



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

Board Minutes
Thursday, December 19, 2013
Adel Library
303 S. 10th Street
Adel, Iowa 50003

Finance Committee Meeting Minutes

The Finance Committee met prior to the board meeting at 6:00 p.m. Committee members present were Board members Finneseth, Marckman, and Moffitt. 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. There was one concern regarding a contractor; errors have been made consistently over the past five months which has required four corrections out of five vouchers. It is to be noted there are no major budget concerns with any contractors; it will be recommended to the board to approve payment for November in amounts of \$83,800.34 as well as the October payment vouchers that were reviewed by the committee in November in the amount of \$86,047.98. 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>	x	Janice Jensen		Cynthia Moffitt	x
Marlin Markman	x					Khristan Kaufman <i>Required Parent Representative</i>	

Notes

*It is to be noted that Board member Kooker was present by phone.

4 R Kids Staff Present

Debra Schrader, Executive Director

Others present (Information)

Chris Lee, David Arens, Myra Wilms, and Jodene DeVault

Distinction of Quorum (Information)

Board membership consists of no less than 8 members and no more than 12 members, with 10 positions filled at the beginning of the meeting; 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 Moffitt moved to approve the agenda with the modification of moving action items to the beginning due to pending weather conditions. Board member Kooker seconded. Motion carried unanimously.

Minutes (Action)

Board member Johnson moved to approve the October 17, 2013 minutes. Board member Finneseth seconded. Motion carried unanimously.

Annual Meeting (Action)*Re-election of Board Members*

Board member Ockerman, Markman, Moffitt, and Kooker's terms expire January 2014 and are eligible for another full term. Board member Finneseth moved to re-elect the four board members in which their new term will expire January 2017. Board member Johnson seconded. Motion carried unanimously.

Election of Officers

Board member Finneseth moved to re-elect Board member Ockerman as Chairperson and Board member Moffitt as Vice Chairperson. Board member Markman seconded. Motion carried unanimously. Chairperson Ockerman also assigned board members to board committees.

Board Insurance (Action)

The 4 R Kids ECI Area Board received two bids for board liability and director and offices insurance in which Jester Insurance and ICAPP submitted bids. Board member Kooker moved to accept the ICAPP bid in the amount of \$1,533 for a \$2,000,000 insurance coverage. Board member Johnson seconded. Motion carried unanimously. The insurance coverage will be effective January 1, 2014.

Finance Committee (Action)

The Finance Committee reviewed the budgets, payment vouchers, bank statement, and fund balance reconciliation, prior to the meeting. It is to be noted there is a concern with a contractor regarding corrections that have been made four of the five months for this fiscal year. This concern will be brought to the Program and Service Committee when they review the semiannual progress reports. Board member Finneseth moved to approve the October and November payment vouchers in the amounts of \$86,047.98 and \$83,800.34 respectively. Board member Moffitt seconded. Motion carried unanimously. A summary of the vouchers were provided at the meeting along with cumulative program budgets.

Board Membership Recruitment (Information)

Board member Ockerman noted that he talked to a potential board member who had served on the board in the past and she may be interested in serving on the board again, she would represent Dallas County. Board member Kooker noted she has been in conversations with a potential board member to represent Madison County. It is noted that the board by-laws state that there can be a range between 8-12 board members, currently there are 10. Board members will continue to work on recruitment efforts and strive for gender balance, however it has been challenge.

By-laws (information)

An annual review of the by-laws were presented and were reviewed by board members before the meeting. There are no changes to be noted and will be an action item for the next board meeting.

Board Indicators (Information)

An annual review of the board indicators was conducted. Director Schrader provided an overview of the data. There was discussion regarding the concerns in the decrease of QRS ratings for childcare providers.

Board Performance (Information)

Director Schrader reminded the board of completing the anonymous online board performance survey by December 30, 2013.

Early Childhood Committees (Information)

The Warren County Early Childhood Committee met November 6, 2013. Items of discussion were the Family Support Referral Map, preschool experience rate, and other misc updates. Madison County Early Childhood Committee did not meet, next meeting is February 11, 2014. Adair County Early Childhood Committee met November 12, 2013 items of discussion were indicators, Family Support Referral Map, and misc updated. The Dallas County Early Childhood Committee meet December 18, 2013 and the minutes have not been typed up yet.

Board Process Committee (Information)

The committee did not meet.

Board Program and Service Committee (Information)

The committee met November 7, 2013 to review the first quarter progress reports. There were not major concerns regarding progress of the contractors.

Miscellaneous Board Updates (Information)

It was noted that Representative Julian Garrett has won the election for the open Senate position, which will put his house seat open. An election will be held January 7th to fill it. Board member Kooker provided an overview of the 2 candidates that are running.

Early Childhood Day on the Hill is February 12, 2014.

A legislative talking points document was created to show the decrease of funding for school ready and early childhood along with the increase of 0-5 population. Service comparison numbers from 2008 to 2013 were also showcased. It was recommended to add overall state allocations and show the total decreases.

Administrative Update (*Information*)

Director Schrader disseminated an administrative update for October - December. It was noted that the Levels of Excellence portfolio was hand delivered December 5, 2013. The Board has submitted for Model status. The preface of the portfolio was included in the update. A schedule of the April 17, 2014 LOE visit was provided, the board will meet with the state team from 5:00-7:30. The state conducted a review of the audit review and copy was provided to the Board, there were not noted concerns stated. A copy of the Warren County Family Support Referral map was provided. A report of the 3rd Annual Appreciation Reception was provided and discussed along with recommendations for next year.

Board Professional Development (*Information*)

A presentation about the child care nurse consultants from New Opportunities and Warren County Health Services was provided. It was noted that there has been a drop in QRS ratings with providers. It was also noted that there is great concern regarding the recommendations that the state Early Childhood Iowa board will take action on regarding meeting certain QRS/national accreditation benchmarks.

Next meeting (*Action*)

Board member Moffitt moved to adjourn the meeting at 7:20 p.m. Board member Markman seconded. Motion carried unanimously. The next meeting is February 20, 2013 at Greenfield City Hall in Greenfield. There will be no January meeting.

Respectfully submitted by Debra Schrader, Director