



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

Board Minutes
Thursday, January 17, 2013
Calvary Baptist Church
2708 N. Jefferson Street
Indianola, Iowa 5012

Finance Committee Meeting Minutes

The Finance Committee met prior to the board meeting at 6:00 p.m. Committee members present were Samantha Finneseth, Julie Feirer. The committee members reviewed payment vouchers, current expenditures, the overall budget, categorical funding streams, interest earned, 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 December expenditures for \$82,313.26. Committee adjourned at 6:30 p.m.

Board Meeting Minutes

The board meeting convened at 6:30 p.m.

Attendance

Board Members Present							
Adair County		Dallas County		Madison County		Warren County	
<i>Open Position</i>	NA	Bob Ockerman	x	Joyce Kooker	x	<i>Open Position</i>	NA
Kendalyn Huff	x	Samantha Finneseth	x	<i>Open Position</i>	NA	Cynthia Moffitt	
<i>Open Position</i>	NA	Ann Bass	x	Julie Feirer	x	Terry Johnson	x
		Dena Owens					

Others present (Information)

Connie Jackson, Janelle Peiffer, Myra Willms, Tammy Engebretson, Connie Jackson, and Debra Schrader.

Distinction of Quorum (Information)

Board membership consists of 13 members, with 9 positions filled; 7 board members were present at the beginning of the meeting, representing quorum.

Open Forum (Information)

None

Agenda (Action)

Board member Huff moved to approve the agenda with moving board membership application after board resignation. Board member Bass seconded. Motion carried unanimously.

Minutes (Action)

Board member Kooker moved to approve the December 13, 2012 minutes. Board member Bass seconded. Motion carried unanimously.

Board Membership Resignation (Information)

Board member McAdon has submitted a Board member resignation letter, effective January 16, 2013. The resignation has been recognized and is on file.

Board Membership Application (Action)

Board Member Bass moved to approve Samantha Finneseth's board member application. Board member Johnson seconded. Motion carried unanimously.

FY2012 Board Audit Review (Action)

Board member Johnson moved to accept the 4 R Kids FY2013 audit review. Board member Bass seconded. Motion carried. A copy of audit review is available on the website and it has also been sent to Early Childhood Iowa.

Early Childhood Formula (Action)

Director Schrader explained the process that has taken place over the last several months regarding a potential change in the early childhood formula, an overview document, draft formula and allocations, past funding history, and a survey was also disseminated. The formula change represents a more stable formula and represents what the funds are used for. The committee that is working on the formula is requesting that all ECI board complete a survey to get input regarding a potential change. Information will be brought to the state Early Childhood Iowa Board in March for endorsement of a formula change. There are two ways to change the formula, through the legislative process or through the Department of Human Services. The survey was reviewed and input was provided. Board member Huff moved to support the three data sets and a phase in approach to the formula. Board member Kooker seconded. Motion carried unanimously. Director Schrader also updated the board regarding potential movement to revert the early childhood funds back to DHS but to be used for CCR and to restore \$16 million to school ready. By doing this it will solve several administrative issues.

Public Awareness/Marketing Plan (Action)

After minor changes Board member Bass moved to approve the FY2014 public awareness/marketing plan. Board member Feirer seconded. Motion carried unanimously. It was noted that providing an overview of the 4 R Kids initiative to AEA and Public Health would be advantageous. It was also noted the 4 R Kids Board needs additional marketing items. Board member Feirer will assist the Director in finding marketing items to use for presentations and other events.

Orchard Place Contract Amendment (Action)

Orchard Place is requesting a contract amendment for Child Care Resource and Referral due to low attendance with the First Children's Finance training. CCR will survey the providers to determine the type of training to offered in the spring. Board member Bass moved to approve the Orchard Place contract amendment for child care provider training. Board member Johnson seconded. Motion carried unanimously.

Early Childhood Committees (Information)

Meetings of the Early Childhood Committees are as follows:

Adair County Early Childhood Committee –The committee met December 20, 2012, at 4:15 p.m. by telephone conference due to the snow storm. The next meeting March 14, 2013 at 4:00 at the West Central School in Stuart.

Dallas County Early Childhood Committee –The next meeting is February 13, 2013, at 1:00 p.m. at the Dallas County ISU Extension office.

Warren County Early Childhood Committee –The next meeting is February 6, 2013, at 10:00 a.m. at Wells Fargo in Indianola.

Madison County Early Childhood Committee –The next meeting is February 12, 2013, at the Winterset Library in Winterset.

Finance Committee (Action)

The Finance Committee reviewed the budgets and payment vouchers prior to the meeting. Board member Feirer moved to approve the December payment vouchers in the amount of \$82,31326. Board member Huff seconded. Motion carried unanimously. A summary of the vouchers were provided at the meeting along with cumulative budgets.

Board Processes Committee

Board bylaws (Information)

A draft of the bylaws was disseminated. The major changes are to board composition and board meeting. The board will take action at the next meeting.

Board evaluation (Information)

The scores and comments from community partners and the board from the board evaluation were disseminated. The results of the evaluation were utilized to draft the boards professional development plan.

FY13Board Professional Development Plan (Action)

The draft board professional development plan was disseminated. Areas of strength were structural pattern, board receives regular reports, and the board members and evaluates progress toward goals. Areas of improvement were board representation in the community and board goals and strategic planning. Goals for FY2013 consist of provide for a semiannual contractor meeting, spotlight funded programs at board meetings and a strategic planning event. Board member Feirer moved to approve the plan. Board member Huff seconded. Motion carried unanimously.

Board training(Information)

A board training focusing on board recruitment will be held in the spring. Dave Discher has been contacted to conduct the training. Vintage Hills will provide the space and offer a meal to participants. The training will be marketing to other nonprofits and boards.

Board policies(Action)

Three Board policies were presented for action. Board member Johnson moved to approve the fiscal agent review of audit policy, expenditures and disbursements policy and the reporting monthly financial statement policy. Board member Bass seconded. Motion carried unanimously.

Program and Service Committee *(Information)*

The committee will meet February 5, 2013. Agenda items include review of semi annual reports, preschool scholarship policy, and RFR preparations.

Miscellaneous Board Updates *(Information)*

A Toddlerfest is scheduled for April 6, 2013 from 9:00-11:30 in Warren County at the Indianola middle school

A Toddlerfest is scheduled for April 13, 2013 from 10:00-12:00 in Winterset at the Winterset middle school.

A contractor meeting was held January 14, 2013 in Winterset where all contractors attended along with board members. It was told that contractors would like to have blue ink pins and 4 R Kids tote bags to market 4 R Kids.

A draft board membership roster was disseminated.

Early Childhood Iowa has requested that the 4 R Kids area assist with an Early Childhood summit set for February 11, 2013 from 2:00-4:00 to held in Indianola. The purpose is to conduct a SWOT analysis of the early childhood system.

Administrative Update *(Information)*

Director Schrader disseminated an administrative update consisting of an update on the DHS program audit, cost allocation webinar, 2nd quarter state financial report filed January 7, 2013, levels of excellence work, update on the community plan, director semiannual performance measures, and professional development opportunities.

Board Professional Development *(Information)*

Ms. Westbrook with Partners in Family Development provided a presentation about Parents as Teachers which serves Dallas, Madison and Warren County. Currently they are serving 117 families with 166 children and have 524 visits.

Next meeting *(Action)*

Board member Bass moved to adjourn the meeting at 8:15 p.m. Board member Huff seconded. Motion carried unanimously. The next meeting is February 15, 2013, in Adair County.

Respectfully submitted by Debra Schrader, Director