



**Early Childhood Iowa Area Board
Minutes
Thursday May 18, 2017
Winterset Public Library
123 N. 2nd Street
Winterset Iowa 50273**

Finance Committee Meeting (Information)

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

Board Meeting (Information)

Board Vice-Chairperson Owens convened the meeting at 6:35 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>	x	Kevin Howe <i>Required Business Representative</i>	x	Jean Bosch	x	Brett Elliott	
Samantha Finneseth <i>Required Education Representative</i>		Terry Johnson <i>Required Human Service Representative</i>	x	Janice Jensen		<i>Open</i>	
Judy Schwartz		Lois Hoger <i>Required Faith Representative</i>	x	<i>Open</i>		Khristan Kaufman <i>Required Parent Representative</i>	x

4 R Kids Staff Present (Information)

Debra Schrader, Executive Director.

Others present (Information)

Myra Willms (*Dallas County ISU Extension*), Nancy Krause (*Lutheran Services in Iowa*), Colleen Theis (*Lutheran Services in Iowa*), Rachel Bardwell (*Partners in Family Development*), Sami Heithoff (*Partners in Family Development*), and Tallie Rhamey (*Crisis Intervention & Advocacy*).

Distinction of Quorum (Information)

Board membership consists of no less than 8 members and no more than 12 members, with 10 positions filled at the beginning of the meeting; 6 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 Bosch moved to approve the agenda. Board member Hoger seconded. Motion carried unanimously. A copy of the agenda was disseminated.

Minutes (Action)

Board member Hoger moved to approve the April 20, 2017 minutes. Board member Howe seconded. Motion carried unanimously. A copy of the past minutes was disseminated.

Board Membership*Recruitment efforts(Information)*

Board members continue with recruitment efforts and strive for gender balance. It was noted that there are two open positions on the board.

FY18 Work Plan (Information)

Director Schrader disseminated a FY18 work plan. The work plan has all the scheduled Board meetings and the required annual items to keep the board on track for the next fiscal year.

Conflict of Interest (Information)

Board members read and signed the conflict of interest statements as well as verbally stated their conflict of interest. Board members Hoger, Owens, Kaufman, Howe, Johnson, and Bosch verbally stated they had no conflict of interest.

Code of Ethics (Information)

Board members read and signed the annual code of ethics.

Finance Committee (Action)

The Finance Committee reviewed the budgets, payment vouchers, bank statements, and fund balance reconciliations prior to the board meeting. Board member Hoger moved to approve April expenditures in the amounts of \$85,790.57. Board member Johnson seconded. Motion carried unanimously. A summary of the vouchers was provided at the meeting along with cumulative program budgets.

Board Program and Service Committee (Information)

The Committee met May 3, 2017 from 9:00 to 12:00 at the Madison County Extension office in Winterset. Board member Bosch reported for the committee. Minutes and supporting documentation from the Program and Service Committee were disseminated.

3rd Quarter Report Review(Information)

The committee met and reviewed the contractor's 3rd quarter progress reports and financial statements. A summary report along with the 3rd quarter progress report results were provided to the board. There are no major concerns with any of the contracts.

Contract Amendment (Action)

Dallas County ISU Extension has reviewed the current FY17 expenditures for preschool tuition and there is a possibility there will be shortfall with preschool tuition before the end of the fiscal year. Board member Johnson moved to approve \$1,000 of unallocated funding to fill the gap of preschool tuition, if needed. Board member Hoger seconded. Motion carried unanimously.

FY18 Funding Awards and Plan (Action)

The Board reviewed the 4 R Kids strategic plan, additionally the committee utilized it as a framework when building the FY18 funding plan. It is anticipated that the board will receive \$869,974 in school ready funding, and \$91,939 in early childhood funding, additionally there will be an estimated \$33,000 carryover, which is \$88,022 less than FY16. Board member Bosch moved to approve the committee recommendations for the FY18 funding plan pending Early Childhood Iowa approval, Department of Human Services approval, Department of Education approval, any legislative changes. Board member Kaufman seconded. Motion carried unanimously. The FY18 funding plan that was approved is as follows:

Agency	Amount	Project
Central Iowa Juvenile Detention Center	\$12,000	Board expenses
Central Iowa Juvenile Detention Center	\$10,000	Fiscal Fees
Central Iowa Juvenile Detention Center	\$79,114	Executive Director Salary/Benefits
Central Iowa Juvenile Detention Center	\$14,100	Executive Director Expenses
Dallas County Agricultural Extension	\$60,943	Preschool Enrichment/Coordinated Intake
Dallas County Agricultural Extension	\$147,000	Preschool Scholarships
Dallas County Agricultural Extension	\$8,400	Preschool Dental Screenings
Dallas County Agricultural Extension	\$1,985	Preschool Quality Improve Mini Grants
Dallas County Agricultural Extension	\$5,250	Preschool Transportation
Dallas County Agricultural Extension	\$64,795	Quality Child Care Project
Dallas County Agricultural Extension	\$8,000	Quality Improvement Min Grants
Iowa AEYC	\$23,027	WAGES Project
Warren County Health Services	\$36,476	Child Care Nurse Consultant
Orchard Place/Child Care Resource & Referral	\$4,668	Child Care Incentives
Lutheran Services of Iowa	\$112,008	New Parent Program
Partners in Family Development	\$265,806	Parents as Teachers
Southwestern Community College	\$71,530	Parents as Teachers

Dallas County Public Health

\$68,011

Maternal Child Health Program (contract condition)

Dallas County Public Health that administers the Maternal Child Health Program will have additional contract requirements in regards to performance measures for participant handovers to other family support programs.

Board Process Committee

The committee did not meet. The next meeting is set for August 25, 2017.

Administrative Update (*Information*)

Director Schrader disseminated an administrative update and items included:

- Support for the Prevent Child Abuse Councils;
- Early Childhood committee updates;
- ECI State Director meeting report;
- DCAT grant for a Lunch and Learn;
- Iowa Communities Assurance Pool grant;
- ECI state contract amendment;
- Request for renewal process;
- Paper Tigers in Adair County;
- ECI Funding history;
- 4 R Kids funding and rankings;
- Toddlerfest and Roll n Read update;
- Marketing and public awareness activities, Facebook likes up to 159, goal was 150.

Miscellaneous Board Updates (*Information*)

None.

Board Professional Development (*Information*)

Presentations were given by Partners in Family Development and Lutheran Services of Iowa.

Next meeting (*Information*)

The meeting adjourned at 8:05. The next meeting is September 14, 2017 at the Adel Public Library in Adel.

Respectfully submitted by Debra Schrader, Director