



**Early Childhood Iowa Area Board
Minutes
Thursday December 17, 2015
Winterset Library
123 N. 2nd Street
Winterset, Iowa 50273**

Finance Committee Meeting

The Finance Committee met prior to the board meeting to review budgets and payment vouchers.

Board Meeting

Board Chairperson Ockerman convened the meeting 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>	x	Janice Jensen	x	Cynthia Moffitt	x
Marlin Marckmann				Joey Hoover	x	Khristan Kaufman <i>Required Parent Representative</i>	x

4 R Kids Staff Present

Debra Schrader, Executive Director.

Others present (Information)

Tallie Ramey (Crisis Intervention), Shelly Jensen (Warren County Health Services) and Chris Lee (New Opportunities).

Distinction of Quorum (Information)

Board membership consists of no less than 8 members and no more than 12 members, with 11 positions filled; 8 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 Johnson moved to approve the agenda. Board member Kooker seconded. Motion carried unanimously.

Minutes (Action)

Board member Hoover moved to approve the September 10, 2015 minutes. Board member Jensen seconded. Motion carried unanimously.

Board Membership Recruitment (Information)

Board members continue with recruitment efforts and strive for gender balance. Currently, there are positions available on the board.

Board Member Resignation (Action)

Board member Moffitt accepted Board member Marckmann's resignation, regreftfully. Board member Hoover seconded. Motion carried.

Annual Meeting (Action)

Election of Officers

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

Committees

Board chairperson re-appointed board members to standing committees.

Re-election of Board members

There were no board member terms set to expire on December 31, 2015. It was also noted that Board Member Moffitt, Huff, Ockerman, and Kooker terms will expire December 2016 and they were four of the originals left on the board since the board merger in FY2011.

FY15 Annual Report (Information)

Director Schrader updated the board regarding the FY15 annual report that was required to be submitted by September 15, 2015. There was a question regarding board membership terms but was clarified easily. All but the family support section of the annual report has been approved. The family support section which is 50% of the 4 R Kids budget, will not be reviewed by Ms. Horras of the Iowa Department of Public Health until January according to communication from the Early Childhood Iowa office.

Board Performance Review (Information)

Director Schrader will be sending a Google survey link to the board to conduct the annual performance review to all board members. The community has also been sent a Google survey link to complete the board performance review. The Board Processes Committee will meet to review the results in January.

Community Plan Annual Review (Information)

The board reviewed the strategic plan, ECI result areas, board priorities, vision, mission, guiding principles, and local updated indicator data. Currently there is no recent data available from the Iowa Department of Public Health on the % of births where the mother began prenatal care during the first trimester. Once the data is available, the indicators will be updated. There was discussion around the quality of child care in Iowa and how the new federal rules may impact quality ratings in Iowa in a negative way. It was also noted that it is time to conduct a needs assessment/survey for the 4 R Kids area and that all four early childhood committees have provided input into the community survey. The survey will be presented at the next board meeting. The updates to the community plan will be posted on the website.

Annual Reciprocal Agreement (Action)

Board member Moffitt moved to approve the annual reciprocal agreement with Quad Counties ECI Area Board. Board member Kooker seconded. Motion carried unanimously. The reciprocal agreement is an additional strategy for the ECI Director succession plan.

Partners in Family Development Corrective Action Plan (Action)

Partners in Family Development was required to submit a corrective action plan regarding contract compliance issues stemming from the FY15 contract for family support services. The compliance issues were regarding a state requirement that 75% of the families enrolling in a long-term or intensive home visitation program during the course of the fiscal year must meet certain enrollment criteria. Partners in Family Development was at 72% for fiscal year FY15, thus the purpose of the corrective action plan. Director Schrader reported that the agency has complied with the corrective action plan activities and are timely with submissions. Board member Kooker moved to accept the corrective action plan. Board member Finneseth seconded. Motion carried unanimously.

Dallas County ISU Extension Contract Amendment (Action)

Dallas County ISU Extension administers the Preschool Enrichment contract which includes preschool tuition and preschool supportive services. While the contract allows for flexibility, a contract amendment it is needed due to the higher than anticipated demand for preschool scholarships. Currently demand for preschool tuition scholarships are up 15% or 24 children from last year at this time. In order to meet demand for preschool tuition scholarships some preschool supportive services will need to be eliminated and re-direct those funds to preschool tuition scholarships. Director Schrader has been in conversation with Extension and they are fully on board with the need to modify the contract and understand that preschool tuition scholarships are top priority. It is recommended to eliminate preschool lead screenings, preschool professional development, preschool quality improvement mini grants as well as the preschool outside evaluation, in addition to transferring some funding from preschool transportation and dental screenings. Board member Jensen moved to approve the contract amendment. Board member Hoover seconded. Motion carried unanimously.

Finance Committee (Action)

The Finance Committee reviewed weeks prior to the Board meeting the September and October budgets, payment vouchers, bank statements, and fund balance reconciliations. The committee reviewed the November budget, payment vouchers, bank statement, and fund balance reconciliation prior to the meeting. Board member Finneseth moved to approve the September, October, and November expenditures in amounts of \$92,211.72, \$103,381.07, and \$99,169.01 respectively. Board member Moffitt seconded. Motion carried. A summary of the vouchers were provided at the meeting along with cumulative program budgets.

Board Program and Service Committee (Information)

Board member Jensen reported for the committee that met November 6, 2015. The committee reviewed the 1st quarter progress reports from the contractors, there are no major concerns at this time. It was noted that programs that use the REDCAP system are doing better with entering data and running reports. The 1st quarter reports are located on the 4 R Kids website. The next meeting is scheduled for 2/5/15 at 10:00 via telephone conference.

Board Process Committee

Board member Johnson reported for the committee that met September 14, 2015 in which they reviewed the board bylaws, policy and procedure manual, marketing and public awareness evaluation results and recommendations regarding contract compliance for Partners in Family Development.

Bylaws (Information)

The board discussed the bylaws and no changes were made, this will be an action item at the next meeting.

Policies 3.8 (Action)

The committee made minor changes to Board policy 3.8 - Non-compliance with contract requirements . Board member Johnson moved to approve policy 3.8 as presented. Board member Kooker seconded. Motion carried unanimously.

Partners in Family Development Repayment (Action)

The committee discussed Partners in Family Developments contract noncompliance issue regarding serving less than 75% of clients with required state eligibility criteria. The committee recommend that a cost per visit rate be utilized as consequence for noncompliance and was computed two families of which three visits were provided during FY15 for a total repayment of \$860.97. The Board had deep and thoughtful discussions regarding repayment of funds to the 4 R Kids Board . Board member Johnson moved to approve the recommendations of repayment of \$860.97 to the 4 R Kids ECI area board. Board member Moffitt seconded. After much discussion Board member Hoover offered a friendly amendment that if Early Childhood Iowa were to request a higher repayment from the 4 R Kids Board then the 4 R Kids Board would request the same amount from Partners in Family Development. The friendly amendment was not accepted. Board members Moffitt, Johnson, Kooker, Jensen, Kaufman, and Finneseth voted aye. Board member Hoover voted nay. Motion carried.

Administrative Update (Information)

Director Schrader disseminated an administrative update and items included:

- Supporting the Prevent Child Abuse Councils;
- Early Childhood committee updates;
- Update on families in enrolled in Partners and Family Development PAT program;
- Child care challenges in Stuart and community meetings to discuss the challenges;
- Use of Google doc folders for board materials;
- Update on the purpose of ECI and funding workgroup, to date 71 hours of staff time has been devoted to the state committee;
- 4 R Kids needs assessment/survey;
- Contractor onsite visits are scheduled for January and February and documentation has been submitted to ECI;
- Two different info-graphics have been designed and printed;
- Report on the 5th annual appreciation reception held 12/3/15, approximately 75 were in attendance;
- Marketing and public awareness activities, Facebook likes are up to 118.

Miscellaneous Board Updates (Information)

None.

Board Professional Development (Information)

A presentation was presented by New Opportunities and Warren County Public Health regarding the child care nurse consultant programs.

Next meeting (Action)

Board member Jensen moved to adjourn the meeting at 8:35 p.m. Board member Hoover seconded. Motion carried unanimously. The next meeting is February 18, 2016 at the Adel Public Library.

Respectfully submitted by Debra Schrader, Director