



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

Calvary Baptist Church
2708 N. Jefferson Way
Indianola, Iowa 50125
Winterset, Iowa 50273
May 17, 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 April expenditures for \$82,589.58. Committee adjourned at 6:30 p.m.

Board Meeting Minutes

Attendance

Board members present: Shirley McAdon, Bob Ockerman, Joyce Kooker, John Jakes, Pete Skerik, Ann Bass and Cynthia Moffitt. Also present was Debra Schrader, Director.

Kendalyn Huff entered the meeting at 6:40 p.m. as noted in the minutes below.

Board members absent: Amy Kimball and Mike Cass.

Others present: Connie Jackson, Myra Willms, Colleen Theis, Carolyn Myer, Leslie Stonehocker, Cathy Wheatcraft, Tony Reed, Kim Brantner, Peggy Stecklein, 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 Bass moved to approve the agenda. Board member Jakes seconded. Motion carried unanimously.

Minutes *(action)*

Board member Moffitt moved to approve the April 19, 2012, minutes. Board member Bass seconded. Motion carried unanimously.

Board Membership *(action)*

Board member Bass moved to approve Dena Owens as a Dallas County representative to the 4 R Kids Board. Board member Skerik seconded. Motion carried unanimously.

Conflict of Interest Disclosure *(information)*

Board members signed conflict of interest statements at the January 19, 2012, board meeting. Due to many board actions, conflict of interest was reviewed and each board member voiced any conflict of interest as follows: board member Jakes - none, board member Kooker – none, board member Skerik – none, board member Bass – none, board member McAdon – none, board member Moffitt - none, and board member Ockerman – none.

Early Childhood Committees *(information)*

Meetings of FY2012 Early Childhood Committees were as follows:

Adair County Early Childhood Committee – There was no report; the next meeting is June 7 at the Emmanuel Lutheran Church in Greenfield.

Dallas County Early Childhood Committee – There was no report; the next meeting is June 20 at the Dallas County ISU Extension office.
Warren County Early Childhood Committee – The committee met May 2 and the group is working on a mental health fact sheet. The next meeting is June 6 at Wells Fargo in Indianola.
Madison County Early Childhood Committee – There was no report; the next meeting will be June 12 in Winterset.

Finance Committee (action)

Fiscal Agent/Employer of Record

The board chairperson received notification April 26, 2012, that Red Rock Community Action will not be renewing the fiscal agent contract and employer of record contract for FY2013. No reason was cited.

Board member Huff entered the meeting at 6:40 p.m.

Director Schrader provided a detailed activity report from April 30 through May 10, 2012, regarding a search for a new fiscal agent and employer of record. Research and conversations were had with Southwestern Community College, Heartland Area Education Agency, United Way of Central Iowa and the Central Iowa Juvenile Detention Center (CIJDC). A document was created with strengths and disadvantages of the CIJDC as the fiscal agent and employer of record. Mr. Tony Reed, Director of CIJDC, provided an overview of the services offered by CIJDC and remarked that they cover all 99 counties in Iowa. He noted that they currently provide fiscal agent and/or employer of record services to 19 counties in Iowa. He also noted that CIJDC would assign a person to this contract, can customize the turnaround time to pay providers and checks can be issued within 24 hours notice if needed, has the understanding of the required fiscal audit review and agreed upon procedures, and will customize needed reports. Mr. Reed also noted that the board will have flexibility regarding employee benefits. Action regarding this item was deferred to later in the meeting.

Payment Vouchers

The Finance Committee reviewed the budgets and payment vouchers prior to the meeting. Board member Moffitt moved to approve the April payment vouchers in the amount of \$82,589.58. Board member McAdon seconded. Motion carried unanimously. A summary of the vouchers was provided at the meeting.

Board Processes Committee (information)

None; the committee did not meet.

Program and Service Committee (Action)

Board member Jakes reported for the committee.

FY2012 3rd Quarter Progress Report

Board member Jakes reported on the results of the 3rd quarter digital dashboard reports from funded programs. Board member Bass thanked the providers for their hard work and remarked that the detailed data that was provided was greatly appreciated as it greatly assisted the Program and Service Committee's work.

FY2013 Funding Awards and Plan

The committee met May 4, 2012, and committed 24 hours of volunteer time reviewing grants, scoring, making comments, and drafting the FY2013 plan. Minutes and supporting documentation from the Program and Service Committee was disseminated.

Board member Jakes moved to approve the FY2013 funding plan. Board member Huff seconded. Motion carried unanimously.

The FY2013 funding plan that was approved is the following:

Agency	Amount	Project
To be determined	\$24,000	Board expenses
To be determined	\$83,713	Executive Director and expenses
Dallas County Agricultural Extension	\$49,941	Preschool Enrichment Services
Dallas County Agricultural Extension	\$158,251	Preschool Scholarships
Dallas County Agricultural Extension	\$25,000	Preschool Dental and Lead Screenings
Dallas County Agricultural Extension	\$50,000	Preschool Professional Development and Quality Improvement
Dallas County Agricultural Extension	\$77,536	Quality Child Care Project
Lutheran Services of Iowa	\$125,000	New Parent Program
Partners in Family Development	\$251,178.98	Parents as Teachers – Dallas, Madison and Warren Counties
Dallas County Public Health	\$60,985	Maternal Child Health
Adair County Agricultural Extension	\$15,582.02	Group Parent Education - Dallas, Madison, and Warren Counties
Warren County Health Services	\$29,339	Child Care Nurse Consultant – Madison and Warren Counties
New Opportunities Inc	\$26,733	Child Care Nurse Consultant – Dallas County
Adair County Agricultural Extension	\$55,000	Growing Strong Families – Adair County
Orchard Place/CCRR	\$4,751	Child Care Training
Total	\$1,037,010	

The floor was opened up to questions from board members. Board member Moffitt noticed that there was no RFP for Adair CCNC services; it was noted that they did not apply and that it was not included in any other grant. Many thanks went to the Program and Service Committee for the hard work, time and dedication to draft the FY2013 funding plan. Board member Bass noted that she felt the board had arrived and that it truly feels like a board merger.

It is to be noted that the notice of intent to award is subject to the execution of a written contract and does not constitute the formation of a contract between the Board and the successful bidder. Award notices are subject to state Early Childhood Iowa approval.

Administrative Update (*information*)

Director Schrader provided an administrative update. She noted there have been no additional requests regarding the federal audit; she attended the Polk County ECI levels of excellence and has spent time drafting documents for the contracting process.

Board Professional Development (*action*)

Marketing materials

Board member Moffitt moved to approve the purchase of marketing materials, which will be customized post-it notes. Board member Jakes seconded. Motion carried unanimously.

ACES Summit

An Iowa Adverse Childhood Experience Summit will be June 11, 2012, and is free of charge; spaces are limited and board members are encouraged to attend.

FY2013 Programming

Director Schrader provided information regarding the percentage of funds allocated for FY2013 activities: preschool support 28%, child care support 13%, family support 49%, system support 8%, and board infrastructure 2%.

FY2013 Program Schedule

A schedule was drafted and disseminated for funded programs to present at board meetings for FY2013. There will also be a contractor meeting July 16, 2012, from 1:00-3:15 p.m. at the Madison County Extension office and board members are encouraged to attend.

Fiscal Agent/Employer of Record (*action*)

Board member Jakes moved to have the Finance Committee bring a recommendation for a fiscal agent/employer of record back to the June 21, 2012, board meeting. Board member Bass seconded. Timeline was discussed; it was noted that it would be difficult to make a decision on June 21 as it would not allow enough time to get a process in place for a July 1, 2012, start date. Mr. Reed provided feedback, as well, that it would not be enough time for CIJDC to get the process in place for July 1. Motion opposed unanimously.

Board member Moffitt moved to approve Central Iowa Juvenile Detention Center as the FY2013 fiscal agent and employer of record. Board member Bass seconded. Board member Skerik asked if Madison County had been approached as they have performed these duties at no cost in the past. Chairperson Ockerman noted that a County's accounting system is not adequate to provide the needed ECI reports; there was also concern that the board would not be able to require needed services if there was no compensation for the services. Board member Moffitt noted that the Finance Committee had been kept up to date with the legwork that had been done on the search for a new fiscal agent and that CIJDC appeared to be a viable option. Board member Kooker noted that this could be revisited again next year. After much discussion, board members Bass, McAdon, Moffitt, Kooker, Jakes, and Huff voted aye. Board member Skerik voted nay. Motion carried.

Other Business (*information*)

Chairperson Ockerman advised the board members regarding a letter that they received about a month ago about an issue that may result in litigation; if anyone has any contact with any of the parties involved, board members are to refer the parties back to the chairperson.

Next meeting (*action*)

Board member Jakes moved to adjourn the meeting at 7:40 p.m. Board member Huff seconded. Motion carried unanimously. The next meeting is June 21, 2012, at 6:30 p.m. at the Greenfield City Hall in Greenfield.

Respectfully submitted by Debra Schrader, Director