



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

Farmers Merchant Bank  
101 West Jefferson Street  
Winterset, Iowa 50273  
March 15, 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 February expenditures for \$64,321.75. Committee adjourned at 6:30 p.m.

**Board Meeting Minutes**

**Attendance**

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

Board members absent: Pete Skerik, Ann Bass, and Mike Cass.

Others present: Connie Jackson, Janice Jensen, Myra Willms, Nancy Krause, Kim Kirkpatrick, and Jovanka Westbrook.

**Distinction of Quorum** *(information)*

Board membership consists of 13 members, with 10 positions filled at the beginning of the meeting; 7 board members were present at the beginning of the meeting, representing quorum.

**Announcements** *(information)*

No announcements.

**Open Forum** *(information)*

None.

**Agenda** *(action)*

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

**Minutes** *(action)*

Board member Kooker moved to approve the February 16, 2012, minutes. Board member Moffitt seconded. Motion carried unanimously.

**Contract Amendment** *(action)*

Partners in Family Development is requesting additional funding in order to meet the re-certification of a parent educator. Since the training is being held out of state, additional costs will be incurred. Board member McAdon moved to approve a contract amendment for \$1,230 for Partners in Family Development for parent educator training. Board member Kimball seconded. Motion carried unanimously.

**FY2013 Request for Proposal** *(information)*

A timeline for the FY2013 request for proposal was reviewed. The RFP will be released March 23, 2012, and will be due April 23, 2012. The Program and Service committee will meet May 4, tentatively, to review the grants and the recommendations will be presented at the May 17, 2012, board meeting.

**4 R Kids Strategic Plan** *(action)*

The board reviewed the 4 R Kids strategic plan, particularly the guiding principles section. The board reviewed current legislative language, the Early Childhood Iowa and Hornbey Zeller and Associates definitions. The words "best practice" that are currently used in the strategic plan can have many definitions and can be confusing for agencies when submitting for a grant. Board member Jakes moved to amend the strategic plan in the guiding principles section by striking "we support the use of evidence based, research based, and/or best practices approaches" and replacing it with "we support evidenced-based programs, promising programs and researched-based programs". Board member Kimball seconded. Motion carried unanimously.

**FY2013 Meeting Dates and Calendar** *(information)*

FY2013 4 R Kids Early Childhood Iowa Area Board meeting dates were reviewed. It is consensus to continue to meet the third Thursday of the month at 6:30 p.m., rotating meeting places among the four counties. A calendar of events was also reviewed for FY2013.

**4 R Kids By-laws Review** *(information)*

The annual review of the 4 R Kids Early Childhood Iowa Area Board's by-laws was undertaken. There was discussion regarding the current number of board members set at thirteen. It was consensus that the by-laws need not be modified at this time.

**Early Childhood Committees** *(information)*

Meetings of FY2012 Early Childhood Committees were as follows:

*Adair County Early Childhood Committee* –The committee met March 8, 2012, at 5:00 p.m. at West Central Valley Schools in Stuart. Items of discussion were voluntary preschool and the Success 4 Kids Council. The Council did not apply for PCA funding for FY2013; this funding was utilized in FY2012 for Growing Strong Families home visitation. Director Schrader will work with other initiatives, such as DCAT and CPPC, to strengthen the Council to be able to apply for funding in FY2014.

*Dallas County Early Childhood Committee* – The committee met March 14, 2012, at 11:45 a.m. at the Adel Library in Adel. Items of discussion were appreciation of the 4 R Kids ECI board and responsiveness to needs and challenges and an update on the Community Health Needs Assessment and Health Improvement Plan for Dallas County. The Early Childhood Committee coordinated efforts with the Access to Care group and was provided a moving presentation regarding free health clinics.

*Warren County Early Childhood Committee* – The committee met March 7, 2012, at 10:00 a.m. at the Wells Fargo Building in Indianola. Items of discussion included a health screening fair (dental, lead, developmental) being conducted with community partners April 3 and a presentation by Amy Rogalla, better known as the Fairy Food Lady.

*Madison County Early Childhood Committee* – The next meeting will be April 10, 2012, at 6:30 p.m. at the Winterset Library.

**Board Processes Committee** *(information)*

None; the committee did not meet.

**Program and Service Committee** *(information)*

None; the committee did not meet.

**Finance Committee** *(action)*

The Finance Committee reviewed the budgets and payment vouchers prior to the meeting. Board member Moffitt moved to approve the February payment vouchers in the amount of \$64,321.75. Board member McAdon seconded. Motion carried unanimously. A summary of the vouchers was provided at the meeting. It was noted that the Adair County I.S.U. Extension Contract for group parent education is behind in spending, currently at 26.7%.

**Administrative Update** *(information)*

Director Schrader provided an administrative update, which included a grant that was submitted for the Madison County Prevent Child Abuse Prevention Council (CRISP), the federal audit of the early childhood funds, marketing efforts, professional development and her professional development plan, home office improvements, and community requests. Also included was an update regarding completing 100% of the contract program audits with a written audit report. She complimented the contractors for the quality work they provide for the families they serve.

**Board Professional Development** *(information)*

A board professional development plan was drafted, utilizing data from the board evaluation conducted by the community and the board. FY2013 goals, strategies and timeframes were reviewed. Strategies include Roberts Rules of Order training (which will be attempted in a webinar form), spotlighting funded programs each month, assigning time limits to agenda items, and continuing to utilize the "first of five". It was also noted that it would be beneficial to purchase the "Simplified Parliamentary Procedure" booklet from I.S.U. Extension for current and potential board members.

**Next meeting** *(action)*

Board member Jakes moved to adjourn the meeting at 7:35p.m. Board member Huff seconded. Motion carried unanimously. The next meeting is April 19, 2012, at 6:30 p.m. at the Raccoon Valley Bank Community House in Adel.

Respectfully submitted by Debra Schrader, Director