

**Johnson County Empowerment-Early Childhood Iowa Board**  
**Meeting Minutes**  
**Thursday, September 9, 2021**  
**6:30-8:00 p.m.**

**Members present:** Chris Carman, Cheryl Collins, Jon Green (joined at 6:49), Rick Leyendecker, Richard Lipman, Emily O’Sherridan-Tabor, Marguerite Oetting (joined at 6:43), Angel Taylor, Susan Dale Wall.

**Members absent:.** Lori Roetlin, Joan Tephly,

**Staff Present:** Samantha Turnbull, Lynette Jacoby

**Guests:** Debbie Ackerman (Johnson County Public Health Department)

**1. Call Meeting to Order, Establish Quorum, and Approve Previous Meeting Minutes [Board Action]**

**Board Chair Richard Lipman called the meeting to order at 6:30 PM**, attendance was taken, and a quorum was recognized with 7 of 11 members present at 6:30 PM. Two additional members joined at 6:43 and 6:49 for a total of 9 or 11 members present for the majority of the meeting.

**Motion to approve Johnson County Empowerment- ECI Board meeting minutes from 8-12-21** was made by Susan Dale Wall and seconded by Emily O’Sherridan-Tabor. **Passed unanimously.**

**2. Public Comment:** The opportunity was offered for members of the public to make comment, but none was received at tonight’s meeting.

**3. Director’s Report (Samantha Turnbull)** The following are key items from the Director’s Report. The full written report was included in the September Board packet.

- a) Our annual report to the state is due next week. This is how the state gets all our data on how our programs did over the last year. We will be approving that at tonight’s meeting and then Sam will submit it.
- b) Website: Sam received responses to the survey she sent to board members and contractors about updating our website. She plans to reach out to a web site designer at squarspace.com to get a quote on getting our website redesigned.
- c) Expense Report: Our July and August 2021 expense reports are in the September board packet.
- d) Attendance: Reminder that our bylaws state board members should not miss more than 3 board meetings per year. Be sure to let Sam know if you will be unable to attend a meeting so we can ensure we’ll meet quorum. It was noted that informing staff of a planned absence ahead of time is simply a matter of courtesy; our Bylaws do not have a category of “excused absences”.
- e) School Ready Scholarships: We currently have 13 families on our scholarship wait list.
- f) Car Seats: We hosted a car seat clinic on the afternoon of 8/29/21 and 5 car seat technicians installed 27 new car seats and checked 28 seats for 14 families. Sam noted that the majority of our car seats are donated by “Hope For Johnson County”, an interfaith organization.
- g) Committees: Early Ed Work Group: Meets on the last Monday of the month 4:30-6pm. Parent Ed Work Group: Meets on the first Monday of every other month 1-2pm.
- h) Health Work Group: Sam is planning to re-instate the Health Work Group. She will confer on meeting scheduling with our health focused service contractors.

**4.** The board acknowledged the major surgery that Laurie Nash recently faced, as well as the death of Joan Tephly’s husband during the last month. Richard Lipman suggested that the board show its support and

encouragement to both Laurie and Joan by sending flowers or a plant to each of them (with up to \$50 authorized per arrangement). Separate motions were made for each purchase. Motion for plant/flowers for Laurie Nash made by Richard Lipman and seconded by Angel Taylor. **Passed unanimously.** Motion for plant/flowers for Joan Tephley made by Susan Dale Wall and seconded by Richard Lipman. **Passed unanimously.**

**5. Welcome to Cheryl Collins** The board officially welcomed new Board member, Cheryl Collins to the Johnson County ECI Empowerment Board. Cheryl comes to us with a depth of early childhood/family support knowledge from her work with Iowa State University Extension and HACAP Head Start. After retiring from her leadership role in Head Start, she went on to serve on the Linn County Early Childhood Iowa Board. Cheryl recently moved to Johnson County and applied to serve on our board. We are pleased to have her join us.

**5. “Association of Early Childhood Area Boards” designee:** Our board wants to identify one of its members to serve as its designee on the **Association of Early Childhood Area Boards**. Chris Carman offered to serve as an interim designee while Johnson County board members become more familiar with this state association.

## **6. Annual Report**

**a. Presentation:** Sam Turnbull sent Johnson County board members a written copy of our annual report which is to be considered as “draft” pending our local board’s review and official acceptance. This report will then be submitted to the State ECI Board for their formal review and approval. For detailed information, please refer to the full report included in the 9-9-21 board packet. The annual report includes information on all Direct Services provided by the Johnson County ECI- Empowerment Board during the last program year, including breakout by type of service, demographics of individuals served, provider information and financial data. A chart detailing Board member composition, terms of service and community sector representation for the last program year are also included in the report. Sam made a Powerpoint presentation on our annual report at the board meeting, which is available for review in the 9-9-21 Zoom meeting recording. Board members commented positively on the Annual Report information and on the excellent work of staff in preparing it.

**b. Accept annual report [board action]** Jon Green moved for local board acceptance of the Annual Report for submission to the State Early Childhood Iowa Board. Seconded by Rick Leyendecker. In discussion of the report, Sam mentioned how important this will be as foundational data when all local programming is put up for bid during the coming year as part of a periodic “Request For Proposal” (RFP) process. **The motion to accept the Annual Report passed unanimously.**

## **7. Adjourn**

Having completed all the identified agenda items and hearing no more issues from board members or members of the public, the meeting was adjourned by Chairperson Richard Lipman at 7:16 PM

**Next Monthly Meeting: Thursday, October 21, 2021 6:30-8:00 PM**

Submitted by Board Secretary Chris Carman