

4 R Kids Board Processes Committee
Minutes
January 31, 2014 at 12:00 (noon)
Sports Page Restaurant
224 E. Hwy 92, Winterset, Iowa 50273

Attendance

Board members present were Joyce Kooker, Bob Ockerman, Terry Johnson, and Marlin Markman. Deb Schrader, ECI director was also present.

Board performance evaluation *(information)*

The committee reviewed the Board performance evaluation. A few things to note from the evaluations were:

- The community and the board were fairly consistent on a scale of 1-5, with all scores being at 4 or higher in each of the 12 areas.
- The community rated the board higher than the board in regards to understanding the roles and responsibilities of board.
- Consensus from comments that board member visibility and communication to the public is a priority.

Board professional development plan *(action requested)*

The committee drafted the board professional development plan for FY2015 utilizing the evaluations for action.

Board policies and procedure manual *(action requested)*

The committee reviewed the policy and procedure handbook and requests action. Minor edits were made and are as follows:

- Policy 1.1.8 Board Member Recruitment (page 13) - statement added - Board shall strive for gender balance.
- Policy 4.1.1 Fiscal Agent Selection of & Annual Agreement (page 68) - removed a repeated word "executive" in 9th bullet.
- Policy 4.3.2 Revenue Processing of Checks and Cash Received in the Mail (page 76) - corrected spelling in 2nd bullet - receiving.

Personnel handbook *(action requested)*

The committee reviewed the personnel handbook and edits were made to the following sections. The committee requests action on a revised personnel handbook.

- New Employee Probationary Period / Annual Evaluations section - deleted the entire paragraph - The first three months for each new employee will be a probationary period of mutual evaluation and decision-making. During this time it is expected that both the employee and the employer make a decision regarding their ability to meet the needs of the employer and adequately perform the tasks assigned. Prior to

the end of this probationary period, a meeting will be held between the employee and his or her direct supervisor for the purpose of making a decision regarding the continuation of employment. After the initial probationary period, an annual performance appraisal will be conducted with employees by their immediate supervisor

- Mileage section - added the following - The reimbursement rate is considerate of all expenses incurred i.e. oil, gas, insurance, etc. The Board is not responsible for costs above and beyond this reimbursement.
- Structure of the Board - removed the board chairperson box and rearranged the arrows.

Levels of Excellence *(information)*

Levels of Excellence was discussed and the potential questions that that the board will be subject to on April 17, 2014.

Miscellaneous *(information)*

- The FY2015 4 R Kids ECI Area Board meeting calendar was reviewed and there will be 9 meetings instead of 12 scheduled.
- Deb updated the committee regarding a quote of \$279.94 from Crestline for 4 R Kids 250 drinking cups to be given away at the three County Toddlerfests.
- The committee reviewed a new ECI Director performance evaluation tool.

Meeting adjourned at 1:15.