



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

**Board Minutes**  
**Thursday, March 20, 2014**  
**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 Finneseth 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 is to be noted there are no major budget concerns with any contractors; it will be recommended to the board to approve payment for February in amounts of \$84,073.87 as well as the December and January payment vouchers that were reviewed by the committee in January and February in the amount of \$87,449.56 and \$112,275.70 respectively. 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>	x	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>	x	Samantha Finneseth <i>Required Education Representative</i>	x	Janice Jensen	x	Cynthia Moffitt	x
Marlin Markman	x					Khristan Kaufman <i>Required Parent Representative</i>	x

**4 R Kids Staff Present**

Debra Schrader, Executive Director

**Others present (Information)**

Leslie Stonehocker, Joy Rouse, Myra Wilms, and Vicki Sickels.

**Distinction of Quorum (Information)**

Board membership consists of no less than 8 members and no more than 12 members, with 10 positions filled; 10 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 Huff moved to approve the agenda. Board member Johnson seconded. Motion carried unanimously.

**Minutes (Action)**

Board member Owens moved to approve the December 19, 2013 minutes with one change, Board member Owens was not present. Board member Kooker seconded. Motion carried unanimously.

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

Board members will continue to work on recruitment efforts and strive for gender balance.

**By-laws** *(action)*

Board member Johnson moved to enter into a resolution to amend the board bylaws with a change to add meeting notices to be posted at Adair, Dallas, Madison, and Warren County I.S.U. Extension offices in Iowa. Board member Owens seconded. Motion carried unanimously. The by-laws will be on the May agenda for action.

**Succession Plan Reciprocal Agreement** *(Information)*

A copy of the succession plan reciprocal agreement between the Quad Counties ECI Board and the 4 R Kids ECI Board was reviewed. The reciprocal agreement is in addition to the current succession plan and provides for an added layer of protection for the board in the event there is a sudden change in executive directors. Ms. Sickels introduced herself to the board and conveyed her appreciation of the added protection. It was noted that two other ECI areas are utilizing the reciprocal template and will have an agreement similar this one.

**Marketing, Advocacy, and Event Data** *(Information)*

Information regarding website traffic for FY13 and FY14 was reviewed along with constant contact statistics. It was noted that approximately 300 community partners receive professional social email marketing and that approximately 25% actually open the emails. There have been five different marketing, advocacy, and public awareness activities. It was noted that the books provided at the Greenfield parade needs to be added to the list.

**Early Childhood Committees** *(Information)*

Due to time restraints copies of the four county early childhood committees minutes for December, January, and February were not provided to the board, but are available on the website. Director Schrader provided a brief overview of the activities of the committees.

**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 December, January and February payment vouchers in the amounts of \$87,449.56, \$112,275.70, \$84,073.87 respectively. Board member Huff seconded. Motion carried unanimously. A summary of the vouchers were provided at the meeting along with cumulative program budgets.

**Board Process Committee***Board Performance Evaluation* *(Information)*

The committee meet January 31, 2014 and reviewed the results of the board performance evaluation. It was noted that the community and the board were fairly consistent on a scale of 1-5 with all twelve areas scoring a 4 or higher.

*Board Professional Development Plan* *(Action)*

The committee presented the FY2015 board professional development plan in which they utilized the scores and comments from the evaluation. Board member Moffitt moved to approve the FY15 board professional development plan. Board member Johnson seconded. Motion carried unanimously.

*Policies and Procedures manual* *(Action)*

The committee reviewed the policy and procedure manual and made minor changes. One additional change was added to policy 1.2.2 notice of meetings will be posted at Adair, Dallas, Madison and Warren County I.S.U. Extension and Outreach offices. Board member Kooker moved to approve the changes to the policy and procedure manual. Board member Finneseth seconded. Motion carried unanimously. It was noted that a social media policy may need to be added.

*Personnel Handbook* *(Action)*

The committee reviewed the personnel handbook and presented changes. Board member Huff moved to approve the personnel handbook. Board member Kooker seconded. Motion carried unanimously.

*FY15 Meeting Calendar* *(Information)*

The committee presented the FY15 board and committee meeting calendar. The meeting calendars will be added to the website.

**Board Program and Service Committee***Preschool Tuition Scholarship Policy* *(Action)*

The committee met January 29, 2014 and reviewed the preschool tuition scholarship policy and minor changes were presented. Board member Huff moved to approve the FY15 preschool tuition scholarship policy. Board member Moffitt seconded. Motion carried unanimously.

*Semi Annual Progress Reports* *(Information)*

The committee presented the semiannual progress reports from contractors. There were not major concerns regarding progress of the contractors.

*FY13 Family Support Data Comparison* *(information)*

The committee reviewed the FY13 family support report provided by Early Childhood Iowa. It is to be noted there were several errors on the report and revisions were requested multiple times.

*FY15 Request for Renewal (Information)*

The FY15 request for renewal applications will be released March 21, 2014 and this will be the last renewal of a three year contract.

*Contract Amendment Request (Action)*

Orchard Place/Child Care Resource and referral requested a contract amendment to allow for less training hours and to provide for incentives for child care providers that attend Child Net. Board member Huff moved to approve the contract amendment. Board member Finneseth seconded. Motion carried unanimously.

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

Board member Ockerman updated the board about the recent action taken at the Early Childhood Iowa board meeting March 7, 2014. There were 8 recommendations regarding the purpose of the early childhood funds and 7 were approved. There was also a family support presentation that included challenges with the REDCap data base system.

**Administrative Update** *(Information)*

Director Schrader disseminated an administrative update for February and March.

- Levels of Excellence visit was discussed and board members received another copy of the community plan to read before April 17th. The meeting with the state team will be from 5:00-7:30 and Board member Ockerman will be providing a light supper.
- A contract performance review report was provided to the board. It was estimated that it took approximately 75 hours to complete, which included home visits and other onsite monitoring, reviewing each agencies fiscal audit, reviewing client files and client enrollment criteria. There were no corrective action plans recommended for any contracts.
- The FY15 statewide performance measures were disseminated.
- An update on the 4 R Kids audit review was provided and the state auditor responded unofficially there were no findings.
- An update on the REDCap system was provided. A semiannual report was to be provided by Early Childhood Iowa to local boards by January 31, 2014 but we did not receive it until March 10, 2014. The report had multiple errors and the data is unusable for the board. The ECI Director is in the process of collecting information from all the contractors regarding everything that is wrong with their reports along with finding out whether their local data collection system is compatible with REDCap. Iowa law states that the data reporting requirements shall be developed in a manner to provide for capability with local data collection systems.

Board member Owens left the meeting at 7:40.

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

Dallas County ISU Extension provided a presentation on the Quality Improvement Project and the Group Parent Education Project. It was noted that the Group Parent Education project does not plan to apply for a contract renewal due to the burdensome requirements and take away from the greater benefit for the family.

**Next meeting** *(Action)*

Board member Huff moved to adjourn the meeting at 8:05 p.m. Board member Finneseth seconded. Motion carried unanimously. The next meeting is April 17, 2014 and will be the Levels of Excellence onsite visit by Early Childhood Iowa. At this time there will be no action items for consideration.

Respectfully submitted by Debra Schrader, Director