



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

Adel Library
303 W. 10th Street
Adel, Iowa
December 15, 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, 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 November expenditures for \$76,939.48. Committee adjourned at 6:30 p.m.

Board Meeting Minutes

Attendance

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

Board members absent: Kendalyn Huff.

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

Others present: Emily Brott, Jovanka Westbrook, Myra Willems, Peggy Stecklin, Carolyn Meyer, Sarah Anker, Nancy Krause, Pete Skerik, Jocelyn Blazek, and Craig Hertel

Distinction of Quorum (*information*)

Board membership consists of 13 members, with 12 positions filled; 11 board members were present at the beginning of the meeting, representing quorum.

Announcements (*information*)

No announcements.

Open Forum (*information*)

No information provided at open forum.

Agenda (*action*)

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

Minutes (*action*)

Board member Cass moved to approve the November 17, 2011 minutes. Board member Moffitt seconded. Motion carried unanimously. Executive Director Schrader thanked Board member McAdon for assisting in proofreading the minutes ahead of the board meeting.

Finance Committee (*action*)

The Finance Committee reviewed the budgets and payment vouchers prior to the meeting. Board member Moffitt moved to approve November payment vouchers in the amount of \$76,939.48. Board member McAdon seconded. Motion carried unanimously. A summary of the vouchers was provided at the meeting.

Board Member Committees (*information*)

Board Chairperson Ockerman presented the board member committee assignments. One-year assignments are as follows:
Board Processes Committee – Board members Cass, Moffitt, 1 Madison County and 1 Dallas County open board positions
Program and Service Committee – Board members Kimball, Huff, Bass, and Jakes
Finance Committee – Board members McAdon, Moffitt and 1 Madison County and 1 Adair County open board positions
Personnel Committee - Board members Cass, Kooker, and Ockerman and 1 Warren County open board position

Board Chairperson Ockerman asked the Personnel Committee to meet following the board meeting to discuss the tool and process to be utilized for the Executive Director performance evaluation .

Family Directions Contract Termination *(information)*

On December 12, 2011, Board Chairperson Ockerman received a letter, via email, from the Family Directions' President Ms. Mullion that the agency has voted to dissolve Family Directions of Iowa, Inc. and provided a thirty-day termination notice for the Madison County Parents as Teachers program. On December 13, 2011, a letter from the Family Directions' executive director was received stating that they are working with legal counsel to resolve the matter and asked the 4 R Kids ECI area board to withhold any decisions regarding contracted services. The 4 R Kids ECI area board recognized the letter from the Family Directions' board president and will move to the next steps in contract termination. A copy of the termination clause in the Family Directions contract was also disseminated. It was noted the last day for contract expenditure reimbursement for Family Directions is January 10, 2012.

Replacement of Family Support Service *(action)*

Due to the contract termination notice from the Family Directions' president, the 4 R Kids ECI area board is in need of a plan to serve the Madison County families currently being served. Since there are only six months left of the fiscal year, it may not be feasible to conduct a Request for Proposal process to serve Madison County. Additionally, an RFP process would cause a break in service. It was noted that it is not a state requirement to conduct an RFP process because it is a local board decision. Board member Weeks moved that members of the 4 R Kids Board and the Executive Director meet with existing family support contractors and devise a plan to serve Madison County families. Board member Moffitt seconded. Motion carried unanimously. Board Chairperson Ockerman and Executive Director Schrader will also arrange a meeting with the Family Directions' board president to plan for the necessary steps regarding contract termination. Executive Director Schrader will let the board know when the meeting is scheduled so other board members may have the opportunity to attend.

Board Member Applications *(action)*

Board member McAdon has reapplied for a three-year term as an elected official representing Dallas County. Board member Kimball moved to accept Board member McAdon's application for a three-year term. Board member Jakes seconded. Motion carried unanimously. Board member McAdon abstained. The new term begins January 1, 2012, and the new term will officially expire December 31, 2014. Emily Brott of Waukee has applied for board membership to represent a Dallas County citizen; this would fill the at-large open position with two years left in the term. Board member Cass moved to accept Ms. Brott as a board member. Board member McAdon seconded. Motion carried unanimously. It was noted that Board members Hoger's, Weeks', and Olesen's board memberships expire December 31, 2011, and they will not be seeking second terms. Board membership recruiting will need to be in high gear to replace members within 60 days, as this is a level of excellence standard. It was also noted that board policy may need to be reviewed regarding providing expenditure reimbursement for citizen board members as this continues to be a concern in attracting desirable board members.

Financial Audit Review *(information)*

Director Schrader provided information from Randal A. Jones, Meriwether, Wilson & Company regarding the estimated costs to conduct a financial audit review of the 4 R Kids board funds. An emailed correspondence was disseminated to the board indicating the cost would be from \$2,000 to \$2,500 annually and it will take approximately one day to complete. Director Schrader also met with Mr. Jones and explained the state requirements and provided the necessary forms that would need to be completed. Annual audit reviews are now state-required and the first review will take place on the FY2012 funds. It was noted that adding financial audit review information in the next fiscal agent contract is advisable.

4 R Kids Local Indicators *(information)*

The board had in-depth discussion regarding the board's indicators. It was noted that programming may or may not affect the indicators; it's more of a measurement of how well an area is doing overall over time. Additionally, indicator data is extremely difficult to obtain from state departments. The indicators have only been in place for about six months since the board is new. After much discussion, it was consensus to not adjust the indicators at this time to give them a chance to be evaluated over a longer period. It was also noted that indicators are required to be reviewed annually to meet the levels of excellence criteria.

Early Childhood Committees *(information)*

Meetings of FY2012 Early Childhood Committee meetings were as follows:

Adair County Early Childhood Committee –The committee met December 8, 2011, at 5:00 p.m. at the Nodaway Valley Schools and Board member Cass and the Executive Director provided an update. The next meeting is March 8, 2012, at 5:00 p.m. at West Central Valley Schools in Stuart.

Dallas County Early Childhood Committee –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 committee met December 7, 2011, at 10:00 a.m. at the Wells Fargo building in Indianola. Board member Moffitt and Jakes provided an update. The next meeting is February 1, 2012, at 10:00 a.m. in Indianola.

Madison County Early Childhood Committee – The committee met December 13, 2011, at 6:30 p.m. at the Winterset Library and board member Kimball and Kooker provided an update. The next meeting is February 14, 2012, at 6:30 p.m. in Winterset.

Administrative Update (*information*)

Executive Director Schrader disseminated an administrative update. The update included:

- State ECI director meeting - She attended the meeting December 7, 2011, at Pleasant Hill. It was noted that she has attended two of two director meetings; it was also noted that attendance at state ECI director meetings is a state performance measure. A detailed report of the December ECI director meeting was provided to the board.
- 1st quarterly report amendment- There was no 1st quarter data reported on the number of group parent education offerings from the family support contractors, as this data was not requested for the 1st quarter digital dashboard. It was assumed none were provided, which was inaccurate. She apologized for the error and provided a corrected progress summary, noting the number of group parent education opportunities that were provided during the first quarter.
- Fiscal Agent Personnel - Red Rock, the board's fiscal agent, had a change in personnel and is currently seeking a replacement in their fiscal department. Currently Rich Oosterhois is the contact person until a replacement is found.
- Head Start - Drake Head Start has contacted her to assist them with enrollment challenges for the Norwalk Head Start program.
- Contractor meeting - A 4 R Kids contractor meeting is scheduled for January 18 from 1:00-3:15 p.m. at the Madison County Extension Office and board members are invited to attend to network with current contractors from 2:30-3:15 p.m. Board members are also welcome to attend the full meeting.
- Early Childhood Formula – Upon request of the 4 R Kids ECI area board, a letter was sent November 22, 2011, to the State Board Chairperson requesting that the state ECI board modify the current early childhood funding formula. There has been no response from the state board or the state team regarding the letter.
- Every Child Matters - A handout regarding the 2012 Caucus for Kids was provided to the board.
- Retiring board members – Director Schrader thanked those board members whose terms have expired.
- Out of the Office - The Director will be out of the office January 6-16, 2012 and will return January 17.

Professional Development (*action*)

Director Schrader provided the board with state Tool LL. The primary focus was on the questions to determine whether an individual meets the requirements to be a board member.

Next meeting

The next meeting is January 19, 2012, at Calvary Baptist Church, 2708 N. Jefferson Way, Indianola, at 6:30 p.m. Board member Bass moved to adjourn the meeting at 8:05 p.m. Board member Jakes seconded. Motion carried unanimously.

Respectfully submitted by Debra Schrader, Executive Director