



**Early Childhood Iowa Area Board
Minutes
Thursday February 18, 2016
Adel Library
303 S. 10th Street
Adel, Iowa 50003**

Finance Committee Meeting

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

Board Meeting

Board Chairperson Ockerman convened the meeting at 6:40 p.m.

Attendance

(x means attendance at the meeting)

| Board Members Present | | | | | | | |
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| 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 | x | Cynthia Moffitt | x |
| | | | | Joey Hoover | x | Khristan Kaufman <i>Required Parent Representative</i> | |

4 R Kids Staff Present

Debra Schrader, Executive Director.

Others present (Information)

Val Cameron (*Dallas County ISU Extension*) and Myra Willms (*Dallas County ISU Extension*).

Distinction of Quorum (Information)

Board membership consists of no less than 8 members and no more than 12 members, with 10 positions filled; 5 board members were present at the beginning of the meeting, and Board member Jensen joined later in the meeting by phone, representing quorum.

Open Form (Information)

None

Introductions (Information)

Introductions were made by Board members and the audience.

Board Professional Development (Information)

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

Board member Jensen joined the meeting at 7:05 by phone.

Agenda (Action)

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

Minutes (Action)

Board member Jensen moved to approve the December 17, 2016 minutes. Board member Moffitt seconded. Motion carried unanimously.

Bylaws (Action)

Board member Johnson moved to approve the seconded reading of the board bylaws. Board member Kooker seconded. Motion carried unanimously.

Finance Committee (Action)

The Finance Committee reviewed the December budgets, payment vouchers, bank statements, and fund balance reconciliations weeks prior to the board meeting. The committee reviewed the January budget, payment vouchers, bank statement, and fund balance reconciliation prior to the meeting. Board member Moffitt moved to approve the December and January expenditures in amounts of \$97,481.46 and \$105,583.18 respectively. Board member Hoover seconded. Motion carried. A summary of the vouchers were provided at the meeting along with cumulative program budgets.

FY17 Preschool Tuition Policy (Action)

The FY17 preschool tuition policy was presented with no changes from the previous year, other than the federal poverty level information. Board member Jensen moved to approve the FY17 preschool tuition policy. Board member Kooker seconded. Motion carried unanimously.

FY17 Board Professional Development Plan (Action)

The Board Process committee met January 27, 2016 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 4.5 and the average score from the board was 4.7. The committee presented the FY17 board professional development plan in which they utilized the scores and comments from the evaluation. The plan is similar to last year with the exception of providing a training opportunity on advocacy. Board member Johnson moved to approve the FY17 board professional development plan. Board member Hoover seconded. Motion carried unanimously.

Board Program and Service Committee (Information)

Board member Jensen reported for the committee that met February 5, 2016. 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 detailed report on family support demographics. The 2nd quarter reports are located on the 4 R Kids website.

Board member Jensen left the meeting at 7:35.

Board Membership Recruitment (Information)

Board members continue with recruitment efforts and strive for gender balance. Currently, there are positions available on the board. Director Schrader has visited with a new attorney in Greenfield as to her interest in the board. Board member Hoover has also visited with faith representatives as to their interest on the board. It was noted that possible board members from Simpson, Unity Point and/or Caseys/Kum & Go would be advantageous.

4 R Kids ECI Needs Assessment/Survey (Information)

Every three years local ECI boards are required to conduct a needs assessment which helps draft the community plan. The Early Childhood committees in Adair, Dallas, Madison and Warren County have all provided input a total of 8 times. The survey is ready to be implemented with hopes it can be administered at the Toddlerfests. It will also be available in hard copy as well as an online survey option. Service providers will provide the survey to the families they serve. The last survey yielded over 500 responses, it is hopeful that we will have the same responses this time.

Board Process Committee (Information)

The committee met January 27, 2016 and Board member Johnson provided an overview on the items discussed- marketing materials for the Central Slice Day on the Hill, board professional development, FY17 meeting calendar and non-profit status. The board reviewed state tool W and had discussion regarding whether applying to a non-profit would be worthy. It was noted that there would be extra hoops to jump through if the status was obtained as well as extra administrative time. The Board also discussed the option of having all FY17 board meetings in Winterset as this is a central location within the four county area. This will be an agenda item for the next board meeting.

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;
- Update on ECI Purpose and Funding workgroup/SSB3128
- Day on the Hill and Central Slice Day on the Hill
- FY15 audit review

- Grant reader for the Attorney General's office/Crime Victims Compensation program
- Contractor onsite visits
- Toddlerfests
- Professional development
- Marketing and public awareness activities, Facebook likes are up to 22.

Miscellaneous Board Updates (*Information*)

Board member Ockerman announced it was time to conduct the performance evaluation of the ECI director.

Next meeting (*Action*)

Board member Hover moved to adjourn the meeting at 7:55 p.m. Board member Kooker seconded. Motion carried unanimously. The next meeting is April 21, 2016 in Greenfield at City Hall.

Respectfully submitted by Debra Schrader, Director