



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

Board Minutes
Thursday, March 21, 2013
Farmers Merchant Bank
101 West Jefferson Street
Winterset, Iowa 50273

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 and Cynthia Moffitt. 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 January and February expenditures for \$107,191.03 and \$75,377.44 respectively. The committee also reviewed a satisfaction survey conducted with contractors regarding fiscal agent services. The survey had positive results additionally the fiscal agent is willing to renew the fiscal agent contract for FY2014 for the same fee as FY2013. The Committee will recommend renewing the fiscal agent contract for FY2014. 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	
Dena Owens		Bob Ockerman	x	Joyce Kooker	x	Terry Johnson	x
Kendalyn Huff	x	Samantha Finneseth	x	Julie Feirer	x	Cynthia Moffitt	x
<i>Open Position</i>	NA	Ann Bass		<i>Open Position</i>	NA	<i>Open Position</i>	NA

Others present (Information)

Joy Rouse, Craig Hertel, and Leslie Stonehocker, and Debra Schrader.

Distinction of Quorum (Information)

Board membership consists of no less than 8 members and no more than 12 members, with 9 positions filled; 7 board members were present at the beginning of the meeting, representing quorum.

Open Forum (Information)

Mr. Hertel, ISU Extension updated the board regarding the child care provider trainings that has taken place and what is currently scheduled. He also updated the board of the potential of increased costs of administering the preschool tuition with other supportive services and that Extension is open to CIJDC writing the checks if it would be more cost effective.

Agenda (Action)

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

Minutes (Action)

Board member Johnson moved to approve the January 17, 2013 minutes. Board member Moffitt seconded. Motion carried unanimously.

Vice Chairperson (Action)

Board member Huff moved to nominate Board member Moffitt as Vice Chairperson. Board member Kooker seconded. Board member Huff moved that nominations cease. Motion carried unanimously. Board member Moffitt abstained.

FY2014 Board Meeting Schedule

Board member Huff moved to approve the FY2014 board meeting schedule. Board member Kooker seconded. Motion carried unanimously.

Early Childhood Committees (Information)

Meetings of the Early Childhood Committees were as follows:

Adair County Early Childhood Committee –The committee met March 14, 2013. Items of discussion were the community impact survey and early childhood resources.. The next meeting is June 13, 2013 at 4:00 at Immanuel Lutheran Church in Greenfield.

Dallas County Early Childhood Committee –The Committee me February 13, 2013. Items of discussion were the community impact survey and early childhood resources. The next meeting is May 15, 2013, at 1:00 p.m. at the Dallas County ISU Extension office.

Warren County Early Childhood Committee –The Committee met February 6 and March 6, 2013. Items of discussion were the community impact survey and early childhood resources. The next meeting is April 3 2013, at 10:00 a.m. at Wells Fargo in Indianola.

Madison County Early Childhood Committee –The Committee met February 12, 2013, items of discussion were the community impact survey and sexual abuse prevention. The next meeting is April 9, 2013, at the Winterset Library in Winterset.

Finance Committee

Payment Vouchers (Action)

The Finance Committee reviewed the budgets and payment vouchers prior to the meeting. Board member Moffitt moved to approve the January and February payment vouchers in the amount of \$107,191.03 and \$75,377.44 respectfully. Board member Johnson seconded. Motion carried unanimously. A summary of the vouchers were provided at the meeting along with cumulative budgets. Additionally, monthly bank balance documentation was also provided.

FY2014 Fiscal Agent (Action)

A fiscal agent survey completed by the contractors was reviewed. The survey concluded that 100% of contractors rated CIJDC either good or excellent as a fiscal agent and 100% recommended that the Board consider contracting with CIJDC for FY2014. Board member Moffitt moved to approve Central Iowa Juvenile Detention Center as the fiscal agent and employer of record for FY2014 for a cost of \$10,000.00. Board member Feirer seconded. Motion carried unanimously.

Board Processes Committee

Board Policy and Procedure Manual (Action)

Board member Moffitt moved to approve the 87 page 4 R Kids Early Childhood Iowa policy and procedure manual. Board member Huff seconded. Motion carried unanimously. A copy of the manual will be available at all future board meeting for reference.

Board bylaws (Action)

Board member Kooker moved to approve the 4 R Kids ECI Area Board By-laws. Board member Huff seconded. Motion carried unanimously.

Board member Feirer left the meeting at 7:00 p.m.

Program and Service Committee

The committee met February 5, 2013.

Preschool Tuition Policy (action)

Minor changes were made to the current preschool tuition policy. Board member Huff moved to approve the amended FY2014 preschool tuition policy. Board member Moffitt seconded. Motion carried unanimously.

Board member Feirer re-entered the room at 7:10 p.m.

Semi Annual Progress Reports (information)

The committee reviewed in-depth the contractors semiannual progress reports and there were no performance concerns. It was noted there may be approximately \$40,000 unexpended in preschool tuition.

Family Support Update (Information)

The committee reviewed legislation requiring 90% of all family support programs are to meet the state definition of evidenced based or promising practice by July 1, 2016. It is to be noted that the Board will be able to comply with this requirement as Partners in Family Development just went through the Iowa Family Support peer review and Southwestern Community College will go through the process next year. In order for I.S.U. Extension to meet the intent of the legislation they will be researching a different curriculum to replace Great Beginnings. The committee also reviewed FY2012 state wide family support data and compared it to local program data.

FY2014 Request of Renewal (Action)

Board member Huff moved to approve the FY 2014 request for renewal process. Board member Moffitt seconded. Motion carried unanimously. The RFR will be released March 22, 2013 and will be due April 22, 2013. The committee will meet to work on the funding plan May 3, 2013 at 11:00 at the Madison County Extension office.

Miscellaneous Board Updates (Information)

The Parents as Teachers Program administered by Partners in Family Development recently went through the Iowa Family Support Peer review process. Board members Johnson, Ockerman, Moffitt and Owens as well as Director Schrader participated in the funders interview. Director Schrader also participated in the entrance and exit interviews. The peer review went extremely well and it is anticipated they will receive the Iowa Family Support Credential this spring.

Board member Feirer provided an overview of the Early Childhood Iowa 101 webinar. Board member Johnson also attended the webinar. It was noted this may be a good tool to utilize with new board member orientation.

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 elementary school.

Administrative Update *(Information)*

Director Schrader disseminated an administrative update for February and March. Items included a report on the onsite monitoring visits that were recently conducted - there were no corrective action plans needed, update on the early childhood formula workgroup, and the results from the community impact survey. The community plan continues to be a work in progress along with working on items for levels of excellence.

Board Professional Development *(Information)*

Ms. Rouse with I.S.U. Extension provided a presentation on Great Beginnings and Family Nutrition group parent education.

Other *(Information)*

Data regarding home schooling was discussed. It was noted that AEA and local public schools may have some data and Director Schrader will follow-up as well as take this to the early childhood committees.

Next meeting *(Action)*

Board member Huff moved to adjourn the meeting at 8:00 p.m. Board member Kooker seconded. Motion carried unanimously. The next meeting is April 18, 2013 in Dallas County.

Respectfully submitted by Debra Schrader, Director