

Executive Committee Minutes

May 11, 2016

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

Early Childhood Investment Corporation

105 W. Allegan St., Suite 200

Lansing, MI 48933

Executive Committee

Members

Shauna Barbeau
Susan Broman
Beverly Burns
Lew Chamberlin
Melissa Cragg
Catherine Dobrowitsky
Hiram Fitzgerald
Jason Gold
Jeffrey Mills
Judith O'Neill
Marianne Udow-Phillips

Staff

Cathy Adcock
Marijata Daniel-Echols
Shannon Horvath
Jennifer Kurzynowski

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

Ms. Beverly Burns introduced Executive Committee member Judith O'Neill as this was her first in-person meeting.

Have four Executive Committee members whose terms are ending in July: Melissa Cragg and Leslie Murphy ending their first term; Shauna Barbeau and Lew Chamberlin ending their second terms.

Thanked Dr. Marijata Daniel-Echols for her leadership.

1. Consent Agenda

Ms. Burns presented the Consent Agenda items for approval.

- a. Minutes from the February 10, 2016 Executive Committee Meeting as presented;
- b. Financial statements for March 2016 as presented; and
- 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 all items under the Consent Agenda.

Dr. Hiram Fitzgerald moved and Mr. Lew Chamberlin seconded. Motion carried unanimously.

II. Items for Review and Action

1. Review and Approval of FY16 Budget Amendment

Dr. Marijata Daniel-Echols provided an update on the main contract with the Office of Great Start, specifically the Race to the Top and Great Start to Quality projects. She reported that there were changes to the scope of work which warranted budget revisions. For Race to the Top there was no change in the total budget but money was moved to contracts to make sure the work was funded properly and the Great Start to Quality budget went down by about \$40,000. She also backed out fund development costs to get a more realistic picture of the budget for the remainder of the fiscal year.

Ms. Cathy Adcock confirmed that there will be a surplus in the budget.

Ms. Burns called for a motion to approve the amended FY16 budget.

BE IT RESOLVED, that the ECIC Executive Committee approves the FY16 budget amendment as presented.

Mr. Jeffrey Mills moved and Mr. Lew Chamberlin seconded. Motion carried unanimously.

2. Change to Retirement Plan Trustees

Ms. Beverly Burns provided an introduction on this change due to Dr. Daniel-Echols departure, and stated that Ms. Jennifer Kurzynowski would present this information. Ms. Kurzynowski asked for approval to remove Dr. Daniel-Echols as a co-trustee on the retirement plans. Melissa Cragg and herself will be co-trustees until a new CEO is hired, who will then be added as a co-trustee upon Executive Committee approval.

Ms. Burns called for a motion to approve the change to Retirement Plan Trustees without the Master Resolution.

BE IT RESOLVED, that the ECIC Executive Committee approved the change to the Retirement Plan Trustees.

Dr. Hiram Fitzgerald moved and Judith O'Neill seconded. Motion carried unanimously.

3. **Review and Approval of ILA Restatement Document**

Ms. Burns provided an introduction of the status of the Interlocal agreement and the issue of terms that were no longer appropriate and current. The Executive Committee previously agreed that revisions were needed and allowed a sub-group to work on a restatement. Ms. Burns asked that Dr. Daniel-Echols give an overview of this process. She stated that there were the following substantive changes:

- a) Need clarification this is with the Department of Education and not Family Independence Agency as one of the constituting partners as that change was made a couple of years ago and the document wasn't updated;
- b) Over the ten years of ECICs existence the work has been birth to eight and the original ILA had birth to five; want the document to reflect the full range of the work done; and
- c) Corporate board term limits and size management.

In terms of seeking feedback, the Office of Great Start has already shared a version of this with the Attorney General's office and Dykema has shared this with the Governor's office and the AG's office; to date have not received feedback from either channel.

Ms. Burns stated that the resolution appears different from the other master resolutions; this document was prepared by Dykema specifically for these purposes, and it states that we are recommending that the governing body of the Department of Education approves and we are open to making changes.

Ms. Beverly Burns called for a motion to approve the amendment of the ILA Restatement Document and its dissemination in a manner that is legally required.

Dr. Hiram Fitzgerald moved and Ms. Marianne Udow seconded. After discussion, the motion was withdrawn with the approval of Dr. Fitzgerald.

Ms. Beverly Burns asked for a motion to approve the ILA as amended.

Ms. Judith O'Neill moved and Ms. Marianne Udow seconded.

BE IT RESOLVED, that the ECIC Executive Committee approved the ILA as amended.

Motion carried unanimously. Ms. Susan Broman and Mr. Jeffrey Mills abstained.

Discussion ensued regarding the ISDs that never signed on to the original ILA. It was decided that once this document is approved that ECIC will have the existing 39 ISDs sign-on and reach out to the remaining 14 ISDs and invite them to join.

III. Items for Discussion

1. CEO Transition

Ms. Beverly Burns relayed to the Executive Committee that Marijata accepted a new position with the Michigan Public Health Institute. The chairs advisory group convened last week and discussed transition issues, with Marijata’s counsel and advise, to keep things moving forward. They decided to contract with Marijata and have only designated ECIC staff contact her. They also identified the need for an interim as the search process can be lengthy and the strategic plan needs to be revisited before a new CEO is hired. Discussion ensued as to whether an interim is needed, who to connect with to fill this role, and who would be a “culture keeper.” Marijata thanked the board for their thoughtfulness, helpfulness and the value of their expertise.

The meeting adjourned at 3:00 p.m.

Respectfully submitted,

Shelley Long