



**Early Childhood Iowa Area Board**  
**Minutes**  
**Thursday, December 18, 2014**  
**Greenfield City Hall**  
**202 S. 1st Street**  
**Greenfield, Iowa 50849**

**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., Finneseth 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 November expenditures in amounts of \$97,213.29. 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>		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		Cynthia Moffitt	x
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 (CCRR) and Terry Wangberg (SWCC).

**Distinction of Quorum (Information)**

Board membership consists of no less than 8 members and no more than 12 members, with 11 positions filled; 7 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 Johnson moved to approve the November 20, 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.

**Board Performance Review (Information)**

Director Schrader has sent a google survey link to the board to conduct the annual performance review; hard copies were available in the boards packet as well. The community has also been sent a google survey link to complete the board performance review. It is requested for the survey to be completed by December 30, 2014. The Board Processes Committee will meet to review the results.

**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. There was much discussion around the quality of child care in Iowa as well as in the 4 county area and what Iowa needs to do to be a leader in quality child care. The federal reauthorization will have an impact on child care in Iowa as well. The updates to the community plan will be posted on the website.

**Annual Reciprocal Agreement (Action)**

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

**Board Member Re-Election (Action)**

Board member Moffitt moved to re-elect Board member Johnson, Hoover, Finneseth, and Owens to a three year term. Board member Markman seconded. Motion carried unanimously.

**Board Member Committees (Information)**

Board chairperson appointed board members to specific committees for the next calendar year. An updated committee list will be sent to the board members.

**Allocation of Carryover Funds (Action)**

At the request of the 4 R Kids Program and Service Committee, Director Schrader met with the current contractors to discuss current needs, as there was approximately \$33,000 unallocated for FY15. Due to the board receiving model status the board has the flexibility to utilize the funds as they deem necessary. The contractors came to consensus that having extra funds for staff professional development would be advantageous. A process was put into place through google docs to request the funds and contractors were required to provide the number of staff, if there would be out of state travel, and what type of training they would receive. Board member Finneseth moved to approve \$14,562 of school ready family support funding to the current contractors for staff professional development. Board member Hoover seconded. Motion carried unanimously. Below are the amounts that contractors that will receive and contract amendments will be issued.

Lutheran Services in Iowa - New Parent Program	\$0 (did not request funds)
Partners in Family Development - Parents as Teachers	\$4,000
Southwestern Community College - Parents as Teachers	\$2,770
Dallas County Public Health - Maternal Child Health Program	\$2,997
Dallas County ISU Extension - Preschool Enhancement	\$1,100
New Opportunities - Child Care Nurse Consultant	\$0 (did not request funds)
Warren County Health Services - Child Care Nurse Consultant	\$495
Orchard Place/CCRR - Child Care Incentives	\$1,800
Dallas County ISU Extension - Quality Improvement Project	\$1,400
Total	\$14,562

**Finance Committee (Action)**

The Finance Committee reviewed the budgets, payment vouchers, bank statement, and fund balance reconciliation, prior to the meeting. Board member Finneseth moved to approve the November payment vouchers in the amount of \$97,213.29. Board member Kaufman seconded. Motion carried unanimously. A summary of the vouchers were provided at the meeting along with cumulative program budgets.

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

The committee did not meet

**Board Process Committee (information)**

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;

- Collaboration with 2 other ECI areas regarding training with the state REDCap system;
- Report on the 4th annual appreciation reception held December 4, 2014 at Summerset Winery, there were 75 in attendance;
- Update on the marketing and public awareness activities;
- Support provided to current shared visions grantees;
- Report on the state director meeting held December 3, 2014. Items included ECI public engagement, early childhood system building, child care reauthorization, and follow-up to the listening post;
- The Director will be out of the office and on vacation January 4th through the 15th.

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

None

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

Southwestern Community College with the Adair County Parents as Teachers project provided presentations.

**Next meeting** (*Action*)

Board member Hoover moved to adjourn the meeting at 7:45 p.m. Board member Finneseth seconded. Motion carried unanimously. There is no January meeting. The next meeting is February 19, 2015 in Winterset Iowa.

Respectfully submitted by Debra Schrader, Director