



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

Henry A. Wallace Country Life Center
2773 290th Street
Orient, Iowa 50858
October 20, 2011
Board Minutes

Finance Committee Meeting Minutes

The Finance Committee met prior to the board meeting at 6:00. Committee members present, Susie Olesen, Shirley McAdon, and Cynthia Moffitt. Others present Debra Schrader. The committee reviewed payment vouchers, current expenditures, overall budget, and the payment voucher processing log. There were no payment voucher concerns or budget concerns and it will be recommended to the board to approve payment for July and August expenditures for \$95,709.07. Committee adjourned at 6:30 p.m.

Board Meeting Minutes

Attendance

Board member present: Shirley McAdon, Joel Hoger, Susie Olesen, Mike Cass, Kendalyn Huff, Amy Kimball, Joyce Kooker, Cynthia Moffitt, Ann Bass, and Bob Ockerman. Also present was Debra Schrader, Executive Director.

Board members absent: John Jakes, Bob Weeks, and Darci Alt.

A cumulative report of board membership, board composition, and meeting attendance was disseminated.

Others present: Sarah Anker, Angie Engles, Joyce Miller, Anne Feltner, Myra Willms, and Leslie Stonehocker.

Distinction of Quorum (*information*)

Board membership consists of 13 members, with 13 positions filled; 10 board members were present at the beginning of the meeting representing quorum.

Announcements (*information*)

Director Schrader disseminated a high-level summary of FY2011 annual report data from Adair, Dallas, Madison, and Warren County. Director Schrader also thanked the contractors for submitting their 1st quarter digital dashboard progress reports timely; 100% of contractors were timely with submission.

Agenda (*action*)

Board member Bass moved to approve the agenda. Huff seconded. Motion carried unanimously.

Minutes (*action*)

Board member Kimball moved to approve the September 15, 2011 minutes with corrections. Board member Moffitt seconded. Motion carried unanimously.

Board Professional Development (*information*)

Board member Bass provided the board with professional development establishing team norms. The “*fist of five*” was presented. The *fist of five* means that a board member supports the action item by showing a 5, 3, or 4, and a 1 or 2 means there may be questions or concerns and at that point, the questions and concerns will be discussed. The board tested the fist of five on the draft FY2012 4 R Kids Talking points. All board members were at a 3, 4 or 5 agreeing with the FY2012 talking points with one minor change. Board member Cass noted the marketing document could be something the state Early Childhood Iowa Area Board may want to consider. Ann agreed to be the monitor of the *fist of five* for future board meetings.

The board also reviewed ground rules and agreed to self monitor. The following board meeting ground rules will be on each agenda:

- Respect each other’s thoughts
- Agree to disagree
- Cell phones off or on vibrate
- Be prepared, do the required homework
- Respect committee work
- Keep discussions on topic/agenda
- Hold each other accountable
- Utilize “*fist of five*”

Finance Committee (action)

The Finance Committee reviewed the budgets and payment vouchers prior to the meeting. Board member McAdon moved to approve September payment vouchers in the amount of \$95,709.07. Board member Moffitt seconded. Motion carried unanimously. A summary of the vouchers were provided at the meeting. Also noted was that the 1st quarter state financial statement was submitted on October 3, the due date was October 15th, it was noted that 24.8% of school ready funding was expended and 56.7% early childhood funds were expended.

Early Childhood Committees (information)

Meetings of FY2012 Early Childhood Committee meetings were as follows:

Adair County Early Childhood Committee –Next meeting is December 8, 2011 at 5:00 at the Nodaway Valley Schools.

Dallas County Early Childhood Committee –Next meeting is November 9th at 1:00 at the Dallas County Board of Supervisors room.

Warren County Early Childhood Committee –The committee met August 3rd at 10:00 at the Wells Fargo building in Indianola. Board member Hoger and Director Schrader provided an update.

Madison County Early Childhood Committee –The committee met October 11th at 6:30 P.M. at the Winterset Library. Board members Kimball and Kooker provided an update.

Program and Service Committee (action)

The committee met October 7, 2011 at the Madison County Extension office and minutes were provided. Board member Kimball reported out for the meeting. Board member Kimball reported that due to Madison County Empowerment having challenges with the categorical carryover funding, recommendations for quality improvement mini grants and preschool professional development should be delayed until the next board meeting. It was noted that \$10,058.52 from Madison County has been sent to Red Rock; however the FY2011 financial statements have not passed the state technical review, Board members Kimball, Kooker, and Weeks along with the Madison County Auditor are working to correct them and should have it corrected before the next board meeting.

Preschool Funding Reallocation (action)

Board member Kimball reported that there is a possibility of having excess preschool tuition at the end of the year and that a plan for a full reallocation of the preschool support funding is needed. It was also reported that the committee reviewed data regarding offering additional dental and lead screenings; however, capacity and costs will play a factor in the number of children to be screened. Board member Kimball moved to re-allocate \$36,718 of preschool tuition funding to dental and lead screenings for a grand total of lead and dental screenings of \$48,718. Board member Bass seconded. Motion carried unanimously.

FY2013 request for proposal process (action)

Board member Kimball reported the committee reviewed the FY2012 RFP process and the possibility of having a full request for proposal process in FY2013 with 2 additional years as contract renewals for a total 3-year contract process. Contract renewals will be at the board discretion, pending funding and contract performance. Board member Kimball moved to allow a 3-year RFP and contract process. Board member Huff seconded. Motion carried. Also discussed was a 5% cash match which bidders would be responsible for, but no action was taken.

The committee will meet November 3 at 6:00 p.m. to review the 1st quarter progress reports and work on levels of excellence.

Administrative Update (information)

Executive director Schrader disseminated to the board an administrative update. The update included the directors 1st quarter performance measures data, update on professional development she participated in, and family support collaborative. It was also noted that Growing Strong Families will be going through a peer review to earn the Iowa Family Support credential and that board members are expected to participate in the entrance, funders, and exit interviews. Two meetings will be in Bedford and one in Greenfield. The exit interview conflicts with the 4 R Kids Board meeting on November 17th. Board members Huff and Chairperson Ockerman will attempt to attend the meetings.

Next meeting

The next meeting is November 17th at the Sports Page in Winterset at 6:30 P.M. Board member Bass moved to adjourn the meeting at 7:40 p.m. Board member Cass seconded. Motion carried unanimously. Board agenda items for consideration are: re-allocation of preschool tuition funding for preschool professional development grants, quality improvement mini grants, and board membership resignation.

Respectfully submitted by Debra Schrader, Executive Director