



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

Raccoon Valley Bank Community House
1016 Main Street
Adel, Iowa 50003
August 30, 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 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 July expenditures for \$57,508.90. Committee adjourned at 6:30 p.m.

Board Meeting Minutes

Attendance

Board Members Present							
Adair County		Dallas County		Madison County		Warren County	
Mike Cass	x	Bob Ockerman	x	Joyce Kooker	x	John Jakes	
Kendalyn Huff	x	Shirley McAdon	x	Amy Kimball	x	Cynthia Moffitt	x
<i>Open Position</i>		Ann Bass	x	Pete Skerik		<i>Open Position</i>	
		Dena Owens	x				

Others present (Information)

Debra Schrader, Loren Aldrich, Myra Willms, Leslie Stonehocker, Joy Rouse, Kim Branter, Carolyn LaFaver, Tammy Engebretson, and Julie Feiver.

Distinction of Quorum (Information)

Board membership consists of 13 members, with 11 positions filled; 9 board members were present at the beginning of the meeting, representing quorum.

Announcements (Information)

None

Open Forum (Information)

Ms. Faver of Adair County ISU Extension announced that, due to challenges beyond their control, Adair County ISU Extension will terminate the Growing Strong Families FY2013 contract; additionally, there have been staffing challenges over the last 18 months. Ms. Faver conveyed appreciation to the 4 R Kids ECI area board for the past support.

Agenda (Action)

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

Minutes (Action)

Board member Kimball moved to approve the July 19, 2012, minutes. Board member McAdon seconded. Motion carried unanimously.

Board Member Resignation (Action)

Board member Kooker moved to accept Mr. Skerik's resignation from the board. Board member Moffitt seconded. Motion carried unanimously.

Board Recruitment (Information)

Currently, there are 3 positions available on the Board to represent Adair, Madison, and Warren Counties. In the Levels of Excellence, the board earns points in the operational section regarding policy that board members are actively engaged in board recruitment. Ideas regarding different sectors were discussed, such as Casey's General Store or Kum and Go and Human Service provider Genesis.

Federal Requirements Regarding Food (Information)

A copy of an email from Early Childhood Iowa, Ms. Foley/DHS was provided regarding utilizing federal funds to pay for food/catering. Effective July 20, 2012, no food will be allowed to be purchased by the board or contractors. State school ready funds may continue to be utilized. Ms. Schrader has contacted the contractors regarding this requirement and it was noted that there shouldn't be any issues in complying with this new rule.

Website Update (Information)

Ms Schrader updated the board regarding the website; currently, it is still under construction. Board member Jakes is assisting with the website and Ms. Schrader will be meeting with him September 5.

Unallocated FY2013 Funds (Information)

Ms. Schrader provided the board an update regarding unallocated FY2013 funds. After maximizing the categorical funds, there is \$15,072.65 school ready family support funding and \$4,243.91 school ready other unallocated. It was noted there may be additional school ready family support funding unallocated due to the termination of the Growing Strong Families program. Ms. Schrader announced that a family support contractor meeting will be September 21 and that agenda items include new requirements for online data collection utilizing Red Cap and unallocated family support funding.

Early Childhood Committees (Information)

Meetings of FY2012 Early Childhood Committees are as follows:

Adair County Early Childhood Committee – The next meeting is September 13, 2012, at the Orient-Macksburg School.

Dallas County Early Childhood Committee –The committee met August 15, 2012, at the Dallas County ISU Extension office. Topics of discussion were mental health redesign presented by Dallas County Mental Health Services, presentation regarding the Health Navigation system by Dallas County Public Health and a Play Symposium event. Dallas County Child Advocacy, Community Partnerships for Protecting Children, and DCAT are interested in collaborating on the event with ECI. The next meeting is November 14, 2012, at 1:00 p.m. at the Dallas County ISU Extension office.

Warren County Early Childhood Committee –The committee met August 1, 2012, at Wells Fargo in Indianola. Topics of discussion were transportation, Warren County resource directory, and mental health resources. The next meeting is September 5, 2012, at 10:00 a.m. at Wells Fargo in Indianola.

Madison County Early Childhood Committee –The committee met August 14, 2012, at the Winterset Library. Topics of discussion included concerns regarding child care providers not pursuing the quality rating system; this was noted in the FY2012 successes and challenges from contractors. The next meeting is October 9, 2012, at 6:30 p.m. at the Farmers Merchant Bank in Winterset.

Finance Committee (Action)

The Finance Committee reviewed the budgets and payment vouchers prior to the meeting. Board member McAdon moved to approve the July payment vouchers in the amount of \$57,508.90. Board member Moffitt seconded. Motion carried unanimously. A summary of the vouchers was provided at the meeting along with cumulative budgets.

Board Processes Committee (Information)

None; the committee did not meet.

Program and Service Committee (Action)

The FY2012 annual report, executive summary, contractor successes and challenges, and digital dashboard were provided to all board members in advance for review. The Program and Service Committee met August 6, 2012, and reviewed the data in depth. Additionally, the committee expressed concern regarding numerous formatting issues with the annual report shell. Board member Kimball moved to approve the FY2012 annual report, financial statements, and executive summary. Board member Moffitt seconded. Motion carried unanimously. Board member Cass moved to submit a letter to the Early Childhood Iowa Board on behalf of the 4 R Kids ECI area board regarding challenges with the annual report format and request a response as to the remedies. Board member Huff seconded. Motion carried unanimously.

The Program and Service Committee met again on August 23, 2012, to review the request to modify the Growing Strong Families business plan. Adair County Extension requested to modify the business plan to conduct 33.4% fewer visits and serve 20% fewer families with line item adjustments that equaled the same amount of funding currently in the signed contract. The committee planned to recommend two options to Adair County Extension: keep the contract as is or implement the modified business plan with a 20% reduction in funding. Adair County Extension announced at public forum that they would be terminating the FY2013 contract; however a formal letter had not been received stating these intentions. Board member Cass moved that, in the event a contract termination letter is received from Adair County Extension, the Program and Service Committee and the Executive Director are to start the search to secure a contract holder for home visitation services upon written receipt of that contract termination. Board member Bass seconded. Motion carried unanimously. It was noted that Growing Strong Families is currently serving 15 families.

Administrative Update *(Information)*

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

- Efforts regarding Prevent Child Abuse Councils in Adair and Warren Counties
- Planning efforts regarding the Adolescent Pregnancy Prevention grant
- Collaboration among Madison County preschools
- Update regarding audit of early childhood funds
- FY2012 annual report preparations
- Policy and procedure manual progress, specifically updating the succession plan details
- Website update
- FY2012 state financial report filed and copy provided to the board
- Professional development update
- Update regarding Early Childhood funding formula
- Receipt of 1st quarter payments of school ready and early childhood funding by the new fiscal agent
- Legislative talking points and marketing materials created
- Distribution of a flyer regarding dates of Great Beginnings and Family Nutrition group parent education offerings

Board Professional Development *(Information)*

Dallas County Public Health provided the board a presentation on the Maternal Child Health program (MCH). The MCH program was the 7th in the state to receive the Iowa Family Support Credential and is considered a promising program.

Other Business *(Information)*

Board member Kimball announced she will have an opportunity to meet with Governor Brandstad and that early childhood will be a topic of discussion. She will be utilizing the legislative talking points and marketing materials from 4 R Kids ECI area board.

Chairperson Ockerman received a claim for alleged damages from Sue Renfrow that will be forwarded to the board's insurance company.

Board member Owens provided information on the ACES summit.

Next meeting *(Action)*

Board member Bass moved to adjourn the meeting at 8:05 p.m. Board member Huff seconded. Motion carried unanimously. The next meeting is September 20, 2012, at Indianola with the location to be determined. Dallas County ISU Extension will present the Preschool Enrichment project for board professional development.

Respectfully submitted by Debra Schrader, Director