



Early Childhood Iowa Area Board
Serving Adair, Dallas, Madison and Warren County

Calvary Baptist Church
2708 N. Jefferson Way
Indianola, Iowa
January 19, 2012
Board Minutes

Finance Committee Meeting Minutes

The Finance Committee met prior to the board meeting at 6:00 p.m. Committee members present were Shirley McAdon and Cynthia Moffitt. The committee reviewed payment vouchers, current expenditures, the overall budget, categorical funding streams, and the payment voucher processing log. There were no major payment voucher concerns and no major budget concerns; it will be recommended to the board to approve payment for December expenditures for \$57,225.38. Committee adjourned at 6:30 p.m.

Board Meeting Minutes

Attendance

Board members present: Mike Cass, Shirley McAdon, Bob Ockerman, Ann Bass, Amy Kimball, Joyce Kooker, John Jakes, Kendalyn Huff, and Cynthia Moffitt. Also present was Debra Schrader, Director. Pete Skerik joined the board as a board member later in the evening.

Board members absent: none

A cumulative report of board membership, board composition, and meeting attendance was disseminated. It was noted there were 212 board member volunteer hours committed from July through December, 2011, for board meetings. A board member roster with contact information was reviewed and corrections were made.

Others present: Jovanka Westbrook, Leslie Stonehocker, Joy Rouse, Val Cameron and Pete Skerik.

Distinction of Quorum (*information*)

Board membership consists of 13 members, with 9 positions filled at the beginning of the meeting; 9 board members were present at the beginning of the meeting, representing quorum.

Announcements (*information*)

No announcements.

Open Forum (*information*)

Val Cameron, preschool enhancement coordinator, shared challenges regarding the FY2013 preschool tuition applications; she also requested guidance on the FY2012 preschool process.

Agenda (*action*)

Board member Bass moved to approve the agenda, adding preschool tuition application as a discussion item. Board member Kimball seconded. Motion carried unanimously.

Minutes (*action*)

Board member McAdon moved to approve the December 15, 2011, minutes. Board member Cass seconded. Motion carried unanimously.

Finance Committee (*action*)

The Finance Committee reviewed the budgets and payment vouchers prior to the meeting. Board member McAdon moved to approve the December payment vouchers in the amount of \$57,225.38. Board member Moffitt seconded. Motion carried unanimously. A summary of the vouchers was provided at the meeting. It was noted that this agenda item for future meetings will be moved to the latter part of the agenda.

Application for Board Membership (*action*)

Pete Skerik submitted a board membership application to represent a citizen for Madison County. Director Schrader reported that she had met with Mr. Skerik and had provided an overview of the time commitment and philosophy of the board. Board member Kimball moved to

accept Mr. Skerik's board membership application. Board member Kooker seconded. Motion carried unanimously. Mr. Skerik was welcomed to the board and became a voting member at the time of his board membership approval.

Family Directions Contract Update *(information)*

Director Schrader disseminated a letter provided to the Family Directions Board regarding the contractual obligations to terminate the Parents as Teachers program in Madison County. Chairperson Ockerman, Director Schrader and two Family Directions board members met December 21, 2011, to discuss the process and obligations. Family Directions is allowed to bill for expenses through January 10, 2012; they must provide the annual report with required performance measures by February 10, 2012, and deliver all data and supplies to the new contractor by January 30, 2012. Director Schrader has stopped by the satellite office at the Winterset Schools and visited with the parent educator as well as viewed the modest inventory. To date, the annual report has been received and a draft of the current expenditures shows that there will be approximately \$22,000 unexpended or 53%. There is confidence that the transition will go smoothly.

Preschool Tuition Application *(information)*

Ms. Cameron, preschool enhancement coordinator, was asked to provide additional input regarding preschool tuition applications. She reported that many preschools are in the process of preschool enrollment for the Fall. Parents are also inquiring about preschool tuition applications. It was noted that it would be helpful to have the FY2013 tuition applications drafted to assist preschools and parents. A fist of five was conducted by board member Bass; all board members raised hands showing five fingers. It was consensus of all board members that a FY2013 preschool tuition application be drafted by Dallas County I.S.U. Extension to be utilized for preschools and parents. It was noted that legislation and funding parameters could change for FY2013 and that a clause to that effect was needed in the application. It was also noted that the FY2012 preschool tuition policy will need to be reviewed by the Program and Service Committee. Ms. Cameron was invited to attend the February 3 committee meeting.

Board Self Evaluation *(information)*

Board members completed a board member self evaluation utilizing state Tool AA. The Board Process committee will meet and review the results along with the results of the community evaluation. A report will be provided at the February board meeting.

Conflict of Interest and Code of Ethics *(information)*

Each board member and the Director reviewed and signed the conflict of interest statements and code of ethics policies. All board members were asked to verbally disclose conflicts of interest. At this time, no board member has a conflict of interest. Signed copies will be kept on file at the Director's office.

2nd Quarter State Financial Statement *(information)*

Director Schrader provided the board with the 2nd quarter state financial statement that was submitted January 4, 2012. Completing quarterly financial statements is a state requirement; it is also a required state performance measure. The "other funding" in the document was discussed. It is encouraged that ECI boards leverage the current funds and to pursue other funding sources, such as philanthropy grants and/or foundation/private grants. It was noted that contractors are encouraged to pursue outside funding as well. It was noted that approximately \$75,000 in United Way funds support child care providers and preschools, which is run through Dallas and Warren County ISU Extension.

Early Childhood Committees *(information)*

Meetings of FY2012 Early Childhood Committee meetings were as follows:

Adair County Early Childhood Committee –The next meeting is March 8, 2012, at 5:00 p.m. at West Central Valley Schools in Stuart.

Dallas County Early Childhood Committee –The next meeting is March 14, 2012, at 1:00 p.m. at the Dallas County Board of Supervisors' room.

Warren County Early Childhood Committee –The next meeting is February 1, 2012, at 10:00 a.m. at the Wells Fargo building in Indianola.

Madison County Early Childhood Committee –The next meeting is February 14, 2012, at 6:30 p.m. at the Library in Winterset.

Board Processes Committee *(information)*

No report. The committee will meet Tuesday January 31, 2012, at 12:30 p.m. in Winterset, location to be determined. Agenda items include but are not limited to succession plan, board member reimbursement policy, and board evaluation.

Program and Service Committee *(action)*

Board member Jakes reported for the committee meeting that was held on December 30, 2011. The meeting was conducted by telephone conference with the location of the meeting at Support Services in Greenfield. This was the first time a telephone conference meeting was held and Free Telephone Conference was utilized. The purpose of the meeting was to review data and family support proposals for continuation of a family support program in Madison County. Board member Jakes moved to approve a contract amendment for \$22,000 for Partners in Family Development to serve Madison County families utilizing the Parents as Teachers model for the remainder of the fiscal year. Board member Moffitt seconded. Motion carried unanimously. Ms. Westbrook, director of Partners in Family Development, updated

the board in regards to conversations with the current parent educator. An offer of employment was made, pending the outcome of this meeting. It was also noted that securing the family files, which are electronic, will be the top priority in moving forward with the transition.

It was noted that a meeting with current family support providers funded by the 4 R Kids ECI area board, the Director and board chairperson Ockerman was conducted December 20, 2011, to discuss options for serving Madison County families. Chairperson Ockerman publicly thanked the current family support contractors for their support and for the quick turnaround time for requested information.

Administrative Update (*information*)

Director Schrader disseminated an administrative update. The update included:

- A contractors meeting was held January 12, 2012; four board members were in attendance. The contractors appreciated the interaction between them and the board. Another meeting will be held in July and board members will be encouraged to attend.
- The first newsletter for the 4 R Kids Board was issued in January.
- Several meetings and conversations regarding the contract termination of the Madison County Parents as Teachers program were conducted.
- A Toddlerfest at the Norwalk Library is being planned for March 24, 2012.
- Director was out of the office January 6 through the 16th.

Other (*information*)

Board members are in the process of conducting the Director evaluation and will provide an update at the next board meeting.

Board members Kooker, Ockerman, Moffitt, and McAdon provided an overview of the input from the contractor meeting held January 12, 2012. They reported that some of the board policies affect the contractors in a negative way. They learned from contractors that collaboration is occurring and were provided with concrete examples. The board members encouraged the contractors to provide “stories” via email that could be shared on a regular basis, as the digital dashboard only provides data.

Board member Cass and Kimball provided an update in regards to the Early Childhood Iowa Board. The quality improvement funding formula was discussed, but no action was taken. The State Board will gather additional information regarding the impact of the formula from local ECI area boards. The 4 R Kids ECI area board submitted a letter in November requesting that the state board review the early childhood formula; however, it has yet to appear on the State Board agenda. Director Schrader will follow up regarding the early childhood formula.

Professional Development (*action*)

Director Schrader provided data from the Iowa Kids Count on prenatal care, 4th grade reading proficiency, and single parent families.

Next meeting

The next meeting is February 16, 2012, at 6:30 p.m. in Adair County. Board member Huff moved to adjourn the meeting at 7:45 p.m. Board member Bass seconded. Motion carried unanimously.

Respectfully submitted by Debra Schrader, Director