



Early Childhood Iowa Area Board
Minutes
Thursday, February 19, 2015
Farmers Merchant Bank
101 West Jefferson Street
Winterset, Iowa 50273

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 and Marckman. 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 December and January expenditures in amounts of \$74,332.77 and \$83,435.81 respectively. The December expenditures had been previously reviewed in January. 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 | | | | | | | |
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| Adair County | | Dallas County | | Madison County | | Warren County | |
| Dena Owens <i>Required Health Representative</i> | x | Bob Ockerman | x | Joyce Kooker <i>Required Business Representative</i> | x | Terry Johnson <i>Required Human Service Representative</i> | |
| Kendalyn Huff <i>Required Faith Representative</i> | | Samantha Finneseth <i>Required Education Representative</i> | | Janice Jensen | x | Cynthia Moffitt | |
| Marlin Marckmann | 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), Chris Lee (New Opportunities) and Shelly Jensen (Warren County Health Services).

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

Minutes (Action)

Board member Hoover moved to approve the December 18, 2014 minutes with the correction of Board member Marckmann's name. Board member Marckmann 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. It was noted that Board member Huff has missed several board meetings and the Board chairperson contact her.

Toddlerfests (Information)

The board has allocated up to \$2000 to support and help sponsor the Toddlerfest event in each of the four counties. It is encouraged that board members participate in the events. The events are as follows March 21 at the Carlisle Community School, April 11 at the Winterset Elementary School, April 27 at the Adair County Fairgrounds and May 2 at the Dallas County Fairgrounds.

ECI Director Performance Review (Information)

The Board is in the process of conducting the annual performance review and will be presented at the next meeting.

Finance Committee (Action)

The Finance Committee reviewed the budgets, payment vouchers, bank statement, and fund balance reconciliation, prior to the meeting. Board member Hoover moved to approve the December and January expenditures in amounts of \$74,332.77 and \$83,435.81. Board member Marckman seconded. Motion carried unanimously. A summary of the vouchers were provided at the meeting along with cumulative program budgets.

Board Program and Service Committee

The committee met February 6, 2015 and Board member Jensen provided a report.

Preschool Policy (Action)

Board member Jensen provided an overview of the changes with the FY16 Preschool Tuition Scholarship Policy, the major change was changing the cap from \$150 to \$175. Board member Jensen moved to approve the policy as presented. Board member Owens seconded. Motion carried unanimously.

2nd Quarter Reports(Information)

The committee conducted an in-depth review of the 2nd quarter progress reports and financial standings. Current overall spending is 40.46%, by fund school ready is 39.42% and early childhood is 50.36%. There are concerns with one contractors performance regarding benchmark targets and a letter was sent requesting information by February 20, 2015 . No other contractor concerns were noted.

Request for Proposal (Information)

The committee reviewed the timeline for the FY16 request for proposal process. The RFP will be released March 20, 2015 and due April 20, 2015.

FY16 Meeting Schedule (Information)

The committee drafted a FY15 committee meeting schedule.

Board Process Committee

The Board process Committee met January 22, 2015.

Board Performance Evaluation (Information)

The committee reviewed 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 4.4 and the average score from the board was 4.5.

Board Professional Development Plan (Action)

The committee presented the FY2016 board professional development plan in which they utilized the scores and comments from the evaluation. The plan is similar to last year. Board member Kooker moved to approve the FY16 board professional development plan. Board member Hoover seconded. Motion carried unanimously.

FY16 Meeting Calendar (Information)

The committee drafted the FY16 Board meeting calendar and presented it to the board. The calendar is similar to FY15 with 9 board meeting scheduled.

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, Matura had contacted the ECI Director to assist with Adair and Madison County needs assessments for Head Start purposes;
- Contract monitoring visits, they have all been completed and report will be provided in March;
- Early Childhood Day on the Hill is March 5, 2015, board members are encouraged to attend;
- Fiscal agent survey was conducted by contractors and 100% felt the board should continue with CIJDC as the fiscal agent. CIJDC is agreeable with the current fiscal agent terms of \$10,000 annually;

- ECI transportation survey request;
- REDCap reporting system and the challenges that continue to exist;
- Planning for the 5th Annual Reception to be held December 3,2015 at Annelise Winery in Indianola;
- Marketing and public awareness update.

Miscellaneous Board Updates (*Information*)

- Board member Ockerman updated the board regarding a conference call he participated in with Henry/Washington and Des Moines/Louisa ECI boards about merging.
- Board member Ockerman updated the board regarding a Results Accountability state workgroup and that a recommendation will be taken to the ECI Board about not having set benchmarks with the early childhood funds.

Board Professional Development (*Information*)

New Opportunities and Warren County Health Services with the child care nurse consultant projects provided presentations.

Next meeting (*Action*)

Board member Kooker moved to adjourn the meeting at 7:35 p.m. Board member Jensen seconded. Motion carried unanimously. The next meeting is March 19, 2015 at the Adel Library, 2nd floor in Ade Iowa.

Respectfully submitted by Debra Schrader, Director