



**Early Childhood Iowa Area Board
Minutes
Thursday, May 21, 2015
Greenfield City Hall
202 S. 1st Street
Greenfield, Iowa 50849**

Finance Committee Meeting Minutes

The Finance Committee met prior to the board meeting. Committee member present were Board member Hoover, Markmann, and Finneseth. The committee member 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 will be recommended to the board to approve payment for April expenditures in amounts of 127,781.33 . It is to be noted there are no major budget concerns with any contractors. 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>	x
Kendalyn Huff <i>Required Faith Representative</i>	x	Samantha Finneseth <i>Required Education Representative</i>	x	Janice Jensen	x	Cynthia Moffitt	x
Marlin Marckmann	x			Joey Hoover	x	Khristan Kaufman <i>Required Parent Representative</i>	x

4 R Kids Staff Present

Debra Schrader, Executive Director

Others present (Information)

Leslie Stonehocker (CCRR) and Myra Willms (ISU Extension).

Distinction of Quorum (Information)

Board membership consists of no less than 8 members and no more than 12 members, with 11 positions filled; 11 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.

Board Professional Development (Information)

Orchard Place/CCRR with the child care project and Dallas County ISU Extension with the Quality Improvement project provided presentations.

Board member Huff left the room at 7:00 P.M.

Agenda (Action)

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

Minutes (Action)

Board member Johnson moved to approve the April 16, 2015 minutes. Board member Markmann 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 member Jensen is actively seeking a male to represent Dallas County and has met with Max Phillips and he has expressed interest. Director Schrader will follow-up with the potential Board member. Board member Finneseth has moved to Adair County which will make the Adair County slots full.

Work Plan (Information)

Director Schrader disseminated a FY16 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 Marckmann, Ockerman, Owens, Johnson, Kaufman, Huff, Kooker, Moffitt and Jensen stated they had no conflict of interest. Board member Hoover stated his children attend Stepping Stones Preschool and receives support from ECI and 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 budgets, payment vouchers, bank statement, and fund balance reconciliation, prior to the meeting. Board member Finneseth moved to approve the April expenditures in amounts of \$127,781.88. Board member Owens seconded. Motion carried. Board member Hoover abstained. A summary of the vouchers were provided at the meeting along with cumulative program budgets.

Board member Huff entered the room at 7:30 P.M.

Board Program and Service Committee

3rd Quarter Report Review(Information)

The committee met April 24, 2015 and reviewed the contractors 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 however, there was unease regarding negativity in the narrative section of the reports from a contractor.

FY2016 Funding Awards and Plan (Action)

The committee met May 1, 2015 and minutes and supporting documentation from the Program and Service Committee was disseminated. It is anticipated that the board will receive \$929,312 in school ready funding, \$111,399 in early childhood funding, and will have \$116,250.43 in estimated carryover for a total of \$1,156,961.43. Board member Jensen moved to approve the committee recommendations for the FY2016 funding plan pending Early Childhood Iowa approval, Department of Human Services approval, Department of Education approval, any legislative changes. Board member Moffitt seconded. Motion carried unanimously. The FY2015 funding plan that was approved is as follows:

Agency	Amount	Project	Categorical Fund
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	\$77,385	Executive Director Salary/Benefits	SR Admin, EC Admin, SRQI
Central Iowa Juvenile Detention Center	\$12,600	Executive Director Expenses	SR Quality
Dallas County Agricultural Extension	\$67,028	Preschool Enrichment/Coordinated Intake	SR Preschool, SR Family Support
Dallas County Agricultural Extension	\$147,000	Preschool Scholarships	SR Preschool
Dallas County Agricultural Extension	\$10,500	Preschool Dental Screenings	SR Preschool
Dallas County Agricultural Extension	\$15,750	Preschool Quality Improve Mini Grants	SR Preschool
Dallas County Agricultural Extension	\$2,100	Preschool Lead Screenings	SR Preschool
Dallas County Agricultural Extension	\$10,500	Preschool Transportation	SR Preschool
Dallas County Agricultural Extension	\$7,875	Preschool Professional Development	SR Preschool
Dallas County Agricultural Extension	\$94,654	Quality Child Care Project	Early Childhood
Dallas County Agricultural Extension	\$26,250	Quality Improvement Min Grants	SR Other, SR Family Support
Lutheran Services of Iowa	\$114,003	New Parent Program	SR Family Support
Partners in Family Development	\$292,478	Parents as Teachers	SR Family Support
Southwestern Community College	\$72,804	Parents as Teachers	SR Family Support

Dallas County Public Health	\$82,660	Maternal Child Health	SR Family Support
Warren County Health Services	\$37,126	Child Care Nurse Consultant	SR Other, SRQI
New Opportunities Inc	\$36,060	Child Care Nurse Consultant	EC, SR Family Support,& Other
Orchard Place/CCRR	\$4,751	Child Care Training	Early Childhood
Iowa AEYC	<u>\$23,437.43</u>	WAGES	SR Flexible
Total	\$1,156,961.43		

Additional Budget Items

- Adjustments will be made to the ECI Directors budget once the FY15 books are closed, if there are unallocated funds, an additional \$1,500 be allocated for professional development.
- Grantees are to be cautioned as this is an unusual amount of carryover and future years funding may be vastly different.
- 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.

FY16 Contract Language Additions

- Contract language will be added to the Maternal Child Health Program, which Dallas County Public Health administers that the program shall be a feeder/referral source for ECI funded family support programs. This will be tracked monthly and reported quarterly.
- Contract language will be added to the Dallas County Public Health contract, Lutheran Services in Iowa contract, Partners in Family Development contract and the Southwestern Community College contract, that the agencies will work collaboratively with the ECI local coordinated intake system, additionally when the agencies receives a referral from the ECI local coordinated intake system, the program is required to make contact with the family within 5 working days.

Board Process Committee

None. The committed did not meet.

Administrative Update (Information)

Director Schrader disseminated an administrative update and items included:

- Continues to support the Prevent Child Abuse Councils;
- Early Childhood committee updates;
- Marketing opportunity for Partners in Family Development with Simpson College;
- State strategic planning session on April 22, 2015;
- Update on legislation;
- Marketing and public awareness update;
- Blockfest update;
- Toddlerfest report, \$1,425.58 has been expended and 953 parents and children participated;
- FY16 Programming chart illustrating percentages allocated to services;
- FY16 allocations and 4 R Kids ranking statewide; the 4 R Kids Board ranks 4th in population but ranks 6th in overall allocations.

Miscellaneous Board Updates (Information)

- Board member Ockerman noted the state ECI Board will meet June 5, 2015.
- Board member Ockerman participated in a state strategic planning session April 22, 2015.
- Board member Ockerman attended the ECI Stakeholders Alliance meeting and updated the board on the states strategic plan. There has been conversation regarding having ECI local boards become a 501(c) (3).

Next meeting (Action)

Board member Huff moved to adjourn the meeting at 8:10 p.m. Board member Hoover seconded. Motion carried unanimously. At this time there will be no June meeting. The next meeting is September 10, 2015 at the Adel Library in Adel Iowa.

Respectfully submitted by Debra Schrader, Director