



Early Childhood Iowa Area Board
Minutes
Thursday April 20, 2017
Greenfield City Hall
202 S. 1st Street
Greenfield, Iowa 50849

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> | | Kevin Howe <i>Required Business Representative</i> | x | Jean Bosch | x | Brett Elliott | x |
| 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> | x | Joey Hoover | x | Khristan Kaufman <i>Required Parent Representative</i> | |

4 R Kids Staff Present *(Information)*

Debra Schrader, Executive Director.

Others present *(Information)*

Dara Madigan (*Iowa AEYC*) and Leslie Stonehocker (*Child Care Resource and Referral*).

Distinction of Quorum *(Information)*

Board membership consists of no less than 8 members and no more than 12 members, with 11 positions filled at the beginning of the meeting; 9 board members were present at the meeting representing quorum.

Open Form *(Information)*

None

Introductions *(Information)*

Introductions were made by Board members and the audience.

Agenda *(Action)*

Board member Hoover moved to approve the agenda. Board member Finneseth seconded. Motion carried unanimously. A copy of the agenda was disseminated.

Minutes *(Action)*

Board member Finneseth moved to approve the February 16, 2017 minutes. Board member Bosch seconded. Motion carried unanimously. A copy of the past minutes were disseminated.

Board Membership

Recruitment efforts *(Information)*

Board members continue with recruitment efforts and strive for gender balance. It was noted that there is one open position on the board and another position open once a resignation is accepted. Director Schrader has been in conversation with a potential board member that works at

Blank Children's Hospital. Board member Finneseth has a potential board member and will follow-up. Board member Hoover has a potential board member and will follow-up.

Board Membership Application (Information)

There were no board membership applications for review.

Board Member Resignation (Action)

Board member Hoover has submitted his resignation to the board due to moving from the area, effective May 1, 2017. Board member Johnson regretfully moved to accept the resignation. Board member Hoger seconded. Motion carried unanimously.

FY16 Fiscal Audit Review (Action)

The state of Iowa has completed the FY16 audit for Central Iowa Juvenile Detention Center, 4 R Kids ECI fiscal agent. Within the audit an audit review of the 4 R Kids Board was conducted and there were no findings or notations. It was noted the 4 R Kids ECI area has never had any findings or notations with CIJDC. Due to the size of the audit, one copy of the audit was provided to the board for review, however it was loaded into the Board's Google folder for prior review. Board member Howe moved to accept the fiscal audit review as presented. Board member Hoover seconded. Motion carried unanimously.

Contractor Onsite Review Report (Action)

Director Schrader provided a detailed FY17 contract performance review report to the board. The onsite program onsite reviews took place in January and February, 2017. The report included a home visit with Lutheran Services in Iowa and other onsite monitoring, a review of each agency's 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 FY17 contracts. Board chairperson Jensen attended a review of Dallas County ISU Extension with the Quality Improvement Project and a review of Southwestern Community College with the Parents as Teachers project. Board members are welcome to attend any onsite visits and a schedule of those visits were provided to the Board as well as Early Childhood Iowa. A more in-depth detailed report of all contract onsite review is available by contacting the ECI Director. Board member Hoger moved to accept the contractor onsite review report. Board member Schwartz seconded. Motion carried unanimously. A performance review report was disseminated.

ECI Director Performance Review

Annual Performance Review (Information)

The Board conducted the annual performance review of the ECI director utilizing a Google survey administered by board chairperson Jensen. The executive director met with the Board chairperson to review the scores and comments. There were no concerns noted.

FY17 Professional Development Plan (Information)

Director Schrader provided the board with an update regarding progress of the FY17 professional development plan. It was noted that it is difficult to find professional development activities in Iowa that closely relate to the work. It was noted that Statewide Voluntary Preschools, area schools and Area Education Agencies may have Google training available.

FY18 Professional development Plan (Information)

Director Schrader provided the board with a draft of the FY18 professional development plan. The plan looks similar to years past.

FY18 Compensation (Action)

The board had discussion regarding compensation for the executive director. Board member Johnson moved to provide for a 2% raise for the executive director for the new fiscal year starting July 1, 2017. Board member Elliott seconded. After much discussion, Board member Johnson offered a friendly amendment of a 2.3% raise. Board member Finneseth seconded. Motion carried unanimously. Director Schrader thanked the board for the compensation package for the upcoming year.

4 R Kids Sponsored Events (Information)

The 4 R Kids ECI sponsors an event in each of the four counties as part of the board's marketing plan. Adair County has already had a Toddlerfest with over 100 in attendance. A Roll n Read event will be held in Madison County April 29, 2017 from 10:00-12:00, a Toddlerfest will be held in Dallas County May 6, 2017 from 10:00-12:00 and a Roll n Read will be held in Warren County May 7, 2017 from 3:00-5:00 at Banner State Park. Board members are encouraged to volunteer to assist with the events. Flyers of the events were 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 Hoover moved to approve the February and March expenditures in the amounts of \$113,616.90 and \$74,738.84 respectively. Board member Finneseth seconded. Motion carried unanimously. A summary of the vouchers was provided at the meeting along with cumulative program budgets.

Board Program and Service Committee

The committee did not meet. The next meeting is May 3, 2017 at 9:00 -12:00 at the Madison County Extension office in Winterset. Agenda items include review of 3rd quarter reports, FY18 grant review of request for renewals and budget.

Board Process Committee

The committee did not meet.

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;
- Core services assessment request;
- Change in early childhood formula effective FY19;
- State funding cuts;
- Subcontract amendments;
- Audit review;
- Request for renewal process;
- Paper Tigers report;
- Central Slice Day on the Hill report;
- Marketing and public awareness activities, Facebook likes up to 154, goal was 150.

Miscellaneous Board Updates *(Information)*

None.

Board Professional Development *(Information)*

A presentation was presented by Iowa AEYC with the WAGES\$ project and Child Care Resource and Referral with the child care project.

Next meeting *(Information)*

The meeting adjourned at 7:45. The next meeting is May 18, 2017 at the Winterset Library in Winterset.

Respectfully submitted by Debra Schrader, Director