



Board Processes Committee Minutes

Thursday
September 1, 2011 at 1:00
Madison County Extension
Winterset, Iowa 50273

Attendance

Cynthia Moffitt, Mike Cass, Bob Weeks, Bob Ockerman, and Debra Schrader were in attendance.

Overview of Levels of Excellence (*information*)

The committee reviewed the different levels that a board may apply for. A calendar of events was also reviewed. The calendar will assist the board with required items that need to be completed during a fiscal year along with several different meeting dates. The calendar will be provided to the board for the next meeting.

Section III- Operational requirements and VI – Open meetings/open records (*information*)

LOE Section III and VI totaling 36 criteria were reviewed. Notes regarding these sections accompany these minutes.

Levels of Excellence Action Plan (*action requested*)

A draft action plan to accomplish the needed work was reviewed. The work will be completed in several committees with recommendations taken to the full board. It is recommended that the board adopt the LOE action plan.

Policies, Procedures and Plans (*action requested*)

The following policies are recommended for adoption:

- Communication policy
- Board member recruitment policy
- Program onsite audit protocol and policy
- Board performance plan and policy

Meeting adjourned at 2:45.

Levels of Excellence (Committee reviewed 9-1-11)

Section III: Operational Required Criteria

Items in bold are legislatively required

Item and Evidence Requirements	Notes
1. Has at least a paid area director (no minimum hours required) Current job description is required to be submitted	√
2. Carries liability insurance (directors and officers) Proof of insurance is required to be submitted	√
3. Bylaws that do not conflict with Iowa law and provide for structure and function Copy of bylaws are required to be submitted	√
4. Fills required vacancies within 90 calendar days (beginning when the board has recognized the resignation) Annual report board membership matrix are required to be submitted; meeting minutes required	√
5. Has a paid ECIA director or an ECI area representation participate in 75% of state lead ECI Area Director meetings each year State team will track through meeting minutes	√
6. Information from the quarterly ECI area director meetings is shared with the board Documentation provided to reflect information was shared with the board, i.e. board minutes, written updates, etc are required to be submitted	√
7. Achieved quorum and maintained at 75% of scheduled board meetings Meeting minutes are required to be submitted	√ This needs to be a regular reminder at meetings
8. Has a local area director that participates in an intensive orientation with the ECI office within 60 day of hire (Those hired prior to July 2010 are grandfathered in) Copy of director series completion certificate or date of orientation with ECI office are required to be submitted	√
9. Has a meeting schedule of board meetings for the current fiscal year or next calendar year Copy of the schedule is required to be submitted	√
10. Has a board member attendance policy in place and is adhered to Board member matrix, highlighted sections of minutes, section of bylaws addressing this issue and adoption date are required to be submitted	√
11. Conducts at least four board meetings per year in which board action can be taken Board minutes are required to be submitted	√
12. Has an active and open process for recruiting members Description of the process i.e. recruitment plan, policy or bylaws including adoption date are required to be submitted	√ Drafted a process for member recruitment at the meeting; Policy recommendation to be presented to the board
13. Ensures annual performance review of the area director is conducted and the review must encompass the required performance measures Meeting minutes are required to be submitted for documentation; Assurance is also included in the annual report	√ Review to be conducted in March
14. Conducts an annual review of the Board's performance. The review must include community input Must provide description of process, i.e. focus groups, public forums, surveys, notes from advisory groups where the information was discussed are required to be submitted	√ Committee drafted a plan to accomplish this task; Deb will find an appropriate tool to utilize; Plan to be presented to the board
15. Has an orientation process for new board members Written document of process and list of supportive materials is required to be submitted	√
16. Evaluates that the terms of program contracts are met, based on required items in contract Completed review document is required to be submitted	√
17. Conduct an open process for distribution of funds Board policy and an example of open communication i.e. completed application, scoring tool, newspaper article, posting are required to be submitted	√
18. Has a succession plan in place Succession plan is required to be submitted	Deb will draft and send to committee via email; draft to be completed by December 31

Section III: Operational **Optional** Criteria (12)

To be at the compliant level – no items are required

To be at the Quality level – 6 items per year are required

To be at the Model level – 8 items are required per year

Items and Evidence Requirements	Notes
1.Has a paid ECI area director at least .5 FTE Documentation required that the area director is at .5FTE or higher; i.e. 28 agreement, contractual agreement, or record of employer documentation	√
2.Has current bylaws that reflect an annual review Meeting minutes required to be submitted	√
3.Ensures that required board vacancies are filled within 60 calendar days (beginning when the board recognized the resignation) Annual report board membership matrix and minutes required to be submitted	It was noted this may be difficult to achieve
4.Ensures that board members serve no more than two consecutive terms Bylaws and/or policy required to be submitted	√
5.Has board members that are actively engaged in the recruitment process of other board members Policies and procedures required to be submitted	√
6.Has a policies and procedure manual for board operations that is reviewed annually Table of contents of manual is required to be submitted; full manual is required to be available upon review	√
7.Has a professional development plan that is developed and implemented for the ECI director Plan is required to be attached to the annual ECI director performance review	√
8.Has a professional development plan that is developed and implemented for the ECI area board Plan is required to be attached to the board evaluation	√
9.Has written policies and procedures for monitoring (fiscal and program) Policy showing implementation date is required to be submitted	√ State ECI may provide further guidance and tools; Policy recommendation to be presented to the board
10.Contractors of the ECI area board secured other funding equaling 5% or more of the total ECI funds expended Annual financial summary page within the annual report is required to be submitted	Much discussion about putting this in the next RFP; May need further discussion
11.Board member job description is utilized Board member job description is required to be submitted	√
12.Applied for grants on behalf of the work of the ECI area board Cover page of grants is required to be submitted	Discussion regarding the board applying for Philanthropy funding

After in-depth review of all 30 areas – the Board Process Committee feels the board can achieve model status in regards to Section III Operational

Levels of Excellence (Committee reviewed 9-1-11)

Section VI: Open Meetings/Records Laws Required Criteria

Items in bold are legislatively required

Item and Evidence Requirements	Notes
1. Minutes reflect who voted and how Minutes from each meeting in the previous 12 months from the date of submittal is required to be submitted	√
2. Minutes provide a summary of the discussion, motions made and board decisions Minutes from each meeting in the previous 12 months from the date of submittal is required to be submitted	√
3. Post meeting notices at least 24 hours prior to the meeting and meet legal requirements Bylaws or policy needs to be highlighted for this process Description of procedures for posting meeting notices is required to be submitted	√
4. Meeting location meets ADA requirements Document from city inspection or facilities manager is required to be submitted	√ Much discussion regarding this item; John J. has researched ADA documentation for facilities with little luck; Bob W. and Bob O will conduct research in respective counties; Deb contacted the ECI but no answers; a checklist may be helpful to determine ADA compliance; The committee recommends that a letter from the board be sent to the state ECI board regarding this criteria
5. Bylaws include location of the ECI area public record and procedures for public to access those records. Bylaws are required to be submitted	√

Section VI: Open Meetings/Open Records Laws **Optional** Criteria

To be at the compliant level – no items are required

To be at the Quality level – all required

To be at the Model level – all required

Items and Evidence Requirements	Notes
1. Board maintains up-to-date website with meeting minutes, agendas, meeting notices, information about services and programs, etc	√

After in-depth review of all 6 areas – the Board Process Committee feels the board can achieve model status in regards to Section VI Open Meetings/Records Laws