

Raccoon Valley Bank Community House
1016 Main Street
Adel, Iowa 50003
April 19, 2012

4 R Kids Early Childhood Iowa Area 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. There are concerns regarding rate of spending for some contractors. It will be recommended to the board to approve payment for March expenditures for \$74,440.35. Committee adjourned at 6:30 p.m.

Board Meeting Minutes

Attendance

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

Board members absent: Amy Kimball, Pete Skerik, and John Jakes.

Others present: Connie Jackson, Janice Jensen, Myra Willms, Nancy Krause, Leslie Stonehocker, Connie Jackson, Angie Powell, and Kim Brantner.

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

Minutes *(action)*

Board member Huff moved to approve the March 15, 2012, minutes. Board member Moffitt seconded. Motion carried unanimously.

Iowa Family Support Credential *(information)*

The Growing Strong Families program administered by Adair County I.S.U. Extension was 15th in the State of Iowa to earn the Iowa Family Support Credential. On April 13, 2012, a celebration was held in Bedford and Chairperson Bob Ockerman and Director Schrader attended. The 4 R Kids ECI area board conveyed heartfelt appreciation for the hard work and dedication to achieve this elite status.

3rd Quarter State Financial Statement *(information)*

Director Schrader disseminated the required 3rd quarter state financial statement that was submitted April 10, 2012, to Early Childhood Iowa. This is a required performance measure for ECI directors. It was noted that the reporting requirements are only for checks issued by the fiscal agent, not encumbered expenses, as well as for deposits made through March 31, 2012. Rate of spending was 73% of the early childhood funds and 96% of the school ready funds.

Review Director State Performance Measures *(information)*

The progress of the state required performance measures for the executive director was reviewed through the 3rd quarter. Local measures were also reviewed.

FY2013 Board Administrative Budget *(information)*

A draft of the FY2013 board administrative budget was reviewed. Fiscal fees, board insurance, website, marketing, board member stipends, professional development, and fiscal review costs were discussed. The estimated costs for FY2013 are \$23,000 compared to \$19,262.63 for FY2012. The website was discussed and board member Skerik indicated he would be willing to assist with the website to lower the board administrative costs. Director Schrader indicated that she is willing to take on the additional responsibilities with the support of the board. The board was concerned about whether the Executive Director would have time to administer the website and encouraged her to monitor and report during the next fiscal year whether there was enough time to manage a website. The draft board administrative budget will be provided to the Program and Service Committee to include in the FY2013 funding plan. It is to be noted that the legislature has not adjourned yet and that concrete allocations have not been provided; only estimates are being used for planning.

Required Audit Review *(information)*

State Tool UU was disseminated and reviewed. An ECI area board is required to conduct a fiscal audit review using the board's fiscal agent. Director Schrader participated in the Fiscal Accountability Work Group (FAWG) meeting April 5 and there was discussion as to whether an audit review can be conducted when using a fiscal agent that operates on the federal year versus the state year. Board member Cass is a member of the FAWG and indicated there should not be any issues regarding the fiscal year operation of the fiscal agent. It is to be noted that State Tool UU would need to be amended to include this language. In the event language was unchanged, it would burden the local ECI boards to conduct a full audit, which would most likely cost \$7500 or more versus \$2,500.

Levels of Excellence *(information)*

Director Schrader provided information regarding Section III – Required Operational Criteria and Optional Operational Criteria. Local ECI boards are required to fill “required” board membership slots within 90 days of the vacancy. Extra points are awarded in the optional operational criteria if filled in 60 days. After careful review of current board membership makeup, the 4 R Kids ECI area board is in compliance with the requirements as the current three vacancies are for citizen representation. The state required slots are education, health, human services, faith, business, and at least one parent, grandparent, or guardian of a child from zero through age five.

Early Childhood Committees *(information)*

Meetings of FY2012 Early Childhood Committees were as follows:

Adair County Early Childhood Committee – The committee will meet June 7, 2012, at 5:00 p.m. at a location to be determined.

Dallas County Early Childhood Committee – The committee will meet June 20, 2012, at 1:00 p.m. at the Dallas County I.S.U. Extension in Adel.

Warren County Early Childhood Committee – The committee met April 4, 2012, at 10:00 a.m. at the Wells Fargo Building in Indianola. Items of discussion included a presentation from AEA regarding myths of Early Access and Early Intervention as well as updating the one page mental health resource tool. The next meeting is May 2, 2012, at 10:00 a.m. in Indianola.

Madison County Early Childhood Committee – The committee met April 10, 2012, at 6:30 p.m. at the Winterset Library. An item of discussion was preschool enrollment in the Winterset Schools. The next meeting is June 12, 2012, at 6:30 p.m. at the Grace Baptist Church.

Board Processes Committee *(information)*

None; the committee did not meet.

Program and Service Committee *(information)*

None; the committee did not meet. The next meeting is May 4, 2012, from 9:00 a.m.-noon at the Madison County I.S.U. Extension office.

Administrative Update *(information)*

Director Schrader provided an administrative update, which included a detailed report from the April 11, 2012, state director meeting held in Pleasant Hill. It was noted that the attendance at state ECI director meetings is a state required performance measure and that she has attended 100% of scheduled meetings. Other updates included assisting local Prevent Child Abuse Councils, federal audit of early childhood funds, multi-county preschool collaboration, marketing, advocacy, update on the policy and procedure manual, United Way Leadership Connection support for local preschool directors, and professional development. She also announced that she will be providing a presentation at the Madison County Cares meeting April 24, 2012, about the 4 R Kids ECI area board. Board Chairperson announced that there will be a short personnel committee meeting following the board meeting.

Board Professional Development (*information*)

Director Schrader provided an update regarding a potential collaborative professional development activity regarding Roberts Rule of Order with surrounding ECI area boards. She has talked to Polk County ECI and they have expressed interest in pursuing training with the 4 R Kids ECI area board. The board also received copies of an updated version of the Simplified Parliamentary Procedures published by Iowa State University Extension, which were disseminated to board members.

Finance Committee (*action*)

The Finance Committee reviewed the budgets and payment vouchers prior to the meeting. Each board member also received a cumulative budget and list of payment vouchers. Board member McAdon moved to approve the March payment vouchers in the amount of \$74,440.35. Board member Moffitt seconded. Motion carried unanimously. A summary of the vouchers was provided at the meeting. The Finance Committee encouraged contractors to submit bills timely.

Board member Cass expressed concern regarding fiscal spending and that local ECI area boards are under more scrutiny than in the past. He also noted that local ECI area boards are to deliver quality services as well as be fiscally accountable for the funds entrusted to them. Fiscal accountability is just as important as program outcomes and some contractors are not meeting fiscal accountability. It was noted that the 4 R Kids ECI area board is moving into a three-year plan with potential three-year contracts starting in FY2013 and it is suggested that the board may need to consider offering one-year contracts to some contractors versus three-year contracts due to past performance. The Program and Service committee will be reviewing the 3rd quarter digital dashboard progress reports, which are due April 20. It was also noted that the FY2013 RFP review will encompass not only scores but past contract performance. Board member Cass moved to give authority to the Program and Service Committee to send notification to contractors that may not be performing appropriately, programmatically and/or fiscally, along with any action plan that may be required. Board member McAdon seconded. Motion carried unanimously.

Next meeting (*action*)

Board member Bass moved to adjourn the meeting at 7:40 p.m. Board member Cass seconded. Motion carried unanimously. The next meeting is May 17, 2012, at 6:30 p.m. at the Calvary Baptist Church in Indianola.

Respectfully submitted by Debra Schrader, Director