



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

Greenfield City Hall
201 S. First Street
Greenfield, Iowa 50849
June 21, 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 May expenditures for \$77,944.81. Committee adjourned at 6:30 p.m.

Board Meeting Minutes

Attendance

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

Board members absent: Amy Kimball, John Jakes, and Ann Bass.

Others present: Connie Jackson and Craig Hertel

Distinction of Quorum *(information)*

Board membership consists of 13 members, with 11 positions filled; 8 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 Cass seconded. Motion carried unanimously.

Minutes *(action)*

Board member Moffitt moved to approve the May 17, 2012, minutes. Board member Huff seconded. Motion carried unanimously.

Board Membership *(information)*

Samantha Finneseth from Dallas County applied for board membership as a Dallas County citizen. Currently, there are no Dallas County positions open. The application will be kept on file and, when a position is open, the application will be brought forward. Currently, there are two positions open for Warren and Adair County representatives. It was noted that a preschool parent could be sought and that notifying the preschools may be a viable option to find a candidate.

Early Childhood Funding Formula *(information)*

Director Schrader explained the need for change in the early childhood funding formula. The 4 R Kids ECI Board submitted a letter last November requesting that the Early Childhood Iowa Board consider changing the formula; however the change requires legislative action in the Human Services bill. This was a topic of discussion at the state directors' meeting June 13 in which Director Schrader was asked to lead. It was consensus of those present at the meeting that the formula is volatile and needs to be changed. This will be a taxing undertaking to get all local Early Childhood Iowa areas to agree to disagree to move on a different methodology. More importantly, attempting something of this nature will make a statewide statement if successful and will provide for future policy changes. It was noted that Representative Mascher, Senator Ragan and Representative Heaton may be good advocates to assist with the legislative language. Additionally, it would be advantageous to get the Early Childhood Iowa Board endorsement.

Preschool Tuition Allocation (action)

The Board's preschool tuition policy states that the Board shall set a dollar amount for preschool tuition for 4-year-olds, which is also a first priority for scholarships. The Board has allocated \$158,251 for tuition for 3, 4, and 5-year-olds. The preschool enrichment project provided input, recommending \$150,000. Board member Cass moved to not exceed \$150,000 for 4-year-old tuition assistance and adhering to the stated deadline in the preschool policy. Board member McAdon seconded. Board member Kooker offered an amendment to the motion to change the amount to \$158,251. The amendment to the motion failed, as there was no second. Original motion carried unanimously. The preschool tuition policy will need to be revisited to have clearer language and the Program and Service Committee will have this as an agenda item for future meetings.

Employee Handbook (information)

An employee personnel handbook has been drafted at the request of the new employer of record, Central Iowa Juvenile Detention Center (CIJDC). Due to the nature of the work and leave policy of CIJDC, they feel it is best for local boards to have their own leave policies. A draft of the handbook was reviewed and suggestions for improvement were made. The following areas will require changes: executive director job description to be updated to provide for instruction of supervision, monthly expense reimbursement to be submitted no more than 30 days after the expense occurrence, reference the family medical leave act only with the information to be deleted as the language changes often, and a flowchart of the chain of command to be provided. There was much discussion regarding paid holidays, sick leave, and vacation; however, there was consensus that what was presented for paid time off will remain as drafted. A revised employee handbook will be provided at the next meeting.

Accrued Sick Leave (action)

The board chairperson provided information regarding sick leave accrued for the executive director; currently, there are 98 hours with a few additional hours to be earned by the end of June. The current employer of record, Red Rock, will not pay out the sick leave and is agreeable to allow a transfer of hours to the new employer of record, CIJDC. CIJDC is agreeable to allow the accrued time to be brought forward as well. Board member Moffitt moved to allow the sick leave accrued by Debra Schrader, Executive Director, to be carried forward to the new employer of record, Central Iowa Juvenile Detention Center. Board member Skerik seconded. Motion carried unanimously.

Early Childhood Committees (information)

Meetings of FY2012 Early Childhood Committees were as follows:

Adair County Early Childhood Committee – The committee met June 7 at the Emmanuel Lutheran Church in Greenfield and items of discussion were the Prevent Child Abuse Council and identified needs by CCRR and the Quality Improvement Project to assist child care providers with mini grants in the event there are unallocated 4 R Kids funds. The next meeting is September 13, 2012, at the Orient-Macksburg School.

Dallas County Early Childhood Committee –The committee met June 20 at the Dallas County ISU Extension office and items of discussion were funding sources/grants available, transportation, living wage statistics, and the ACES summit. The next meeting is August 15, 2012, at the Dallas County ISU Extension office.

Warren County Early Childhood Committee – The committee met June 6 at Wells Fargo in Indianola and items of discussion were statistics, free books available to low income families and free meals provided in Norwalk by a church every Friday in the park. The next meeting is August 1, 2012, at the Wells Fargo building.

Madison County Early Childhood Committee –The committee met June 12 in Winterset and items of discussion were transportation and the necessity pantry. The next meeting is August 14, 2012, at the Winterset Library.

Finance Committee (action)*Payment Vouchers*

The Finance Committee reviewed the budgets and payment vouchers prior to the meeting. Board member Moffitt moved to approve the May payment vouchers in the amount of \$77,944.81. Board member Skerik seconded. Motion carried unanimously. A summary of the vouchers was provided at the meeting. The committee noted concern regarding rate of spending for the Growing Strong Families Program administered by Adair County ISU Extension. The total average rate of spending for FY2012 for all funded programs is 82%. The Finance committee will have a special meeting August 1, 2012, at 2:00 p.m. at the Madison County ISU Extension office to review year-end payment vouchers and financial statements.

Board Processes Committee (information)

None; the committee did not meet.

Program and Service Committee (information)

None; the committee did not meet. The Program and Service Committee needs to schedule a meeting to review the annual reports, contractor benchmarks and performance.

Administrative Update *(information)*

Director Schrader provided an administrative update that included information regarding the Madison County Prevent Child Abuse/CRISP grant, audit of the federal funds, FY2013 budget approval, and contractor work update. A written ECI state director report was also disseminated to the board, which included information regarding legislative language changes for family support, updated state tools, and CCRR session. It is to be noted that the Director has attended 4 of 4 state ECI meetings, which is one of the state performance measures. Marketing materials (4 R Kids post-it-notes) have been received and have been disseminated at several meetings; additionally, the preschool enrichment project will disseminate them at the county fairs. More post-it-notes will be ordered in FY2013.

Board Professional Development *(information)*

Director Schrader provided the board with an FY2013 overview of the seven ECI areas comparing 0-5 population and state and federal allocations. The 4 R Kids ECI area is the 4th largest ECI area in the state with 12,455 children ages 0-5 and the 6th largest in the state with \$972,010 in state and federal funding for FY2013. A condensed version of the FY2013 programming was provided along with a detailed map of provider contract information. A list of future board meeting dates and early childhood committee meeting dates was also disseminated. A contractor meeting will be July 16, 2012, from 1:00-3:15 p.m. at the Madison County ISU Extension office and board members are encouraged to attend. Time for board members and contractors to exchange thoughts will be provided from 2:30-3:15 p.m.

Other Business *(information)*

Growing Strong Families – There was much discussion regarding the FY2012 Growing Strong Families contract and concerns that the benchmarks will not be achieved by the end of the fiscal year. The board sent a letter to Adair County Extension in November and in February stating concerns, with the February letter requesting an action plan as to how they will meet the benchmarks. The Program and Service Committee has been monitoring performance quarterly and the finance committee has been monitoring the rate of spending monthly. Additionally, a monthly tracking of all productivity is submitted with the payment vouchers. It was noted that it may be helpful for the Executive Director and board members, if able, to attend an Adair County ISU Extension Council meeting. Chairperson Ockerman and board member Cass volunteered to attend a Council meeting.

Iowa ACES Summit – Board members Owens and McAdon provided an overview of the Iowa ACES (Adverse Childhood Experiences) Summit. Dallas County is moving forward with the ACES study and more information will be provided at a later date.

Next meeting *(action)*

Board member Huff moved to adjourn the meeting at 8:40 p.m. Board member Cass seconded. Motion carried unanimously. The next meeting is July 19, 2012, at the Farmers Merchant Bank in Winterset.

Respectfully submitted by Debra Schrader, Director