



**Early Childhood Iowa Area Board  
Minutes  
Thursday, April 16, 2015  
Vintage Hills**

**Winterset, Iowa 50273**

**Finance Committee Meeting Minutes**

The Finance Committee met prior to the board meeting. Committee member present were Board member Moffitt and Kaufman. The committee member 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 February and March expenditures in amounts of \$82,967.68 and \$82,074.68 respectively. The February expenditures had been previously reviewed in March. 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							
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>	x	Samantha Finneseth <i>Required Education Representative</i>		Janice Jensen	x	Cynthia Moffitt	x
Marlin Marckmann				Joey Hoover		Khristan Kaufman <i>Required Parent Representative</i>	x

**4 R Kids Staff Present**

Debra Schrader, Executive Director

**Others present (Information)**

Leslie Stonehocker (CCRR) and Val Cameron (ISU Extension).

**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 Huff seconded. Motion carried unanimously.

**Minutes (Action)**

Board member Jensen moved to approve the February 19, 2015 minutes with the correction of who moved to approve the minutes. Board member Kooker 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. Board member Ockerman is actively seeking a male to represent Dallas County. It was noted that Board member Huff had missed several board meetings in row due to conflicts but is committed to the 4 R Kids initiative and wishes to continue to serve on the board. It was consensus of the board that her vast knowledge is needed to fulfill the needs of the board. The boards policy and bylaws were reviewed and the board is in compliance with membership policies.

### **Contractor Review Report**

Director Schrader provided a detailed FY15 contract performance review report to the board. The onsite program audits took place in January and February, 2015. The report included home visits and other onsite monitoring, a review of each agencies fiscal audit and a review of client files and client enrollment criteria as well as the effectiveness of the programs. There were no corrective action plans recommended for any FY15 contracts. It is important to note that the Program and Service committee is closely monitoring one family support contract as they are struggling with meeting the projected benchmarks. It was also noted that contractors may need technical assistance in setting appropriate benchmarks so as to not set themselves up for failure.

### **ECI Director Performance Review**

#### *Annual Performance Review(Information)*

The Board conducted the annual performance review of the ECI director. The review included board member input and employer of record (CIJDC) input. The executive director met with the Board chairperson to review the scores and comments. There were no concerns noted.

#### *FY16 Compensation (Action)*

The board had discussion regarding compensation for the executive director. Board member Johnson moved to provide a 2% raise for the executive director starting July 1, 2015. Board member Jensen seconded. Motion carried. Board members Huff, Moffitt, Jensen, Johnson and Kaufman ayes. Board member Kooker naye.

#### *FY15 Professional Development Plan (Information)*

Director Schrader provided the board with an update regarding progress of the FY15 professional development plan. It was noted that it is difficult to find professional development activities in Iowa that closely relate to the work as well as stay within the \$500 budget.

#### *FY16 Professional development Plan (Information)*

Director Schrader provided the board with a draft of the FY16 professional development plan. Board members noted that attending a quality professional development opportunity would be costly but would be a wise investment. The director will look for quality professional development opportunities and keep the board updated.

### **Finance Committee** *(Action)*

The Finance Committee reviewed the budgets, payment vouchers, bank statement, and fund balance reconciliation, prior to the meeting. Board member Moffitt moved to approve the February and March expenditures in amounts of \$82,967.68 and \$82,074.68 respectively. Board member Kaufman seconded. Motion carried unanimously. A summary of the vouchers were provided at the meeting along with cumulative program budgets. It was noted that the agencies have completed staff professional development opportunities and there has been challenges with billing in regards to the purchase of food. Due to these challenges, food will no longer be allowed in the upcoming fiscal year.

### **Board Program and Service Committee**

None. The committee did not meet.

### **Board Process Committee**

None. The committed did not meet.

### **Administrative Update** *(Information)*

Director Schrader disseminated an administrative update and items included:

- Continues to support the Prevent Child Abuse Councils; participated in the statewide PCA grant review;
- Attended the Iowa Family Support Professional of the year reception 4-13-15;
- Worked on the FY16 request of proposal process;
- Made improvements on the 4 R Kids website;
- Attended the stat ECI board meeting 4-3-15;
- Participated in board training for a new state ECI board member;
- Invitation to be a part of the state ECI strategic planning session 4-22-15;
- Attended the Warren County Toddlerfest 3-21-15;
- Updated the board on legislation and the need for funding flexibility;
- The CIJDC audit was conducted along with the Board's audit review and the Board was 100% compliant;
- Attended the regional director meeting 3-13-15;

- Attended the state ECI director meeting 4-8-15 and a full report was provide;
- Attended the PCA conference April 13-15.
- Have been selected for Jury Duty for April, May and June.
- Marketing and public awareness update.

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

- Board member Ockerman updated the board regarding action taken by the state ECI Board on April 3 ,2015. There will be no benchmarks set for early childhood funds; the Muscatine ECI Board was granted a waiver for 4 years and now will be required to merge with another ECI area board or be granted another waiver. A decision will be make at the June meeting.
- Board member Ockerman will be participating in the strategic planning session April 22, 2015.

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

Dallas County ISU Extension with the Preschool Enrichment project provided a presentation.

**Next meeting** (*Action*)

Board member Jensen moved to adjourn the meeting at 8:05 p.m. Board member Huff seconded. Motion carried unanimously. The next meeting is May 21, 2015 at the Greenfield City Hall, 202 1st Street in Greenfield.

Respectfully submitted by Debra Schrader, Director