



Commission Meeting – via Zoom

Thursday, July 28, 2022

8:30-10:30 a.m.

Minutes

Present:

Co-Chair Kate Pew Wolters, Amanda Barbour, Lynne Ferrell, Claire Guisfredi, Robert Herr, Dr. Hanna Jaworski, Dr. Melinda Johnson, Ron Koehler, Anthony Queen, Michelle Van Dyke, Carl Ver Beek, and Joslyn O. Ward.

Absent: Lew Chamberlin, Kristina Donaldson, Pastor Howard Earle, Dr. Juan Olivarez, Kelsey Perdue, Milt Rohwer, Beca Velazquez-Publes, and Sean Welsh.

Guest: Ashley Karsten, Kent ISD

Staff:

Heather Boswell, Cati Cortes, Shelby French, Kyle Johnson, Christine Timbol-Larson, Daniel VanderMolen, and Jill B. Salisbury who recorded the minutes.

Welcome:

Kate Pew Wolters called the meeting to order at 8:32 a.m. Introductions were given.

Consent agenda:

Kate Pew Wolters asked for a motion to approve the consent agenda, including the minutes from the May 26, 2022, meeting.

Motion: Michelle Van Dyke

Support: Claire Guisfredi

Unanimous

Public Comment:

No public comment.

Equity:

Daniel VanderMolen, a member of the Staff Equity Team, shared a preview of Equity Talks Video #1, "How Identity is Formed" and led a discussion around the following questions.

- What are the ways we can break down barriers and have honest conversations related to identity as we work with our family and colleagues at the systems/community level?
- What positive examples have you seen in our community of people "playing nice in the sandbox."

Investing Early:

- **Finance Report:**

Treasurer Bob Herr presented the June First Steps Kent and Ready by Five financials.

Motion to approve the financial reports: Bob Herr

Support: Ron Koehler

Unanimous

- **Line of Credit:**

Treasurer Bob Herr made a motion to approve the annual renewing of the \$150,000 Mercantile Bank Line of Credit. Designated signatories are Interim President Catherine (Cati) Cortes, Co-Chair Lew Chamberlain, and Treasurer Bob Herr with only one signature required.

Motion to approve renewing the annual Line of Credit: Bob Herr

Support: Michelle Van Dyke

Unanimous

- **Ready by Five Re-programming:**

Christine Timbol-Larson shared the 2022 Ready by Five reprogramming plan. Reprogramming is a process that allows First Steps Kent to re-allocate funds from underspent/underperforming contracts and allocate funds in contracts that have been spent down awarded funds, and where services are still needed. Agencies that have multiple contracts are allowed to move funds from one contract to another if the contract receiving funds has a need for additional funds. The total amount being reprogrammed for the remainder of 2022 is \$95,533.

Motion to approve reprogramming funds in the amount of \$95,533: Carl Ver Beek

Support: Claire Guisfredi

Unanimous

- **Ready by Five Request for Proposals Overview:**

Heather Boswell shared the five focus areas for the next round of funding. Proposals will be reviewed by the Resident Proposal Review Board and will need the First Steps Kent Board of Commissioners approval along with the Kent County Commission's approval before contracts begin January 1, 2023.

- Healthy Development,
- Parent Education and Support,
- Healthy Development Fetal Infant Mortality Network Lead,
- Healthy Development Network Training and Education Lead, and
- Technology Equipment Request.

Supportive Policies and Procedures:

Daniel VanderMolen gave an update on Shared Services. The Shared Services Pilot for Child Care has moved from pilot to implementation with the renewal of a three-year W.K. Kellogg Foundation grant. Mainspring Early Care Alliance is the new name of the model. Priorities

include: provider-informed voice, navigator/connector, business acumen, translation and interpretation services, and advocacy.

Systems Foundations:

○ **Nominating/Governance Committee Update:**

Chair Melinda Johnson reported that the committee is recommending Randy Thelen, President and CEO of The Right Place, as a new board member. His first meeting will be in September.

Motion to approve Randy Thelen: Carl Ver Beek
Support: Michelle Van Dyke
Unanimous

Melinda Johnson shared the idea of having a social event perhaps around the hiring of the new President, this fall.

○ **President Transition:**

Kate Pew Wolters gave an update. The goal is to have someone by the end of September 2022.

Executive Session & Adjournment:

Co-Chair Kate Pew Wolters called for the Commission to go into executive session at 9:55 a.m.

**Next Commission Meeting:
Thursday, September 29, 2022
8:30-10:30 a.m.
Location: TBD**