



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

**Board Minutes**  
**Thursday, May 15, 2014**  
**Vintage Hills**  
**604 E. Hillcrest Avenue**  
**Indianola, Iowa 50125**

**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 April in amounts of \$89,642.81. 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>	
Kendalyn Huff <i>Required Faith Representative</i>	x	Samantha Finneseth <i>Required Education Representative</i>	x	Janice Jensen		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, Karen Wienman, Val Cameron, Jovanka Westbrook, Colleen Theis, Nancy Krause, and Joey Hoover.

**Distinction of Quorum (Information)**

Board membership consists of no less than 8 members and no more than 12 members, with 10 positions filled; 6 board members were present at the beginning of the meeting, representing quorum. Board members Huff and Ownes joined the meeting later which is noted in these minutes.

**Open Form (Information)**

Chairperson Ockerman thanked the providers, the community and the Board for their assistance with the Levels of Excellence and that the 4 Kids ECI area board will be recommended for model status, which is the highest level.

**Introductions (Information)**

Introductions were made by Board members and the audience.

**Agenda (Action)**

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

**Minutes (Action)**

Board member Moffitt moved to approve the March 20, 2014 and the April 17, 2014 minutes. Board member Finneseth seconded. Motion carried unanimously.

**Board Membership Recruitment (Information)**

Board member Kooker has invited a potential board member to tonight's meeting. He is in the private sector and is an attorney. Board members will continue to work on recruitment efforts and strive for gender balance.

Board member Huff entered the room at 6:40.

**Levels of Excellence (Information)**

The board reviewed the 37 page LOE review matrix. There was a maximum of 85 points that could be earned and 83 points were counted. The 4 R Kids ECI area board will be recommended for model status, which is the highest rating in the system. Model status provides for cash incentives of up to \$2,500 per year for 5 years for the fiscal audit review, a lap top computer, funding flexibility and the board will not have to go through the tedious process for 5 years. Funding flexibility was discussed and once the fiscal year is closed out and categorical funds are maximized funding flexibility will be addressed and a possible letter to the state board requesting flexibility will be sent.

Dena entered the room at 6:45.

**Executive Director***Annual Performance Review(Information)*

The Board conducted the annual performance review. The review included board member input, employer of record (CIJDC) input, and the executive director input. The executive director met with the Board chairperson on May13, 2014 to review the scores and comments, on a scale of 100, the board averaged 98.7, CIJD averaged 98, and the director averaged 92. There were no concerns noted.

*Review Statewide Performance Measures (Information)*

The board was provided with an update on the executive director statewide performance measures and progress made for the time period July 2013 - March 2014. There were no concerns noted.

*FY15 Compensation (Action)*

The board had discussion regarding compensation for the executive director. Board member Owens moved to provide a 3% raise for the executive director starting July 1, 2014. Board member Huff seconded. Motion carried. Board members Owens, Huff, Markman, Moffitt, Finneseth, Kaufman ayes. Board member Kooker naye. Ms. Schrader was appreciative of the positive comments and thanked the board for the increased compensation.

**By-laws (action)**

Board member Huff moved to table the by-laws until the September board meeting. Board member Moffitt seconded. Motion carried unanimously. The Board Processes Committee will meet over the summer to review the state teams recommendations for modifications to the by-laws.

**Conflict of Interest (Information)**

Board members read and signed the conflict of interest statements as well as verbally stated their conflict of interest. All board members present stated they had no conflict of interest.

**FY215 Funding Allocations (Information)**

The board was provided with draft FY15 funding allocations. School ready funds will have an increase of \$44,986 or 5.1% and early childhood will have a decrease of \$14,273 or about 13%. Total allocations together are \$1,027,521. The early childhood formula is based on one data set, percentage of the average number of monthly statewide Family Investment Program (FIP) cases for families with children 0-5 in the preceding state fiscal year. The school ready formula is a three prong approach with 45% is allocated based on the percent of the population that is age 0-5 and at or below 185% of the poverty level or less, 35% is allocated based on the percent of the population that is age 0-5 and 20% is distributed equally among all 99 counties. Director Schrader has advocated for an early childhood formula change for more than two years, as the formula is unstable. In order to get an increase in early childhood funding we need to get more families to enroll in state subsidy/ FIP or move forward with a formula change. A formula change would require legislative action.

**State ECI Tool G (Information)**

The board discussed state tool G and the impact it will have locally. Once the state ECI board passes Tool G, the Child Care Nurse Consultants would no longer be able to serve core programs (s Shared Visions, Early Head Start, Head Start and Statewide Voluntary). Child care quality mini grants would also follow this new rule. The purpose behind change is that core programs receive adequate funding already to pay for these services, additionally the funding is shifting to work more toward improving quality in child care environments.

### Early Childhood Committees (Information)

Director Schrader provided a brief overview of the activities of the committees. The minutes of the committee meeting are available on the website. Board member Huff noted that she has received positive feedback from people who attend the early childhood committees and that participants find them very useful.

### 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 March and April payment vouchers in the amounts of \$89,265.42 and \$89,642.81 respectively. Board member Markman seconded. Motion carried unanimously. A summary of the vouchers were provided at the meeting along with cumulative program budgets.

### Board Process Committee (Information)

None

### Board Program and Service Committee

#### 3rd Quarter Report Review

The committee met April 23, 2014 to review the 3rd quarter digital dashboard progress reports from contractors. A summary report along with the digital dashboard results were provided to the board. There are no major concerns with any of the contracts.

#### FY2015 Funding Awards and Plan

The committee met May 2, 2014 and May 8, 2014 and minutes and supporting documentation from the Program and Service Committee was disseminated. The committee worked off of draft allocations for the first meeting then met again when allocations were provided by Early Childhood Iowa. It is anticipated that the board will receive \$922,305 in school ready funding, \$105,216 in early childhood funding, and will have \$26,496 in estimated carryover for a total of \$1,054,017. Board member Moffitt moved to approve the committee recommendations for the FY2015 funding plan pending Early Childhood Iowa approval, Department of Human Services approval, Department of Education approval, any legislative changes. Board member Finneseth seconded. Motion carried unanimously.

The FY2015 funding plan that was approved as follows:

<u>Agency</u>	<u>Amount</u>	<u>Project</u>	<u>Categorical Fund</u>
Central Iowa Juvenile Detention Center	\$12,000.80*	Board expenses	SR Admin, EC Admin
Central Iowa Juvenile Detention Center	\$10,000	Fiscal Fees	SR Admin, EC Admin
Central Iowa Juvenile Detention Center	\$73,950*	Executive Director Salary/Benefits	SR Admin, EC Admin, SRQI
Central Iowa Juvenile Detention Center	\$12,600	Executive Director Expenses	SR Admin, EC Admin, SR QI
Dallas County Agricultural Extension	\$43,690	Preschool Enrichment Services	SR Preschool
Dallas County Agricultural Extension	\$180,000	Preschool Scholarships	SR Preschool
Dallas County Agricultural Extension	\$6,000	Preschool Dental Screenings	SR Preschool
Dallas County Agricultural Extension	\$5,000	Preschool Quality Improve Mini Grants	SR Preschool
Dallas County Agricultural Extension	\$81,448	Quality Child Care Project	Early Childhood
Dallas County Agricultural Extension	\$12,951.20	Quality Improvement Min Grants	Early Childhood
Lutheran Services of Iowa	\$125,000	New Parent Program	SR Family Support
Partners in Family Development	\$256,972	Parents as Teachers	SR Family Support, SR Other
Southwestern Community College	\$72,543	Parents as Teachers	SR Family Support
Dallas County Public Health	\$78,000	Maternal Child Health	SR Family Support
Warren County Health Services	\$33,205	Child Care Nurse Consultant	SR Other, SRQI, EC
New Opportunities Inc	\$34,983	Child Care Nurse Consultant	Early Childhood, SR Other
Orchard Place/CCRR	\$4,751	Child Care Training	Early Childhood
TBD	<u>\$10,923</u>	Centralized Intake	Family Support
Total	\$1,054,017		

\*It is to be noted that adjustments will be made to the board's expenses and the executive director salary/benefits due to the 3% increase in salary that was previously approved in the board meeting.

- An open request for proposal process for centralized intake with an emphasis on family support will be implemented. An RFP will be released May 16, 2014 and due May 30, 2014. The Program & Service committee will meet and provide recommendation for the June 19, 2014 Board meeting. Funding allocated to the centralized intake RFP will be \$10,923.
- The child care mini grants and the preschool mini grants shall not serve core preschool programs (i.e. Head Start, Early Head Start, Statewide Voluntary, and Shared Visions). This is consistent with language in state ECI tool G.
- The child care nurse consultant contracts shall not serve core preschool programs (i.e. Head Start, Early Head Start, Statewide Voluntary, and Shared Visions) and to focus on child care programs. This is consistent with language in state ECI tool G.

**Other Notes Regarding the FY15 Contracts**

- It is highly encouraged that the Maternal Child Health Program, which Dallas County Public Health administers, work collaboratively with the New Parent Program and the Parents as Teachers Program to be a feeder/referral source. There is an expectation and desire that there will be an increase in referrals to ECI funded family support programs. An update regarding progress will be requested quarterly.
- It is highly encouraged that the Parents as Teacher Program, which Partners in Family Development administers, commit to implementing Blockfest during this next fiscal year. An update regarding progress will be requested quarterly.
- It is highly encouraged that the Quality Improvement Project, which Dallas County Agricultural Extension District administers, explore efforts of integrating ACES education and Stewards of Children with child care providers.

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

None

**Administrative Update** *(Information)*

Director Schrader disseminated an administrative update for April, some items included:

- Update on the need of preschool scholarships and that other preschool services would be cut and/or eliminated to accommodate for the need.
- Update on Toddlerfest and Rumble Tumble marketing events.
- There was a state error on the 4th quarter school ready payment ; it was shorted \$179.18. The remainder has been received.
- Update and a report on the REDCap data system that family support programs are mandated to utilize. There are still a plethora of issues with the data. There are concerns on many levels regarding the validity of the data.
- United Way looked to the Early Childhood committees in Dallas and Warren to help conduct a needs assessment.
- There has been a state contract amendment to allow of contract monitoring language.
- The executive director provided an update on her professional development plan.
- The 4 R Kids ECI area now has a Facebook page.

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

Dallas County ISU Extension provided a presentation on the Preschool Enrichment Project and Partners in Family Development provided a presentation on Parents as Teachers.

**Next meeting** *(Action)*

Board member Kooker moved to adjourn the meeting at 8:30 p.m. Board member Moffitt seconded. Motion carried unanimously. The next meeting is June 19, 2014. There is not July or August board meeting scheduled.

Respectfully submitted by Debra Schrader, Director