



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

**Greenfield City Hall
 202 S. First Street
 Greenfield, Iowa 50849
 October 18, 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 members 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 September expenditures for \$68,468.09. Committee adjourned at 6:30 p.m.

Board Meeting Minutes

Attendance

Board Members Present							
Adair County		Dallas County		Madison County		Warren County	
Mike Cass		Bob Ockerman	x	Joyce Kooker	x	John Jakes	x
Kendalyn Huff	x	Shirley McAdon	x	Amy Kimball	x	Cynthia Moffitt	x
Open Position	NA	Ann Bass	x	Open Position	NA	Terry Johnson	x
		Dena Owens	x				

Others present (Information)

Janelle Stribe, Connie Jackson, and Debra Schrader.

Distinction of Quorum (Information)

Board membership consists of 13 members, with 11 positions filled; 10 board members were present at the beginning of the meeting, representing quorum.

Announcements (Information)

None

Open Forum (Information)

None

Agenda (Action)

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

Minutes (Action)

Board member McAdon moved to approve the September 20, 2012, minutes. Board member Kimball seconded. Motion carried unanimously.

Early Childhood Committees (Information)

Meetings of the Early Childhood Committees are as follows:

Adair County Early Childhood Committee –The next meeting is December 20, 2012, at 4:15 p.m. at Nodaway Valley Schools.

Dallas County Early Childhood Committee – The next meeting is November 14, 2012, at 1:00 p.m. at the Dallas County ISU Extension office.

Warren County Early Childhood Committee – Minutes of the October 3, 2012, committee meeting were disseminated. Topics of discussion were updating the community plan utilizing a community survey and a 4 R Kids Board update; it was reported that Promise Jobs was relocated to Des Moines from Indianola. The next meeting is October 3, 2012, at 10:00 a.m. at Wells Fargo in Indianola.

Madison County Early Childhood Committee –The committee met October 9, 2012, and topics of discussion were the draft community survey and a presentation from Public Health. The next meeting is December 11, 2012, at 6:30 p.m. at the Farmers Merchant Bank in Winterset.

Board Processes Committee (Information)

None; the committee did not meet.

Program and Service Committee (Action)

The Program and Service Committee met October 3, 2012, to review grant proposals for home visitation services for Adair County. Children and Families of Iowa and Southwestern Community College submitted grants. Both proposals were similar in timelines and proposed the Parents as Teachers model. However, Southwestern Community College had experience with PAT as they currently offer services in Union County. The committee moved forward with offering a contract to Southwestern Community College for Parents as Teachers, effective October 5, 2012, for \$53,399. Board member Jakes moved to support the decision of the Program and Service Committee that offered a contract to Southwestern Community College. Board member Moffitt seconded. Motion carried unanimously.

On October 9, 2012, Southwestern Community College met with Adair County Extension and picked up the program materials and client files. The Adair County Extension contract for Growing Strong Families officially ended October 5, 2012, and they have until November 5, 2012, to submit the annual report data along with final expenditures.

Children and Families of Iowa requested comments regarding the scoring of their proposal to help them improve future proposals. After a review of the scoring comments, it was noted that one comment regarding employee benefits was inaccurate and the minutes needed to be amended. Board member Kimball moved to amend the comments and minutes. Board member Huff seconded. Motion carried unanimously.

The Program and Service Committee will meet October 23, 2012, at 6:00 p.m. via telephone conference. Agenda items include the 1st quarter digital dashboard and preschool services.

Administrative Update (Information)

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

- December 6, 2012, Annual Appreciation reception details
- Prevent child abuse councils updates
- Draft impact survey questions
- Early Childhood Formula committee meeting with minutes attached
- Federal audit update
- 1st Quarter state financial report filed October 10, 2012, with an attached financial report
- 1st Quarter director digital dashboard report
- Professional development update

Board Professional Development (Information)

The board reviewed their board professional development plan. There are three goals in the plan: increase knowledge of funded programs, increase knowledge of parliamentary procedures, and increase meeting effectiveness. The board had met two of the goals by having monthly presentations of funded programs and utilizing the “*first of five*” when needed. There was discussion regarding having a board training around parliamentary procedures and inviting other ECI area boards and Prevent Child Abuse Councils. It was also suggested that the training be taped or conducted by webinar, then posted on the website. The Board Processes Committee will meet to work on the details of the training.

Finance Committee (Action)

The Finance Committee reviewed the budgets and payment vouchers prior to the meeting. Board member McAdon moved to approve the September payment vouchers in the amount of \$68,468.09. Board member Moffitt seconded. Motion carried unanimously. A summary of the vouchers was provided at the meeting along with cumulative budgets.

Other Business (Information)

None

Next meeting (Action)

Board member Bass moved to adjourn the meeting at 7:30 p.m. Board member Moffitt seconded. Motion carried unanimously. The next meeting is November 15, 2012, in Madison County at the Farmers Merchant Bank.

Respectfully submitted by Debra Schrader, Director