



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

Calvary Baptist Church
2708 N. Jefferson Way
Indianola, Iowa 50125
September 15, 2011
Board Minutes

Finance Committee Meeting Minutes

The Finance Committee met prior to the board meeting at 6:00. Committee members present, Susie Olesen, Shirley McAdon, Bob Weeks, and Cynthia Moffitt. Others present Debra Schrader. The committee reviewed payment vouchers, current expenditures, overall budget, and the payment voucher processing log. There were no payment voucher concerns or budget concerns and it will be recommended to the board to approve payment for July and August expenditures for \$29,640 and \$44,125.97 respectively. The committee reviewed Kristin Fairholm's request for payment as well as the contract for service. The committee will provide information to the board for consideration. A draft of the finance policy was reviewed and minor changes were made. The policy is recommended for board approval. Committee adjourned at 6:30 p.m.

Board Meeting Minutes

Attendance

Board member present: John Jakes, Shirley McAdon, Joel Hoger, Bob Weeks, Susie Olesen, Amy Kimball, Joyce Kooker, Cynthia Moffitt, Ann Bass, and Bob Ockerman,

Board members absent: Mike Cass, Kendalyn Huff, and Darci Alt.

Others present: Peggy Stecklin, Sue Renfrow, Leslie Stonehocker, and Debra Schrader.

Distinction of Quorum

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

Announcements

It was announced that board members received a marketing brochure from ISU Extension Dallas County in their board packet. It was noted the use of the 4 R Kids logo.

Agenda (action)

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

Minutes (action)

Board member Kimball moved to approve the July 21, 2011 minutes. Board member Olesen seconded. Motion carried unanimously. There were no August minutes to approve as there was no quorum.

Finance Committee (action)

Payment Vouchers (action)

The Finance Committee reviewed the budgets and payment vouchers prior to the meeting. Board member Moffitt moved to approve the July and August payment vouchers in the amount of \$29,640 and \$44,125.97. Board member Kimball seconded. Motion carried unanimously. A summary of the vouchers were provided at the meeting.

Madison County Dissolution Contract (action)

The Finance Committee provided information regarding an unsigned \$1,500 contract issued to Kristin Fairholm for the Madison County board dissolution duties. The contract has not been signed; additionally an unsigned request for payment of \$1,500.00 was submitted by email. It was noted that Ms. Fairholm was hesitant in signing the contract due to the timeline of items in the contract, specifically phase three, which is to participate in the state annual review, correct state required performance measures as well as the financial statements within 10 working days of state notification, and correct all inefficiencies by December 31. It was noted due to her new employment position that she has very limited time and she did not want to jeopardize her new position because of the timeline in the contract. Board member Olesen

moved to amend the contract language to strike phase three from the contract. Board member Bass seconded. Board member Hoyer offered a friendly amendment to add Board members Kimball, Weeks, and Kooker to be the responsible party for phase three and obtain all four signatures. Board member Bass seconded. Board members Kimball, Weeks, Kooker, Bass, Hoyer, McAdon, Jakes voted aye. Board member Olesen and Moffitt voted naye. Motion carried. A revised contract will be drafted and submitted to Ms. Fairholm, Board member Weeks, Kooker, and Kimball for signature. A 4 R Kids ECI Area Board payment voucher will also be sent with the contract.

Finance Committee Policy

The Finance Committee submitted a draft policy to the board for consideration. The policy described the process and accountability to pay board and provider expenditures. Minor changes were made and it was added to have two signatures versus one for the executive director salary and expenses. Board member Moffitt moved to accept the policy. Board member Weeks seconded. Motion carried unanimously. It was also noted to incorporate in the future an additional layer of accountability by adding documentation of the fiscal agent's bank statement/reconciliation records.

Early Childhood Committees

Meetings of FY2012 Early Childhood Committee meetings were as follows:

Adair County Early Childhood Committee –The committee met September 8th at 5:00 at the Orient Macksburg School. Board member Olesen and Director Schrader provided an update.

Dallas County Early Childhood Committee –Next meeting is November 9th at 1:00 at the Dallas County Board of Supervisors room.

Warren County Early Childhood Committee –The committee met August 3rd at 10:00 at the Wells Fargo building in Indianola. Board member Jakes and Director Schrader provided an update.

Madison County Early Childhood Committee –The next meeting will be October 11th at 6:30 P.M. at the Winterset Library.

Board Processes Committee (action)

The board reviewed the action plan in which to accomplish the required levels of excellence (LOE) and it was consensus that the action plan appeared to be doable. The action plan is broken into committees with identified sections of the LOE for each committee.

Communication Policy - A draft of the communication policy was reviewed by the board and minor changes were made. Board member Jakes moved to accept the policy with the minor changes. Board member Moffitt seconded. Motion carried unanimously.

Board Member Recruitment Policy – A draft board member recruitment policy was reviewed by the board. Board member Bass moved to approve the policy. Board member Moffitt seconded. Motion carried unanimously.

Program Onsite Audit Policy – A draft program onsite audit policy was reviewed by the board. Board member Jakes moved to approve the policy. Board member Weeks seconded. Motion carried unanimously.

Board Performance Evaluation Policy – A draft board performance evaluation policy was reviewed by the board. Board member Weeks moved to approve policy. Board member Kimball seconded. Motion carried unanimously.

Program and Service Committee

The committee needs to meet and agenda items will include FY2013 request for proposal process, levels of excellence section I and V, progress report review process, and unallocated funding.

Board Professional Development/ECI 101

Director Schrader provided the board with a calendar of events for FY2012. The calendar will assist the board with standing agenda items on a monthly basis, board meeting dates, state meeting dates, local meeting dates. The board was also provided FY2012 funding process document. It was noted that the FY2012 funding process started March 25, 2011 with the release of the board's request for proposal and was concluded with the state contract that was received September 14, 2011.

Administrative Update

Executive director Schrader disseminated to the board an administrative update. The update included the actual carryover from Adair \$11,352.06, Dallas \$17,916.77, Madison \$10,058.52, and Warren County \$21,716.33 totaling \$61,043.68 along with other information. A board meeting attendance roster was also shared and will be provided on a monthly basis. The executive director attended the state director meeting September 14 in Pleasant Hill and provided a written report. Of special note was the change in FY2012 required performance measures.

Next meeting

The next meeting is October 20, 2011 at the Henry A. Wallace Country Center in Adair County. A light supper will be provided for \$10 per person, RSVP is required.

Board member Bass moved to adjourn the meeting at 8:10 p.m. Board member Moffitt seconded. Motion carried unanimously.

Respectfully submitted by Debra Schrader, Executive Director