



**Early Childhood Iowa Area Board  
Minutes  
Thursday May 19, 2016  
Farmers Merchant Bank  
101 West Jefferson Street  
Winterset, Iowa 50273**

**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>	
Kendalyn Huff <i>Required Faith Representative</i>		Samantha Finneseth <i>Required Education Representative</i>	x	Janice Jensen	x	Cynthia Moffitt	x
Brett Elliott	x	Lois Hoyer	x	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 Tallie Rhamey (*Crisis Intervention*), Jovanka Westbrook (*Partners in Family Development*), Rachel Bardwell (*Partners in Family Development*), Samantha Hitoff (*Partners in Family Development*), Colleen Theis (*Lutheran Services in Iowa*) and Paula Klocke (*New Opportunities*).

**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; 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 Kooker moved to approve the agenda. Board member Finneseth seconded. Motion carried unanimously.

**Minutes (Action)**

Board member Finneseth moved to approve the April 21, 2016 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 Membership Application (Action)**

A former board member provided assistance with Ms. Lois Hoger to pursue board membership to represent Dallas County. Board member Moffitt moved to approve Ms. Hoger as a Dallas County representative to the board. Board member Owens seconded. Motion carried unanimously. It was noted that a good faith effort and due diligence has gone into board recruitment in regards to gender balance. It has been challenging to meet the gender balance criteria that has been directed from the state of Iowa.

**FY17 Work Plan (Information)**

Director Schrader disseminated a FY17 work plan. The work plan has all the scheduled Board meetings and the required annual items to keep the board on track for model Levels of Excellence status.

**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, Ockerman, Owens, Kaufman, Elliott, Kooker, Moffitt and Jensen stated they had no conflict of interest. Board member Finneseth stated her children attended an in-home child care provider that receives support from ECI.

**Code of Ethics (Information)**

Board members read and signed the annual code of ethics.

**Finance Committee (Action)**

The Finance Committee reviewed the April budgets, payment vouchers, bank statements, and fund balance reconciliations weeks prior to the board meeting. Board member Finneseth moved to approve the February and March expenditures in amounts of \$107,728.04 respectively. Board member Moffitt 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 met May 6, 2016 at 9:00 at the Madison County Extension office in Winterset. Board member Jensen 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.

**Update on Partners in Family Development(Information)**

Partners and Family Development with the Parents as Teachers program has been successful in reporting and meeting client eligibility criteria for FY16, additionally there have been no fiscal issues during the fiscal year. The in-depth monitoring will not be necessary to continue in FY17.

**FY17Funding Awards and Plan (Action)**

It is anticipated that the board will receive \$935,200 in school ready funding, and \$109,735 in early childhood funding, additionally there will be an estimated \$30,000 carryover for a total of \$1,074,935, which is \$85,000 less than FY16. Board member Jensen moved to approve the committee recommendations for the FY17 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 FY17 funding plan that was approved is as follows:

<b>Agency</b>	<b>Amount</b>	<b>Project</b>	<b>Categorical Fund</b>
Central Iowa Juvenile Detention Center	\$12,000	Board expenses	SR Admin, EC Admin
Central Iowa Juvenile Detention Center	\$10,000	Fiscal Fees	SR Admin, EC Admin
Central Iowa Juvenile Detention Center	\$77,990	Executive Director Salary/Benefits	SR Admin, EC Admin, SRQI
Central Iowa Juvenile Detention Center	\$14,100	Executive Director Expenses	SR Quality
Dallas County Agricultural Extension	\$62,028	Preschool Enrichment/Coordinated Intake	SR Preschool, SR Family Support
Dallas County Agricultural Extension	\$147,000	Preschool Scholarships	SR Preschool
Dallas County Agricultural Extension	\$8,400	Preschool Dental Screenings	SR Preschool
Dallas County Agricultural Extension	\$10,500	Preschool Quality Improve Mini Grants	SR Preschool
Dallas County Agricultural Extension	\$525	Preschool Lead Screenings	SR Preschool
Dallas County Agricultural Extension	\$5,250	Preschool Transportation	SR Preschool
Dallas County Agricultural Extension	\$2,625	Preschool Professional Development	SR Preschool
Dallas County Agricultural Extension	\$89,654	Quality Child Care Project	Early Childhood
Dallas County Agricultural Extension	\$26,250	Quality Improvement Min Grants	SR Other
Lutheran Services of Iowa	\$114,003	New Parent Program	SR Family Support
Partners in Family Development	\$280,784	Parents as Teachers	SR Family Support
Southwestern Community College	\$72,804	Parents as Teachers	SR Family Support

Dallas County Public Health	\$69,222	Maternal Child Health	SR Family Support
Warren County Health Services	\$37,126	Child Care Nurse Consultant	SR Other, SRQI/ Early C
Orchard Place/CCRR	\$4,751	Child Care Training	Early Childhood
Iowa AEYC	\$23,437.43	WAGES	SR Preschool, SR Other, Early C
Reserved for preschool tuition	<u>\$6,485.57</u>		
Total	\$1,074,935		

There was no funding recommended for New Opportunities for the child care nurse consultant as the grant renewal application was not received by the due date.

**Additional Contract Conditions**

- All contractors are required to report semi annually and annually on the progress of the SWOT analysis that was submitted with their request for renewal application.
- Due to past performance regarding staff turnover, Lutheran Services in Iowa with the New Parent program, retraining for new staff will only be paid if contract benchmarks are met. Non-payment of training includes registration fees, travel and hotel.
- Data for programs will be closely monitored and when local data does not match with state reporting data, payments will be held until data is reconciled.

**Other Items**

- Due to the Board receiving model LOE status, the opportunity to utilize categorical funding in a flexible manner will be allowed. If the Board had not received LOE model status, some programs would not have been able to be funded and there would be categorical funds unallocated.
- The Program and Service Committee will recognize a program annually at the annual appreciation reception for program excellence. Excellence may include but not limited to quality and timeless of reporting, optimism, resourcefulness, spirit of the intent, meeting benchmarks, and positive attitude.

**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; All for councils funding was renewed for FY17;
- Early Childhood committee updates;
- Update on families enrolled in Partners and Family Development PAT program, overall 93% 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 SF2299, passed the Senate and House;
- Community plan update, approximately 300 the community surveys will need to entered;
- Generation Wellness provided an ACEs presentation to the Waukee school;
- Dallas County Public Health with the Maternal Child Health Program had an Iowa Family Support Credential site visit, the ECI Director and one Board member participated;
- Update on the Family Focused Network spearheaded by Dallas County Public Health;
- A one page Toddlerfest report, a total of 953 participants attended and 38% had heard of 4 R Kids;
- Report on the state director meeting April 6, 2016;
- A one page report on all 4 Toddlerfests;
- A rank by allocations and population report, 4 R Kids ranks 4th in the state for the number children ages 0-5 but rank 15th with early childhood allocations;
- Professional development update;
- Marketing and public awareness activities, Facebook likes are up to 133. It was noted that 3 board members attended public legislative forums and will be added to the cumulative data.

**Miscellaneous Board Updates (Information)**

Board member Ockerman provided an update of the state ECI board and committees that are being established. He has volunteered to be on the early childhood funding formula committee.

**Board Professional Development (Information)**

A presentation was presented by Lutheran Services in Iowa with the New Parent Program and Partners in Family Development with the Parents as Teachers Program

**Next meeting** (*Action*)

Board member Kooker moved to adjourn the meeting at 8:20 p.m. Board member Jensen seconded. Motion carried unanimously. The next meeting is September 8, 2016 at the Adel Public Library.

Respectfully submitted by Debra Schrader, Director