



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

**Farmers Merchant Bank**  
**101 West Jefferson Street**  
**Winterset, Iowa 50273**  
**July 19, 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 June expenditures for \$86,918.03. This concludes all fiscal year 2012 expenditures. Committee adjourned at 6:30 p.m.

**Board Meeting Minutes**

**Attendance**

Board Members Present							
Adair County		Dallas County		Madison County		Warren County	
Mike Cass	x	Bob Ockerman	x	Joyce Kooker	x	John Jakes	x
Kendalyn Huff		Shirley McAdon	x	Amy Kimball	x	Cynthia Moffitt	x
<i>Open Position</i>		Ann Bass		Pete Skerik		<i>Open Position</i>	
		Dena Owens					

**Others present**

Debra Schrader, Craig Hertel, Myra Willms, Joy Rouse, Colleen Theis, Nancy Krause, Leslie Stonehocker, and Janelle Stribe.

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

Board membership consists of 13 members, with 11 positions filled; 7 board members were present at the beginning of the meeting, representing quorum.

**Announcements** *(Information)*

No announcements.

**Open Forum** *(Information)*

Ms. Stonehocker announced Ms. Stribe will assist Ms. Jackson in the four-county area as a home consultant.

**Agenda** *(Action)*

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

**Minutes** *(Action)*

Board member McAdon moved to approve the June 21, 2012, minutes. Board member Cass seconded. Motion carried unanimously.

**Accrued Vacation** *(Action)*

The Executive Director, Debra Schrader, has 30.15 hours accrued vacation and it is Red Rock Community Action's policy to pay out all accrued vacation when an employee leaves. Since there is a transition from Red Rock Community Action to the Central Iowa Juvenile Detention Center, vacation cannot be carried forward but is required to be paid out. Red Rock Community Action has requested formal action of the 4 R Kids ECI Area Board to approve the vacation payout. Board member Kimball moved to approve paying the accrued vacation hours to Debra Schrader, Executive Director. Board member Moffitt seconded. Motion carried unanimously.

**Employee Handbook** *(Action)*

A revised 4 R Kids ECI Area Board personnel handbook was reviewed with the changes noted from the last meeting. Board member Cass moved to approve the personnel handbook, structure document, and executive director job description. Board member Jakes seconded. Motion carried unanimously. The personnel handbook will be reviewed on an annual basis, overseen by the Board Processes Committee.

**Contractor Meeting (Information)**

A contractor meeting was held July 16, 2012, at the Madison County ISU Extension office in Winterset. All contractors were present, as well as three board members: McAdon, Moffitt, and Ockerman. The meeting agenda included a presentation by Sheila Hanson from the Child and Family Policy Center; she provided an overview of the legislative session and what community partners can do to prepare for the upcoming session and election. Additionally, the meeting allowed board members to hear from the contractors regarding challenges and successes.

**FY2013 Group Parent Education Contract (Action)**

A letter was received from Adair County ISU Extension declining the Group Parent Education contract due to staffing and capacity issues. A letter was received from Dallas County ISU Extension offering solutions and expressing interest in managing the Group Parent Education contract. Board member Cass moved to accept the contract denial to administer the Group Parent Education program from Adair County ISU Extension and to approve Dallas County ISU Extension to be the contract holder for the Group Parent Education contract. Board member Kimball seconded. There was discussion whether the board should re-open the bidding process for group parent education programming. It was noted that all those that applied for FY2013 funding received funding and that there was only one grant that was submitted for group parent education, that of Adair County ISU Extension. It was also noted that, if the RFP process was re-opened, there would be a down time that families would not be served. After further discussion, the motion carried unanimously. The contract will have a start date of July 19, 2012.

**Early Childhood Committees (Information)**

Meetings of FY2012 Early Childhood Committees are as follows:

*Adair County Early Childhood Committee* – The next meeting is September 13, 2012, at the Orient-Macksburg School.

*Dallas County Early Childhood Committee* –The next meeting is August 15, 2012, at the Dallas County ISU Extension office.

*Warren County Early Childhood Committee* –The next meeting is August 1, 2012, at Wells Fargo in Indianola.

*Madison County Early Childhood Committee* –The next meeting is August 14, 2012, at the Winterset Library.

**Finance Committee (Action)**

The Finance Committee reviewed the budgets and payment vouchers prior to the meeting. Board member McAdon moved to approve the June payment vouchers in the amount of \$86,918.03. Board member Moffitt seconded. Motion carried unanimously. A summary of the vouchers was provided at the meeting. All FY2012 expenditures have been turned in and the books are now closed. There will be \$84,222.96 school ready funds carried over to the new fiscal agent. Board member Cass moved to have Red Rock Community Action send the carryover funds to the new fiscal agent, Central Iowa Juvenile Detention Center. Board member Kimball seconded. Motion carried unanimously. All contractors did an amazing job of getting the FY2012 expenditures in to the Executive Director on a more than timely basis; this allowed completing the FY2012 financial statements for the annual report. A note of appreciation from the 4 R Kids ECI area board will be sent to all contractors, thanking them for expediting the final claims.

**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 will meet August 6, 2012, at 6:00 p.m. at the Madison County ISU Extension office to review the FY2012 annual report. All board members are welcome to attend.

**Administrative Update (Information)**

Executive Director Schrader provided an administrative update that included the following:

- Review of the preschool services model
- Presentation of the 4 R Kids ECI Board composition, with meeting attendance and volunteer hours
- Submittal of the 4<sup>th</sup> quarter state financial report July 12 – report was included in the written update
- Assistance to the CRISP board and a subcommittee to aid child abuse prevention efforts - first committee meeting August 14 at 4:30
- Meeting with Winterset School administrators and Wee Learners regarding voluntary preschool funding
- Request for documents by Federal audit of early childhood funds - Board member Cass will assist with scanning the required documents that go to DHS
- Report that FY2013 contracts have all been signed and delivered, with the exception of the Group Parent Education contract
- Note that FY2012 annual report is currently underway, with a completion date of August 6
- Preliminary results of leading statewide efforts to change the early childhood formula
- Progress of website still under construction - Board member Skerik is assisting with the website transition
- Provision of FY2012 Executive Director performance measures, with the exception of one measure that ECI provides

**Board Professional Development** *(Information)*

Colleen Theis and Nancy Krause, representing Lutheran Services of Iowa, presented an overview of the New Parent Program, which is an intensive home visitation service. LSI utilizes the Healthy Families America Model, serves all four counties, and is Nationally Accredited.

**Other Business** *(Information)*

The Executive Director and Board member Cass attended an Adair County ISU Extension Council meeting on June 25, 2012. The meeting had dialogue regarding the concerns about the Growing Strong Families program. The meeting was positive with much discussion on finding solutions and how to move forward for the new fiscal year. The Growing Strong Families program lost the fulltime parent educator and they will be seeking a replacement after the Adair County Fair. A revised business plan has been received and a revised budget will be sent at a later date.

**Next meeting** *(Action)*

Board member Jakes moved to adjourn the meeting at 7:30 p.m. Board member Kimball seconded. Motion carried unanimously. The next meeting is August 16, 2012, in Adel with the location to be determined. Dallas County Public Health with the Maternal Child Health program will present for the board's professional development.

Respectfully submitted by Debra Schrader, Director