



**Early Childhood Iowa Area Board  
Minutes  
Thursday February 16, 2017  
Adel Library  
303 S. 10th Street  
Adel, Iowa 50003**

**Finance Committee Meeting** *(Information)*

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

**Board Meeting** *(Information)*

Board Chairperson Jensen convened the meeting at 6:30 p.m.

**Attendance** *(Information)*

(x means attendance at the meeting)

Board Members Present							
Adair County		Dallas County		Madison County		Warren County	
Dena Owens <i>Required Health Representative</i>	x	Kevin Howe <i>Required Business Representative</i>	x	Jean Bosch	x	Brett Elliott	
Samantha Finneseth <i>Required Education Representative</i>	x	Terry Johnson <i>Required Human Service Representative</i>	x	Janice Jensen	x	<i>Open</i>	
Judy Schwartz	x	Lois Hoger <i>Required Faith Representative</i>		Joey Hoover	x	Khristan Kaufman <i>Required Parent Representative</i>	x

**4 R Kids Staff Present** *(Information)*

Debra Schrader, Executive Director.

**Others present** *(Information)*

Val Cameron (*Dallas County ISU Extension*), Myra Willms (*Dallas County ISU Extension*) and Bob Ockerman (*Citizen*).

**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; 9 board members were present at the meeting representing quorum. Board member Bosch's membership application was acted upon during the meeting.

**Open Form** *(Information)*

None

**Introductions** *(Information)*

Introductions were made by Board members and the audience.

**Agenda** *(Action)*

Board member Hoover moved to move board membership agenda item up on the agenda. Board member Johnson seconded. Motion carried unanimously. Board member Owens moved to approve the agenda. Board member Hoover seconded. Motion carried unanimously. A copy of the agenda was disseminated.

**Board Membership Application** *(Action)*

Board member Johnson moved to approve a board membership application from Jean Bosch, Madison County representative. Board member Owens seconded. Motion carried unanimously. Her term began January 1, 2017. A copy of the board application was disseminated.

**Board Membership Recruitment** *(Information)*

Board members continue with recruitment efforts and strive for gender balance. It was noted that there is one open position on the board.

**Minutes (Action)**

Board member Hoover moved to approve the December 15, 2016 minutes. Board member Howe seconded. Motion carried unanimously. A copy of the past minutes were disseminated.

**Committees (Information)**

Board chairperson appointed board members to standing Board committees, i.e. Program and Service Committee, Board Process Committee, Finance Committee and Personnel Committee. A copy of the board roster with committee assignments was disseminated.

**Finance Committee (Action)**

The Finance Committee reviewed the budgets, payment vouchers, bank statements, and fund balance reconciliations prior to the board meeting. Board member Finneseth moved to approve the December and January expenditures in the amounts of \$83,854.61 and \$74,401.82 respectively. Board member Hoover seconded. Motion carried. A summary of the vouchers was provided at the meeting along with cumulative program budgets.

**FY2017 Budget Cuts (Action)**

Director Schrader received a courtesy call from Early Childhood Iowa on January 3, 2017 that there would be budget cuts to the FY17 budget and to plan between a 3%-5% reduction. While there has been no written communication from the state office regarding the cuts, Director Schrader received verbal word there would be no cuts to the early childhood fund, but the school ready fund would receive a cut. Director Schrader has conferred with Board chairperson Jensen as well the Program and Service Committee about different scenarios ranging from 3%-5%. A 4.25% budget reduction was presented. The plan provides for the least amount of disruption to services, but does eliminate some services, provides for 1.75% cut to some programs, and 10% to other programs and utilizes much of the carryover. It was noted that there needs to be enough funds in reserve in the event ECI is not funded in FY18 to complete the necessary administrative work to close down the Board. It is necessary to provide direction to 4 R Kids ECI contractors as we near the 4th quarter of the fiscal year. Board member Johnson moved to approve a 4.25% budget reduction plan. Board member Finneseth seconded. Motion carried unanimously. A copy of the 4.25% budget reduction plan was disseminated. The board also requested that contractors contact their respective legislator and let them know how the de-appropriation bill affected their programs; provide to the 4 R Kids Board the impact the funding cut will have; and to provide modifications to benchmarks if needed.

**Board Program and Service Committee**

Board member Owens reported for the committee that met February 3, 2017. A copy of the minutes and attachments were disseminated.

***FY18 Transportation and Tuition Policy (Information)***

There are no recommended changes to the preschool and transportation policy for FY18.

***2nd Quarterly Report (information)***

The committee reviewed the 2nd quarter progress reports from the contractors, there are no major concerns at this time. A compilation of data was provided to the board on each contract as well as a copy of each of the contractors report. It was noted that the Board appreciates stories from the Contractors. The 2nd quarter reports are located on the 4 R Kids website.

***De-appropriations (information)***

The committee discussed the impact of the pending budget reductions of 3%-5%.

***Program and Onsite Visits (Information)***

The committee discussed program onsite visits. Board Chairperson Jensen will attend two program onsite visits.

**Board Process Committee**

Board member Johnson reported for the committee that met January 27, 2017. A copy of the minutes and attachments were disseminated.

***Board Policy 1.1.3 (Action)***

Minor revisions were made to policy 1.1.3 Board Roles and Responsibilities. Board member Jonson moved to approve the revised board policy 1.1.3. Board member Howe seconded. Motion carried unanimously.

***Board Evaluation and Professional Development Plan (Action)***

The Board Process committee reviewed and the results of the board performance evaluation that was conducted by the community and the board. It was noted that the community and the board were fairly consistent on a scale of 1-5. The average score from the community was 4.6 and the average score from the board was 4.5. It was noted that the area that consistently scores the lowest is representation in the community and areas that consistently scores highest are the board receiving regular reports, structural patten and monitor/evaluation toward goals. The committee presented the FY18 board professional development plan in which they utilized the scores and comments from the evaluation. The plan is similar to last year. Board member Johnson moved to approve the FY18 board professional development plan. Board member Owens seconded. Motion carried unanimously.

***FY18 Board Meeting Calendar (Information)***

The committee discussed the FY18 board meeting calendar and it mirrors the FY17 calendar.

**Administrative Update (Information)**

Director Schrader disseminated an administrative update and items included:

- Supporting the Prevent Child Abuse Councils;
- Early Childhood committee updates;
- Categorical funding state committee;
- State funding cuts;
- Onsite program reviews;
- Fiscal audit review;
- State ECI report;
- FY18 Request for Renewal;
- Paper Tigers community collaboration events;
- Toddlerfests and Roll and Read events;
- Professional development update;
- Marketing and public awareness activities, Facebook likes are remain steady at 145.

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

None.

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

A presentation was presented by Dallas County ISU Extension for the Quality Improvement Project and the Preschool Enrichment/Coordinated Intake Project..

**Next meeting** (*Information*)

The meeting adjourned at 7:50. The next meeting is April 20, 2017 in Greenfield Iowa

Respectfully submitted by Debra Schrader, Director