



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

Calvary Baptist Church
2708 N. Jefferson Street
Indianola, Iowa 50125
September 20, 2012
Board Minutes

Finance Committee Meeting Minutes

The Finance Committee met prior to the board meeting at 6:00 p.m. Committee member present was Shirley McAdon. Cynthia Moffitt reviewed the vouchers prior to the committee meeting. 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 August expenditures for \$45,852.14. 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		John Jakes	x
Kendalyn Huff		Shirley McAdon	x	Amy Kimball	x	Cynthia Moffitt	x
<i>Open Position</i>		Ann Bass	x	<i>Open Position</i>		<i>*Open Position (see note)</i>	
		Dena Owens					

**Note – Terry Johnson, new board member, was approved for board membership at this meeting which is reflected in the minutes.*

Others present (Information)

Debra Schrader, Joy Rouse, Leslie Stonehocker, and Val Cameron.

Distinction of Quorum (Information)

Board membership consists of 13 members, with 10 positions filled; 7 board members were present at the beginning of the meeting, representing quorum.

Announcements (Information)

None

Open Forum (Information)

None

Agenda (Action)

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

Minutes (Action)

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

Board Membership (Action)

Board member Cass moved to accept Terry Johnson’s board membership application for Warren County. Board member Jakes seconded. Motion carried unanimously. Mr. Johnson is able to fulfill several positions since he represents Genesis, which is a statewide organization. Ms. Schrader has inquired with Casey’s General Store Corporate regarding board membership interest. She will continue to update the board on the progress. Currently, there is a Madison County position and an Adair County position open on the board.

Board member Moffitt entered the room at 6:40 p.m.

Website (Action)

Ms Schrader updated the board regarding the website; the website is up, running, and functional but still needs a little more work. The website is www.4rkids-eci.org Board member Jakes has assisted Ms. Schrader greatly with the website. In July (FY2013), webhosting through DreamHost was purchased for \$119.40; there was a 90 day full refund policy during which a refund was requested. Ms. Schrader utilized her personal credit card and, once the credit shows on her statement, she will adjust administration expenses accordingly and include the required documentation. The new hosting is through Word Press and is \$18 per year. DreamHost will hold the old domain www.4rkidseci.org for approximately three months; after that time, the board would have the option to secure the old website domain for an additional \$18 per year. Board member Cass moved to secure the old website domain once it is available. Board member Kimball seconded. Motion carried unanimously.

Legislative Talking Points/Marketing Materials (Action)

Ms. Schrader provided the board a draft of the FY2013 legislative talking points; it is similar to FY2012 with the exception of the data change. Also provided was marketing materials titled “Why Should Iowa Invest in the First 2000 Days” and “Children’s Issues-Questions to Consider”. Board member Kimball moved to approve the FY2013 marketing materials. Board member Moffitt seconded. Motion carried unanimously. Board member Cass recommended sending all three documents to the state Early Childhood Iowa Area Board. Board member Kimball had already shared the information in a meeting she had with Lt. Governor Reynolds.

Annual Reception (Information)

Ms. Schrader shared that the 2nd annual appreciation reception planning is underway and that the event has been scheduled for December 6, 2012, from 5:00-7:00 p.m. at Summerset Winery. Polk County ECI is again interested in collaborating with the event. It was also noted that Economic Development would be a talking point for the reception and that all four county Economic Development directors will be contacted. It was consensus of the Board to send an invitation to the state Early Childhood Iowa Board. Board member Moffitt and board member Jakes will work on a PowerPoint presentation utilizing the legislative talking points and provide it for the event.

Growing Strong Families Contract (Information)

Ms. Schrader and board member Ockerman met with Adair County ISU Extension regarding the contract termination of Growing Strong Families. Terms of the contract were reviewed as well as dates for certain criteria to be fulfilled. The last day of the contract will be October 5, 2012, and, if a new contractor has not been secured, all family files and program materials will be provided to the Executive Director unless other directives are made. Family files will be kept in a locked file cabinet in the director’s office.

FY2012 Annual Report (Information)

The state team has conducted the technical review and, at this time, there are no issues. No other information is available.

Early Childhood Committees (Information)

Meetings of FY2012 Early Childhood Committees are as follows:

Adair County Early Childhood Committee – The committee met September 13, 2012, at the Orient-Macksburg School. Topics of discussion were updating the community plan utilizing a community survey approach, preschool update, and 4 R Kids Board update. 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 –The committee met September 5, 2012, at Wells Fargo in Indianola. Topics of discussion were updating the community plan utilizing a community survey, 4 R Kids Board update, preschool update, presentation from LSI, and mental health resources. The next meeting is October 3, 2012, at 10:00 a.m. at Wells Fargo in Indianola.

Madison County Early Childhood Committee –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 August payment vouchers in the amount of \$45,852.14. Board member Moffitt seconded. Motion carried unanimously. A summary of the vouchers was provided at the meeting along with cumulative budgets. It was noted that the Central Iowa Juvenile Detention Center, the new fiscal agent, has opened a separate checking account and the 4 R Kids funds will not be co-mingled with CIJDC and that checks reflect the 4 R Kids name.

Board Processes Committee (Information)

None; the committee did not meet.

Program and Service Committee *(Action)*

The Program and Service Committee met August September 10, 2012, to form a plan for a home visitation contractor in Adair County due to the contract termination submitted by Adair County ISU Extension. A Request for Proposal was released September 12 and is due September 26. Growing Strong Families service will end October 5, 2012, and there was concern about a lapse in service before a new contractor could be secured. Board member Cass moved to authorize the Program and Service Committee to proceed with reviewing grant applications and selecting and entering into an agreement that is reasonable for home visitation services. Board member Bass seconded. Motion carried unanimously.

Administrative Update *(Information)*

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

- September 12, 2012, state ECI Director meeting and a full written report of the meeting
- Efforts regarding Prevent Child Abuse Councils in Adair, Dallas, and Madison Counties
- Early childhood formula committee minutes and update
- Board recruitment update
- Fiscal agent update
- Website update
- Head Start Summit update
- Professional Development opportunities; received a \$795 scholarship to attend training at DMACC

Board Professional Development *(Information)*

Val Cameron, Dallas County ISU Extension Preschool Enrichment coordinator, provided the board a presentation on the Preschool Enrichment Project. Currently, there are 142 scholarships provided for approximately \$98,000 which encompasses 33 preschools. Agreements have been made to provide dental and lead screenings for preschoolers. Quality improvement mini-grants and professional development mini-grants are also underway.

Other Business *(Information)*

None

Next meeting *(Action)*

Board member Bass moved to adjourn the meeting at 7:55 p.m. Board member Moffitt seconded. Motion carried unanimously. The next meeting is October 18, 2012, in Adair County with the location to be determined.

Respectfully submitted by Debra Schrader, Director