



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

Greenfield City Hall
202 South First Street
Greenfield, Iowa 50849
February 16, 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, Pete Skerik 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 January expenditures for \$117,466.95. 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, Pete Skerik, and Cynthia Moffitt. Also present was Debra Schrader, Director.

Board members absent: none

Others present: Angie Engles, Cathy Wheatcraft, Connie Jackson, Craig Hertel, Leslie Russell, Leslie Stonehocker, and Val Cameron.

Distinction of Quorum *(information)*

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

Announcements *(information)*

No announcements.

Open Forum *(information)*

Mr. Hertel announced that there is an abundance of information in the handout "Who Cares for Iowa's Children" in the board packet. Ms. Russell provided a handout detailing the 40 developmental assets.

Agenda *(action)*

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

Minutes *(action)*

Board member McAdon moved to approve the January 19, 2012, minutes. Board member Cass seconded. Motion carried unanimously.

Family Directions Contract Update *(information)*

Director Schrader provided an update regarding the contract termination of Family Directions for Parents as Teachers services in Madison County. It was reported that all contractual obligations have been met and the required performance measures and last payment vouchers have been submitted. The client files have been transferred from Visit Tracker, an online storage data base, to Partners in Family Development. The client files that were transferred by Visit Tracker also consisted of the Boone County files. Partners in Family Development is in the process of figuring out what to do with the Boone County files. It has also been identified that the current parent educator will be required to be re-trained in Parents as Teachers as the previous agency did not recertify her with the PAT National Center. This will be an additional cost to the 4 R Kids ECI board of approximately \$3,500.

4 R Kids Strategic Plan *(information)*

The board reviewed the 4 R Kids strategic plan. It was noted that at the January contractor meeting, where the board's strategic plan was reviewed, that the guiding principles may need to be clarified as the words "best practice" can have many definitions; additionally, this was an area that caused concern during the FY2012 RFP review process. It was also noted that caution should be taken in making changes too quickly, since this is a new board. This issue will be on the agenda again for the March 15, 2012, board meeting.

Board member Huff left the meeting at 7:00 p.m..

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 Adel Library.

Warren County Early Childhood Committee –An update from the February 1, 2012, meeting was provided. It was reported that Head Start provided a presentation and that a health screening fair (dental, lead, developmental) would be conducted with community partners April 3.

Madison County Early Childhood Committee –An update from the February 14, 2012, meeting was provided. It was reported that MMW DCAT is funding a necessity pantry (\$1,000 for each county) and it will be modeled after a Storks Nest. The necessity pantry will be provided in Warren County as well and the Warren County Board of Supervisors will be providing \$3,000 in matching funds.

Board Processes Committee (*action*)

The committee met January 31, 2012, at 12:30 p.m. at the Madison County Extension office. Board member Moffitt reported for the committee.

Board member stipend policy (*action*)

Board member Moffitt explained the purpose of having a board member stipend policy, to assist board members with child care costs and/or transportation costs. It was noted that retired board member Hoger had stated at the December board meeting that child care and travel costs were an issue in participating on the board and this was one of the reasons he did not reapply for a second term. It was also noted that the board may lose perspective board members due to the costs of child care and/or transportation to attend board meetings. Board member Cass moved to table the board member stipend policy. Board member Kooker seconded. Board member Jakes noted that there is concern about getting into a pattern of not respecting the work of committees of the board, failing to vote on committee recommendations when made. Board member Cass and Kooker rescinded the motion and the seconded to the motion. Board member Moffitt moved to approve the policy for board member stipends to help offset expenses with childcare and/or transportation with a maximum of \$300 per board member in a calendar year; board members may claim \$25 for each board meeting that lasts between one to four hours and \$40 for each meeting over four hours. Board meetings are defined as time spent at a board meeting and do not include travel time. Board member Bass seconded. Aye - Shirley McAdon, Bob Ockerman, Ann Bass, Amy Kimball, Joyce Kooker, John Jakes, Pete Skerik, and Cynthia Moffitt. Nay- Mike Cass. Motion carried. Budgeting for this item will be addressed during the FY2013 budget process.

Board professional development (*action*)

Board member Moffitt provided an overview of the board professional development policy. Board member Moffitt moved to approve the board's professional development policy that states that board members are encouraged to attend professional development opportunities and to advocate for the 4 R Kids Early Childhood Iowa area; board members may be reimbursed for actual expenses, such as registration fees, lodging, and meals. Documentation of all expenses will be required and it is a reimbursement process only. Board member Skerik seconded. Board member Moffitt offered a friendly amendment; board member Skerik agreed to add "prior board approval is required" to the policy. Aye - Board members McAdon, Ockerman, Bass, Kimball, Jakes, Skerik, and Moffitt. Nay – Board members Cass and Kooker. Motion carried. Budgeting for this item will be addressed during the FY2013 budget process.

Board Performance Evaluation (*information*)

Board member Moffitt provided an overview of the board performance evaluation and the changes to the process for next year. This was the first year to conduct an evaluation, which involved board members and the community. The scores and comments from the community were sent to the executive director; next year the results will be sent to a neutral source, such as a neighboring ECI area to be tabulated. Overall, the strengths noted from the evaluation were - board receives regular reports on finances/budgets, products, program performance and other important matters and the board has a strong structural pattern. Other strengths identified were board members think very carefully before decisions are made (but can get bogged down) and board members have come a long way in developing a better understanding of each county. Areas of improvement noted in the evaluations included board meeting facilitation focus, policy-related decisions that guide operational activities, community representation and understanding of the mission and its products. Other areas of improvement were to understand and learn more about each funded program and to be more conscious of time during board meetings. Strategies to address the challenges include allowing 10 minutes per board meeting to spotlight a program, following Roberts Rule of Order during board meetings, and having Roberts Rule of Order board training. Director Schrader will draft the board professional development plan for the next board meeting.

Succession Plan (*action*)

Board member Moffitt provided an overview of the executive director succession plan. Additionally, there is a companion piece that details information, such as passwords that will be updated annually and then provided to the board chairperson and vice chairperson. Board member Kimball moved to approve the succession plan. Board member Jakes seconded. Motion carried unanimously.

Public Awareness (*information*)

Board member Moffitt provided an overview of the public awareness plan. The plan has a menu of thirteen activities; not all items would be required to be completed yearly. The plan will be utilized as a guide to assist with public awareness activities.

Program and Service Committee *(action)*

The committee met February 10, 2012, at 12:30 p.m. at the Madison County Extension office. Board member Bass reported for the committee.

FY2013 Preschool Tuition Policy (action)

Board member Bass went through the changes of the FY2013 preschool tuition assistance policy. The biggest change is under the use of other government funded programs-Statewide Voluntary Preschool Program slots will be encouraged to be filled before providing preschool tuition assistance. A copy of this policy is at the end of these minutes. Board member Moffitt moved to approve the preschool tuition scholarship policy. Board member Kooker seconded. Motion carried unanimously.

Contractor Mileage Policy (action)

Board member Bass reviewed the draft policy for contractors to charge mileage to attend board meetings. The policy would allow contractors to charge for mileage when they have been requested to attend a board meeting and are part of the board agenda. Additionally, the mileage rate is allowed to be set by the contracting agency, but shall not exceed the federal mileage rate. Board member Bass moved to approve the policy. Board member Kimball seconded. Motion carried unanimously. This language will be added to the FY2013 RFP as well as FY2013 contracts.

Semi-Annual Reports (information)

The committee reviewed the semi-annual reports and provided the board with a written report. It is noted that the Growing Strong Families program and the Parent Education project contracted by Adair County Extension are behind on their benchmarks and will be asked to provide an action plan for the remainder of the year as to how they will meet the contract benchmarks. There is concern regarding the child care nurse consultant contract since the nurse is still awaiting certification and no nursing visits have been conducted with Dallas County child care providers but \$7500 has been expended. There will be a meeting February 24, 2012, with Dallas County Public Health, Iowa Department of Public Health, and New Opportunities to try to resolve the training issues and the results of the meeting will be provided to Director Schrader. All other contracts are on target and there are no concerns.

Hosting State ECI Board *(action)*

Director Schrader provided information regarding local Early Childhood Iowa areas having the opportunity to host the state Early Childhood Iowa board. It was noted there would be costs that the local boards would incur as well as a big time commitment to host the state board. Board member Cass moved to decline to submit a proposal to host the state ECI board. Board member Kooker 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 January payment vouchers in the amount of \$117,466.95. Board member Bass seconded. Motion carried unanimously. A summary of the vouchers was provided at the meeting.

Administrative Update *(information)*

Chairperson Ockerman noted that the performance evaluation for Director Schrader had been completed and the evaluation will be provided to Red Rock Community Action to be kept in the personnel file.

Director Schrader disseminated an administrative update. The update included changes in fiscal agent personnel, a family support telephone conference regarding draft legislative language, onsite audits completed on four programs, and marketing and collaboration efforts.

Board Professional Development *(information)*

The board reviewed "Who Cares for Iowa's Children" which was published by Iowa State University Extension and Outreach.

Next meeting *(action)*

Board member Bass moved to adjourn the meeting at 8:20 p.m. Board member Jakes seconded. Motion carried unanimously. The next meeting is March 15, 2012, at 6:30 p.m. in Madison County.

Respectfully submitted by Debra Schrader, Director



**FY2012 Preschool Tuition/Scholarship Policy
Board Approved 2-16-12**

Item	Preschool Tuition Assistance Criteria
Preschool application	<p>A universal preschool tuition assistance application will be utilized; the application includes but is not limited to the following:</p> <ul style="list-style-type: none"> • County the child resides in • Mailing addresses and physical address • Email address • Ethnicity • Foster child data • Has the child attended preschool in the past • Other assistance the family participates in (i.e. housing, FIP, WIC etc) • Attendance policy – 90% is an expectation
Quality preschool	<p>A menu of quality measures shall be required and is as follows: QPPS, NAEYC, QRS levels 3-5, and Head Start (i.e. timelines will be required) It is important to note that verification is a critical component for quality, however capacity for verification may be limited</p>
Priority by age	<p>The following priorities are for preschool tuition assistance: 1st priority = 4 year olds by September 15 2nd priority = 3 year olds by September 15 3rd priority = 5 year olds by September 15 Priority enrollment will be given to 4 year olds; in order to obligate adequate funds for 4 year olds, an initial maximum amount of funds (determined by the 4 R Kids ECI Area Board) will be set aside for 3 year olds until September 1. After September 1 all applications will be open to preschool age children</p>
Income verification	<p>Income verification is as follows: 1st priority for income verification is a Federal tax return; 2nd priority is FIP and/or unemployment benefits; additional income verification considerations may be considered for extenuating circumstances</p>
Service area	<p>Children and preschools that reside in the service area are 1st priority If the ECI area is not at capacity of funds or there are compelling reasons to have a child attend a preschool outside the service area it may be considered. Additionally, if a preschool is utilized outside the service area, quality standards apply. It is up to the discretion of the preschool enrichment project to make determinations regarding extenuating circumstances</p>
Provider hours of operation	<p>Preschools that provide 4 year old programming are required to offer at a minimum of 10 hours of instruction per week Preschools that provide 3 year old programming have no required minimum hours of instruction per week</p>
Hours per family	<p>A ½ day is the maximum amount allowed for preschool tuition assistance</p>
Sliding Fee	<p>A sliding fee scale is required; Federal poverty guidelines shall be utilized and with the following sliding fee schedule 90%, 80%, 70%, and 60% respectively (example – a family of 4 making up to \$28,813 annually will receive 90% tuition assistance)</p>
Caps	<p>Preschools that offer 4 year old programming shall have a cap of \$150 per month maximum even if tuition is over the \$150 maximum amount</p>
Use of other government funded preschool programs	<p>Pending family eligibility Head Start and Shard Visions slots shall be filled first as defined in state tool CC; Statewide Voluntary Preschool Program slots will be encouraged to be filled before providing preschool tuition assistance</p>