



**Early Childhood Iowa Area Board
Minutes
Thursday April 21, 2016
Chamber of Commerce Meeting Room
215 S. 1st Street
Greenfield, Iowa 50849**

Finance Committee Meeting

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

Board Meeting

Board Chairperson Ockerman convened the meeting 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		Cynthia Moffitt	
				Joey Hoover	x	Khristan Kaufman <i>Required Parent Representative</i>	x

4 R Kids Staff Present

Debra Schrader, Executive Director.

Others present (Information)

Dara Madigan (*Iowa AEYC*), Leslie Stonehocker (*CCRR*), Janelle Peiffer (*CCRR*), and Tallie Rhamey (*Crisis Intervention*).

Distinction of Quorum (Information)

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

Minutes (Action)

Board member Kooker moved to approve the February 18, 2016 minutes. Board member Hoover seconded. Motion carried unanimously.

Board Membership Recruitment (Information)

Board members continue with recruitment efforts and strive for gender balance. Currently, there are two positions available on the board. Director Schrader has followed up on two potential leads for board members. Board members reviewed the board roster and board meeting attendance matrix. The board member attendance matrix is required annually to be submitted to the Early Childhood Iowa by September 15 of each year. It was also noted that Board member Owens had missed several board meetings in row due to personnel reasons. She is

committed to the 4 R Kids initiative and wishes to continue to serve on the board and is sorry for missing board meetings. It was consensus of the board that her vast knowledge is needed to fulfill the needs of the board.

Board Membership Application *(Action)*

Director Schrader was at the Warren County Toddlerfest April 2, 2016 in Carlisle and a parent from Norwalk was interested in being part of the Board. On April 13, 2016 Director Schrader met with Brett Elliot to provide an overview of board membership and time commitment. An application for membership was received April 14, 2016 via email. Board member Johnson moved to approve Mr. Elliot as a Warren County representative to the board. Board member Huff seconded. Motion carried unanimously.

Location of Board Meetings *(Information)*

The board discussed the option of moving FY17 board meetings to one location such as Madison County, as it is centrally located within the 4 county area. It was discussed that it could be a potential hardship on board members from the other County's as well as providers.

Fiscal Audit Review *(Action)*

The state of Iowa has completed the FY15 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 Johnson moved to accept the fiscal audit review as presented. Board member Kooker seconded. Motion carried unanimously.

Contractor Onsite Review Report *(Action)*

Director Schrader provided a detailed FY16 contract performance review report to the board. The onsite program onsite reviews took place in January and February, 2016. The report included a CCNC visit 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 FY16 contracts. Board members are welcome to attend any onsite visits and a schedule of those visits are 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 Hoover moved to accept the contractor onsite review report. Board member Finneseth seconded. Motion carried unanimously.

ECI Director Performance Review

*Annual Performance Review**(Information)*

The Board conducted the annual performance review of the ECI director. The executive director met with the Board chairperson to review the scores and comments. There were no concerns noted.

FY16 Professional Development Plan *(Information)*

Director Schrader provided the board with an update regarding progress of the FY16 professional development plan. It was noted that it is difficult to find professional development activities in Iowa that closely relate to the work.

FY17 Professional development Plan *(Information)*

Director Schrader provided the board with a draft of the FY17 professional development plan. The plan looks similar to years past.

FY17 Compensation *(Action)*

The board had discussion regarding compensation for the executive director. It was noted that the board will have a shortfall of \$100,000 for FY17 and it will be a difficult funding year. Board member Kooker moved to not provide a raise for the executive director for the new fiscal year starting July 1, 2016. Board member Hoover seconded. Motion carried unanimously. It was to be noted that the zero increase in salary is not a reflection in performance, but is due to the resources available.

Finance Committee *(Action)*

The Finance Committee reviewed the February budgets, payment vouchers, bank statements, and fund balance reconciliations weeks prior to the board meeting. The committee reviewed the March budget, payment vouchers, bank statement, and fund balance reconciliation prior to the meeting. Board member Hoover moved to approve the February and March expenditures in amounts of \$94,332.45 and \$92,895.38 respectively. Board member Finneseth seconded. Motion carried. A summary of the vouchers were provided at the meeting along with cumulative program budgets.

Board Program and Service Committee *(Information)*

The Committee did not meet. The next Committee meeting is May 6, 2016 at 9:00 at the Madison County Extension office in Winterset.

Board Process Committee *(Information)*

The Committee did not meet.

Administrative Update *(Information)*

Director Schrader disseminated an administrative update and items included:

- Supporting the Prevent Child Abuse Councils; April is child abuse awareness month;
- Early Childhood committee updates, needs and gaps assessment for the 4 R Kids community plan was conducted;
- Update on families enrolled in Partners and Family Development PAT program, 92% met enrollment criteria;
- Update on ECI Purpose and Funding workgroup and SF2299, it has passed the Senate 49-0 and has headed to the House;
- Update on the SF2323 which addresses the appropriations for ECI, no language change to allow for flexibility;
- Day on the Hill and Central Slice Day on the Hill was a success with plans for next year;
- Update of Request for Renewal process, grants are due April 25, 2016;
- Community plan update, the community survey is being circulated and needs/gaps have been assessed by the EC committees;
- Update on Grant reader for the Attorney General's office/Crime Victims Compensation program;
- Adel Living interviewed the Director about the Dallas County Toddlerfest;
- Report on the state director meeting April 6, 2016;
- Toddlerfests, Board member Ockerman and Hoover assisted with the Madison County Toddlerfest;
- Professional development update;
- Marketing and public awareness activities, Facebook likes are up to 131.

Miscellaneous Board Updates (*Information*)

Board member Ockerman provided an update of the state ECI board meeting.

Board member Owens left the room at 7:25.

Board Professional Development (*Information*)

A presentation was presented by Iowa AEYC with the WAGE\$ program and CCRR with the child care quality improvement program.

Next meeting (*Action*)

Board member Huff moved to adjourn the meeting at 7:45 p.m. Board member Hoover seconded. Motion carried unanimously. The next meeting is May 19, 2016 at the Farmers Merchant Bank in Winterset.

Respectfully submitted by Debra Schrader, Director