and monthly rent will start on October 1, 2017. Mr. Reuter stated we signed a 7-year lease with minimal yearly increases and provisions regarding if funding not be available. Anticipated move time will be early July 2017, which will all depend on build-out timelines and moving of furniture.

b. ILA Update

Mr. Jeremy Reuter provided that the Interlocal Agreement is back to the Department of Education for their processing. We will also be working with Michigan Association of Intermediate School Administrators to communicate with the ISDs, in partnership with Bill Miller, Executive Director, that this will be coming forward for signatures and how to move forward.

c. Health Insurance Costs

There was discussion regarding the Health Insurance and possible cost increases. ECIC was grandfathered in and this should carry over into the next fiscal year.

d. External Funding Update

Mr. Reuter provided information on various funding opportunities that we applied for. At this time, we have not been selected, but were able to obtain positive feedback and feel we are in a good position for future opportunities. It was recommended is that we partner with other entities that have success and experience, possibly with other state entities.

Mr. Reuter stated that we have funding with MPHI for an Infant Toddler Learning Community and we have started work on this in February.

We will continue moving forward in looking for opportunities for additional funding.

2. State Budget Update

Mr. Reuter provided a summary of the items in the Senate Bill 147 as they pertain to early childhood.

Discussion was held regarding how we might proceed. Mr. Reuter asked for interested members that would like to further discuss this Bill and what we can do regarding these items. Ms. Shaunna Barbeau and Ms. Judy Freeman volunteered and expressed an interest in discussing these items further.

3. Additional Comments

Mention was made by Mr. Hiram Fitzgerald that many states are working on early childhood issues and have received funding from wealthy investors to work on these issues. We need to look at bringing foundations and leaders together to have a path moving forward.

It was recommended that ECIC should come up with the vision/path and lead and the money will follow. It was also recommended that we could connect with workforce development and there could be openings to bring early childhood into this arena.

IV. Standing Documents

a. Executive Committee Calendar

b. Executive Committee Roster

Next meeting will be September 13, 2017.

The meeting adjourned at 2:25 p.m.

Respectfully submitted,

Kimberly Walker