



Executive Committee Special Meeting Minutes

September 20, 2017

1:00 to 3:00 p.m.

Early Childhood Investment Corporation
8164 Executive Court, Suite A
Lansing, MI 48917

Executive Committee Members

Shauna Barbeau
Susan Broman – via Phone
Beverly Burns
Luanne Thomas Ewald
Hiram Fitzgerald
Judy Freeman
Jason Gold – via Phone
Guadalupe Lara - via Phone
Laurie Linscott
Kristen McDonald
Scott Menzel – via Phone

Jeffrey Mills – via Phone
Leslie Murphy
Judith O’Neil
Carol Paine-McGovern

ECIC Staff – In Person

Tracey Ginder
Jeremy Reuter
Kim Walker
Holly Wingard
Kelly Kreider

Call to Order

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

Asked for Members of the Public Attending

Ms. Beverly Burns asked if there were any members of the public in attendance (via telephone or in-person) and there was no public response.

Invitation for Public Comment

There was no public comment.

I. Chair’s Report

1. Welcome and Introduce New Appointees

Ms. Burns welcomed the new board members and ask all in attendance to state their name and a brief introduction.

2. Consent Agenda

- a. Approval of Minutes – May 10, 2017
- b. Approval of Minutes – Special Meeting August 10, 2017
- c. July 2017 Financial Statements
- d. Master Resolution

Ms. Burns called for a motion to adopt this Master Resolution.

Ms. Carol Paine-McGovern moved, and Ms. Judith O'Neill seconded. Participants in the room and via the phone responded all in favor. Motion carried unanimously.

BE IT RESOLVED, that the Early Childhood Investment Corporation Executive Committee approves Master Resolution – Consent Agenda as presented.

II. Discussion and Presentation Items

1. FY18 Scope of Work and Budget

a. Master Resolution

Mr. Reuter provided highlights of the upcoming Scope of Work and Budget for the first six months of FY18 for the CCDF contract and a year contract for Race to the Top Early Learning Challenge work; and how we plan to proceed. Ms. Susan Broman provided further information that the Office of Great Start and other agencies will be reviewing all of the projects along with the data and work accomplished and it will be determined how we will move forward after the first six months. She explained that this is a complicated process with multiple organizations, state departments, and multiple projects with a variety of timeline progressions and it will take some time to determine Michigan's progress and how to move forward.

Further discussion was held on what would be happening to try and determine the return on investment; how this might affect ECIC and what would happen after the first six months.

Mr. Reuter provided an overview of the proposed budget provided in the FY18 Budget documents.

Ms. Burns called for a motion to adopt this Master Resolution.

Mr. Hiram Fitzgerald moved, and Ms. Leslie Murphy seconded. Participants in the room and via the phone responded all in favor. Motion carried unanimously.

BE IT RESOLVED, that the Early Childhood Investment Corporation Executive Committee approves Master Resolution – FY18 Scope of Work and Budget as presented.

2. FY18 Contracts over \$100,000

- a. Resource Center Contracts
- b. Race to the Top Early Learning Challenge – GSQ Resource Center Contracts
- c. GSQ Stars Platform – Mosaic Network Contracts
- d. Great Start Collaborative and Great Start Parent Coalition Evaluation
- e. Physicians Health Plan
- f. Master Resolution

Ms. Kelly Kreider provided an explanation of the Race to the Top Early Learning Challenge work, GSQ Resource Center's work, and GSQ Stars Platform work and the contracts for each.

Ms. Holly Wingard provided an explanation of the work of the Family Engagement Consultants and the Great Start Collaborative and Great Start Parent Coalition Evaluation work and contract.

Ms. Tracey Ginder provide an overview of the Physicians Health Plan and the contract for FY18.

It was explained that starting October 1, 2017 our fiscal year 2018 starts and new contracts will need to be finalized. Any contracts over \$100,000 require Executive Board approval for final execution. It is recommended that once a total FY18 revenue amount for ECIC receives approval from the Office of Great Start, ECIC approves contracts, similar to what has been done in previous years, and grant conditional approval to Beverly Burns and Leslie Murphy, authorizing approval of FY18 contracts and administrative expenditures (over \$100,000).

Ms. Burns called for a motion to adopt this Master Resolution.

Mr. Hiram Fitzgerald moved, and Ms. Judy Freeman seconded. Participants in the room and via the phone responded all in favor. Motion carried unanimously.

BE IT RESOLVED, that the Early Childhood Investment Corporation Executive Committee approves Master Resolution – Grant Conditional Approval to Beverly Burns and Leslie Murphy authorizing approval of FY18 contracts and administrative expenditures (over \$100,000) noted below once a total FY18 revenue amount is approved by the Office of Great Start:

- *Seven contracts with Great Start to Quality Resource Center organizations, for the amounts listed in the memo dated September 20, 2017, to implement FY18 Race to the Top-Early Learning Challenge grant activities not to exceed \$3,995,085;*
- *Ten contracts with Great Start to Quality Resource Center organizations, for the amounts listed in the memo dated September 20, 2017, for FY18 to implement Great Start to Quality at the regional level not to exceed \$3,868,218.00 combined;*
- *Contract with Mosaic, Inc. for FY18 enhancements and maintenance (not to exceed \$573,716) of the Great Start to Quality STARS platform;*
- *Contract for FY18, with a Public Policy Associates, to conduct an evaluation in partnership with MDE-OGS of the GSCs and GSPCs, in an amount not to exceed \$300,000;*
- *Expenditure of \$172,460.28 to renew the corporate liability for health insurance for employees.*

III. **Items for Discussion**

The following items were flipped with Mr. Reuter starting a discussion on Item #2 first.

1. Strategic Plan overview and opportunities

Mr. Reuter provided a brief history and update of ECIC's Strategic Plan and how this fits in with our goals and the work we have been doing under each area of Research, Policy and Practice.

2. Discussion on ECIC Advisory Committees

Mr. Reuter proposed having additional advisory committees and provided the goals for these committees listed. He asked for the board members participation and wanted those interested to followup with him and provide which committee they have an interest in. He then explained a recent data deletion issue and how this might be something that could have been discussed in the Finance Advisory Committee. He provided an overview of the issue and what was being done to rectify the situation.

It was explained how these advisory committees could assist ECIC's work and help ECIC with expertise from the executive board. It was generally felt this was a good idea and Mr. Reuter will followup with the members to see who is interested in which committee(s) and time will be set-up to move forward, along with a brief scope of intent for the various committees.

IV. **Items of Note**

1. Conflict of Interest Disclosure

Mr. Reuter explained that each fiscal year a Conflict of Interest Disclosure Form is required to be completed by each board member and asked that everyone complete a new one for FY18.

V. **Standing Documents**

1. Executive Committee Calendar

2. Executive Committee Roster

Mr. Reuter discussed the upcoming meetings for FY18 and the next meeting is the Corporate Board Meeting in November and typically done by phone.

The next meeting will be the Corporation Board Meeting on November 15, 2017, at 10:00 a.m.

The meeting adjourned at 2:43 p.m.

Respectfully submitted,

Kimberly Walker