



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

Sports Page
Highway 92
Winterset, Iowa 50273
November 17, 2011
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, Bob Weeks, and Cynthia Moffitt. The committee reviewed payment vouchers, current expenditures, overall budget, and 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 October expenditures for \$67,559.35. The committee noted that the rate of spending for Adair County ISU Extension will be monitored carefully. Committee adjourned at 6:30 p.m.

Board Meeting Minutes

Attendance

Board members present: Shirley McAdon, Bob Weeks, Mike Cass, Kendalyn Huff, Amy Kimball, Joyce Kooker, Cynthia Moffitt, and Bob Ockerman. Also present was Debra Schrader, Executive Director.

Board members absent: John Jakes, Joel Hoger, Susie Olesen, Ann Bass, and Darci Alt.

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

Others present: Sarah Anker, Connie Jackson, Morgan Padgett, Nancy Krause, Craig Hertel, and Leslie Stonehocker.

Distinction of Quorum (*information*)

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

Announcements (*information*)

Director Schrader announced that she and board members Ockerman and Huff participated in the family support peer review for Growing Strong Families that Adair County ISU Extension administers. The conclusion of the peer review was the exit interview, which took place in Bedford today. Growing Strong Families is to be commended for the work and dedication in completing the peer review process. A final report will be provided within 30 days, in which the program will have 90 days to correct any deficiencies. There will also be a celebration once all paperwork is final and a credential is awarded to the program. This will make the 2nd program in the 4 R Kids area to receive a state of Iowa family support credential.

Agenda (*action*)

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

Minutes (*action*)

Board member Cass moved to approve the October 20, 2011 minutes. Board member Kimball seconded. Motion carried unanimously.

Annual Meeting of the Board (*action*)

The 4 R Kids by-laws state that an annual meeting of the board will take place between October and December each year and that the selection of officers will occur then. Board member Cass moved to nominate board member Ockerman as chairperson and board member Weeks as vice-chairperson. Board member Moffitt seconded. Board member Cass withdrew his motion since board member Weeks' term will expire December 31, 2011 and he will not be reapplying for membership to the board.

Board member Cass moved to nominate board member Ockerman as chairperson. Board member Moffitt seconded. Board member Cass moved nominations cease. Board member Huff seconded. Motion carried unanimously.

Board member Cass moved to nominate board member Kimball as vice-chairperson. Board member Moffitt seconded. Board member Moffitt moved nominations cease. Board member Weeks seconded. Motion carried unanimously. The officer terms begin January 1, 2012.

Finance Committee (action)

The Finance Committee reviewed the budgets and payment vouchers prior to the meeting. The committee reported that the rate of spending for Adair County ISU Extension for Growing Strong Families and Group Parent Education is concerning, with rates of spending at 12% and 6% respectfully. It is hoped that this will get turned around and that this will not continue to be a trend of the contractor. It was consensus for the Director to send a gentle reminder regarding the current rate of spending and the importance of submitting monthly payment vouchers timely. The Program and Service Committee has also reviewed rates of spending and notes were made in the 1st quarter digital dashboard regarding these two items. Board member Moffitt moved to approve October payment vouchers in the amount of \$67,559.35. Board member McAdon seconded. Motion carried unanimously. A summary of the vouchers was provided at the meeting. Director Schrader reported that the 2nd quarter school ready and early childhood funds have been deposited in the fiscal agent's account.

Board Member Resignation (action)

A board member resignation from board member Alt was received via email November 14, 2011. Board member Kimball moved to accept the board membership resignation, regretfully. Board member Cass seconded. Motion carried unanimously. Director Schrader will send a letter of appreciation to board member Alt. This position is the at-large position and is considered a three-year-term, in which 1 year has been completed by board member Alt. Dallas County will fill this position for the next 2 years and the term will expire January 2014 with no option to renew. Director Schrader conversed with a potential candidate for the Dallas County board member position. The potential board member expressed concern regarding mileage and child care to attend board meetings.

The board also reviewed board member terms that expire December 31, 2011 and it was noted that board members Olesen, Hoger, McAdon, and Weeks terms expire. All four board members are eligible to reapply for a three-year-term. Director Schrader will forward a board membership application via email to the four board members. Director Schrader also noted that representation from a convenience store such as Casey's General Store or Kum and Go could be of great benefit to the board; Director Schrader will make contact with one or both of the convenience stores regarding board membership.

Required Financial Audits (information)

Board members Kimball and Cass reported that the Early Childhood Iowa State Board has adopted local ECI area board's financial procedures. The Iowa Code required the Department of Management and the ECI State Board to develop guidance for local boards with the responsibility of having audits conducted of their funds. It is acceptable for a fiscal audit review to be conducted by the fiscal agent's auditors with the local board paying their portion of the audit review; it would be considered an add-on to the audit that the fiscal agent already has performed. It was noted that this should be able to be accomplished for \$2,500 or less. The 4 R Kids ECI Board will have an audit review of FY2012 funds during FY2013, with the audit to be completed no later than March 31, 2013. Director Schrader will be meeting with Red Rock's auditors the week of November 22-23 and will review the requirements.

Quality Improvement Formula (information)

Board members Kimball and Cass reported that on November 4, 2011 the Early Childhood Iowa State Board reviewed three different options regarding the quality improvement formula funding. It is anticipated that the state board will take action regarding a formula change January 13, 2012. After reviewing the three formulas, it was the consensus of the 4 R Kids ECI Board that land mass and child population should be a factor when the state modifies the formula.

Levels of Excellence – ADA Compliance (information)

Board members Kimball and Cass reported that the State Early Childhood Iowa State Board modified the Levels of Excellence regarding the ADA compliance requirements. The requirements will state "meeting location will be reasonably accessible to the public and when necessary, reasonable accommodations for attendance will be provided to members of the public." It was noted the 4 R Kids ECI board will need to have a board policy regarding ADA compliance.

Appreciation Reception (information)

An appreciation reception is scheduled for December 1, 2011 from 5:00-7:00 p.m. at Rookies in Clive. The purpose of the reception is to promote the importance of early childhood, to honor elected officials in supporting early childhood, and to give thanks to those that provide valuable services for children and families. The 4 R Kids ECI Board is collaborating with the Polk County ECI board to conduct the event. There will be a brief program from 6:00-6:20 p.m. Information has been mailed to all elected officials, sent through the email distribution list, and put on the website.

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 p.m. at the Nodaway Valley Schools.

Dallas County Early Childhood Committee –The committee met November 9, 2011 at 1:00 p.m. at the Dallas County Board of Supervisors' room. Board member McAdon and Director Schrader provided an update. It was noted that community partners were asked to conduct a board evaluation, a part of the ECI Levels of Excellence.

Warren County Early Childhood Committee –The committee met November 2, 2011 at 10:00 a.m. at the Wells Fargo building in Indianola. Board member Moffitt and Director Schrader provided an update.

Madison County Early Childhood Committee –The next meeting is December 13, 2011 at 6:30 p.m. at the Winterset Library.

Program and Service Committee (*action*)

The committee met November 3, 2011 at the Madison County Extension office and minutes were provided. Board member Kimball reported for the committee. Board member Kimball reported that the Madison County Empowerment annual report has been resubmitted to the state and they are awaiting approval. The Madison County Empowerment financial statements have been approved by the state and the 4 R Kids ECI Area Board categorical funding has been reworked to a maximum categorical funding benefit. There is \$2,550.63 school ready board administration, \$6,337.49 school ready preschool support, and \$7,471.36 school ready other funding unallocated. A new categorical funding worksheet was also provided. The committee also discussed the possibility of doing a literacy back pack project in the event preschool support funding has not been expended. The committee will convene in February to review the spending and determine if modifications to the preschool enrichment project will be needed. The committee also reviewed, in depth, the 1st quarter contractor digital dashboards and utilized the goals/benchmarks for each program to compile a report for the board. There are no major concerns, but a few notes of interest; the rate of spending for both contracts for Adair County ISU Extension will continue to be closely monitored and there was no group parent education offered yet in the 6 family support contracts. The committee also reviewed sections of the Levels of Excellence.

Funding recommendations

Board member Kooker moved to approve the committee’s recommendation to allocate \$2,550.63 to the board administration budget, allocate \$6,337.409 to the preschool enhancement project, and to not allocate \$7,471.36 of school ready other funding to projects at this time. Board member Huff seconded. Motion carried unanimously.

Board member Kimball moved to approve the committee’s recommendation to move \$25,000 from the preschool tuition line-item to preschool quality improvement mini grants and to move \$8,750 from the preschool tuition line-item to preschool staff professional development. Board member Weeks seconded. Motion carried unanimously. It is to be noted that due to timing and capacity that it may not be possible to conduct as many preschool dental screenings as what was originally planned.

Administrative Update (*information*)

Executive director Schrader disseminated an administrative update. The update included information regarding utilizing community partners to conduct board evaluation, preschool dental screenings, 1st quarter progress reports, family support credential, professional development, and cost savings due to the board merger. The Director will be out of the office January 6-16, 2012.

Professional Development (*action*)

Director Schrader provided the board with a list of state senators and representatives. It was noted there are eight legislators and all of them are republicans. Director Schrader issued a challenge to board members to contact a legislator to follow up on the invitation that was sent to them about the Appreciation Reception on December 1. Duties are as follows: Senator Boettger – Cass, Senator Sorenson – Weeks, Senator Behn – Ockerman, Representative Baudler – Cass, Representative Baltimore – Ockerman, Representative Garrett - Kimball, Representative Massie – Moffitt, and Representative Watts – McAdon.

Director Schrader also showed the board where the 4 R Kids ECI Board ranks in Iowa in regard to child population and funding allocations; the 4 R Kids ECI area ranks 4th in the 0-5 population with 11,326 children and ranks 6th with the highest ECI allocation of \$895,222. The early childhood funding formula was also discussed. The amount the 4 R Kids ECI area board receives is based on the percentage of the average number of monthly statewide Family Invest Program (FIP) cases for families with children 0-5 in the preceding state fiscal year. Due to this formula, funding can vary greatly from year to year. Board member Cass moved to have the Director draft a letter to the State ECI Board regarding modifying the formula so it is more equitable. Board member Kimball seconded. Motion carried unanimously.

Next meeting

The next meeting is December 15, 2011 at the Adel Library at 6:30 p.m. Board member Weeks moved to adjourn the meeting at 7:45 p.m. Board member Kooker seconded. Motion carried unanimously.

Respectfully submitted by Debra Schrader, Executive Director