

**Board Minutes**  
**Thursday, November 20, 2014**  
**Vintage Hills**  
**604 E. Hillcrest**  
**101 West Jefferson Street**  
**Indianola, Iowa 50125**

**Finance Committee Meeting Minutes**

The Finance Committee met prior to the board meeting at 6:00 p.m. Committee members present were Board members Hoover, Markman and Kaufman. The committee members reviewed payment vouchers, current expenditures, the overall budget, categorical funding streams, interest earned, fund balance reconciliation, bank reconciliation, and the payment voucher processing log. It will be recommended to the board to approve payment for October expenditures in amounts of \$79,821.44 as well as the payment vouchers that were reviewed by the committee in October for September expenses in the amount of \$71,768.83. It is to be noted there are no major budget concerns with any contractors. Committee adjourned at 6:30 p.m.

**Board Meeting Minutes**

The board meeting convened at 6:30 p.m.

**Attendance**

(x means attendance at the meeting)

Board Members Present							
Adair County		Dallas County		Madison County		Warren County	
Dena Owens <i>Required Health Representative</i>		Bob Ockerman	x	Joyce Kooker <i>Required Business Representative</i>	x	Terry Johnson <i>Required Human Service Representative</i>	x
Kendalyn Huff <i>Required Faith Representative</i>		Samantha Finneseth <i>Required Education Representative</i>		Janice Jensen		Cynthia Moffitt	
Marlin Markman	x			Joey Hoover	x	Khristan Kaufman <i>Required Parent Representative</i>	x

**4 R Kids Staff Present**

Debra Schrader, Executive Director

**Others present (Information)**

Leslie Stonehocker, Craig Hertel, Val Cameron, Jovanka Westbrook, and Rachel Bardwell.

**Distinction of Quorum (Information)**

Board membership consists of no less than 8 members and no more than 12 members, with 11 positions filled; 6 board members were present at the beginning of the meeting, representing quorum.

**Open Form (Information)**

None

**Introductions (Information)**

Introductions were made by Board members and the audience.

**Agenda (Action)**

Board member Hoover moved to approve the agenda. Board member Markman seconded. Motion carried unanimously.

**Minutes (Action)**

Board member Kooker moved to approve the September 11, 2014 minutes. Board member Hoover seconded. Motion carried unanimously.

**Board Membership Recruitment (Information)**

Board members continue with recruitment efforts and strive for gender balance. Currently, there is one position available on the board.

**Annual Meeting (Action)***Election of Officers*

Board member Johnson moved to re-elect Board member Ockerman as Chairperson and Board member Moffitt as Vice Chairperson. Board member Markman seconded. Motion carried unanimously.

**Bylaws (action)**

Board member Johnson moved to approve the bylaws as presented. Board member Kooker seconded. Motion carried unanimously. It was noted that a leave of absence clause may be an item to consider for next year's review of the bylaws.

**4th Annual Appreciation Reception (Information)**

The reception will be December 4, 2014 from 5:30-7:30 at Summerset Winery. The cater has been booked and the food will be similar to last year. An internal agenda for the evening has been prepared and board members will have responsibilities during the brief program from 6:15 - 6:40. The legislators have all been sent invitations as well as a follow-up email. A request has been sent to the Governor's office but unfortunately they declined the invitation. Board members agreed to contact their respective legislators as to their attendance. A parent in the SWCC PAT program, a preschool teacher, home child care provider and two parents who received preschool tuition will be in attendance to provide participant testimony.

**REDCap (Information)**

Director Schrader provided an updated on the Family Support Statewide Data System REDCap system. REDCap is a data base system that is required for all ECI funded family support programs to utilize and FY14 was the first year for programs. There continues to be struggles with retrieving accurate information because of syntax errors made by the University of Iowa. Currently, the data on the five required outcomes to be reported annually is not reliable. A collaborative meeting with family support providers from Kids First, Quad Counties for Kids and 4 R Kids will get together December 2, 2014 to discuss the challenges of data base system, the state ECI team will also be present.

**Public Awareness (Action)**

Director Schrader presented a draft marketing and public awareness plan. The plan includes the following nine strategies and evaluation methods; community events, website, media relations, newsletters, printed materials, social media, legislative advocacy, community outreach and early childhood committees. Public awareness was a section that the board scored lower on during the levels of excellence. Board member Kooker moved to approve the marketing and public awareness plan as presented. Board member Kaufman seconded. Motion carried unanimously.

**Finance Committee (Action)**

The Finance Committee reviewed the budgets, payment vouchers, bank statement, and fund balance reconciliation, prior to the meeting. Board member Hoover moved to approve the September and October payment vouchers in the amounts of 79,821.44 and \$71,768.83 and respectively. Board member Markman seconded. Motion carried unanimously. A summary of the vouchers were provided at the meeting along with cumulative program budgets.

**Board Program and Service Committee (Action)**

The Program and Service Committee met October 27, 2014 and discussed the FY14 annual report from REDCap, FY15 reporting format, conducted an in-depth the FY15 first quarter reports. At this time there was no major concerns with the FY15 progress reports. The committee also discussed reallocation and allocation of funding. The committee recommended the following contract amendments:

- Amend Dallas County ISU Extension Preschool Enrichment contract and transfer \$15,000 from preschool tuition to preschool quality improvement grants and transfer \$5,000 from preschool tuition to preschool dental screenings.
- Amend the Dallas County ISU Extension Quality Improvement Project contract and allocate an additional \$12,000 from unallocated school ready family support funding for child care quality improvement mini grants and an additional \$13,000 from unallocated school ready family support funding for child care provider trainings.

Board member Johnson moved to accept the committee's recommendations for reallocation and allocation of funds. Board member Kooker seconded. Motion carried unanimously.

**Board Process Committee (Action)**

The committee did not meet.

**Administrative Update (Information)**

Director Schrader disseminated an administrative update for October, some items included:

- Continues to support the Prevent Child Abuse Councils;
- Update on the Adair, Dallas, Madison, and Warren County Early Childhood Committees;
- Meeting with Shelia Hanson, lobbyist with the Child and Family Policy Center;

- Report on the preschool experience rate for the area;
- Collaborative meeting with 2 other ECI areas;
- News releases that have been sent and published;
- 4th Annual reception;
- Research and marketing project conducted by Simpson;
- LOE model meeting in Cedar Rapids;
- Contractor meeting
- Professional development opportunities.
- FY14 annual report to be completed online at Grants.Gov;

**Miscellaneous Board Updates** (*Information*)

Board member Ockerman updated the Board on the action taken at the State ECI board meeting November 7, 2014. The state board approved the Levels of Excellence public awareness recommendations; approval of a local board merger between Des Moines/Louisa and Henry/Washington ECI boards; Muscatine County is the only local board that has yet to merge; and there was no approval on a legislative position statement. Board member Ockerman participated in the results based accountability workgroup to work on benchmarks for the early childhood funding and there will most likely not be a recommendation to add benchmarks for local ECI areas.

**Board Professional Development** (*Information*)

Dallas County ISU Extension with the family support coordinated intake project and Partners in Family Development with the Parents as Teachers project provided presentations.

**Next meeting** (*Action*)

Board member Hoover moved to adjourn the meeting at 8:05 p.m. Board member Kooker seconded. Motion carried unanimously. The next meeting is December 18, 2014 in Greenfield.

Respectfully submitted by Debra Schrader, Director