



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

**Board Minutes**  
**Thursday, June 20, 2013**  
**Greenfield City Hall**  
**202 S. First Street**  
**Greenfield, Iowa 50849**

**Finance Committee Meeting Minutes**

The Finance Committee met prior to the board meeting at 6:00 p.m. Committee members present were Julie Feirer and Samantha Finneseth. The committee members reviewed payment vouchers, current expenditures, the overall budget, categorical funding streams, interest earned, account reconciliation, bank reconciliation, and the payment voucher processing log. There were no major payment voucher concerns and no major budget concerns; it will be recommended to the board to approve payment for March expenditures for \$92,449.90. 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>Health Representative</i>	x	Bob Ockerman	x	Joyce Kooker <i>Business Representative</i>	x	Terry Johnson <i>Human Service Representative</i>	x
Kendalyn Huff	x	Samantha Finneseth	x	Julie Feirer <i>Faith Representative</i>	x	Cynthia Moffitt <i>Parent</i>	
		Ann Bass <i>Education Representative</i>					

**4 R Kids Staff Present**

Debra Schrader, Executive Director

**Others present (Information)**

Terry Wangberg , Lyndsie Wagoner, and Cathy Wheatcraft.

**Distinction of Quorum (Information)**

Board membership consists of no less than 8 members and no more than 12 members, with 9 positions filled; 7 board members were present at the beginning of the meeting, representing quorum.

**Open Forum (Information)**

Ms. Wangberg and Ms. Wagoner announced that Parents as Teachers just enrolled their 15<sup>th</sup> family and have met their goal of serving 15 families before the end of the fiscal year. The Board congratulated them on their achievements.

**Agenda (Action)**

Board member Huff moved to approve the agenda with the June 30 correction. Board member Owens seconded. Motion carried unanimously.

**Minutes (Action)**

Board member Kooker moved to approve the May 16, 2013 minutes. Board member Johnson seconded. Motion carried unanimously.

**Legislative Update (Information)**

Director Schrader provided information on the legislative changes for FY2014. The early childhood funds were exchanged for state funds and will eliminate the need to have a DUNS Number and OMB circular requirements, it's also possible that cost allocation principles will be less stringent but that has yet to be determined. The purpose of the funds did not change and formula utilized remains the same. The state

technical assistance team has encouraged local boards to spend all current federal early childhood funds as soon as possible. The other language change relates to local boards providing service which will have no impact on the 4 R Kids ECI Area Board as the Board does not provide service

**Board Member Recruitment and LOE** *(Information)*

Board member Huff noted that she has talked to two people about board membership and will be sending contact information to Director Schrader to follow-up with a potential board member. The Board noted that they continue to make a good faith effort to have gender balance but that is also challenging to do. It was recognized that there has been little turnover in board membership the past six months and that the newest member is Board member Feirer who was recruited by Board member Kimball. Board member recruitment will be a standing agenda item for future agendas. Section III Operational of the Levels of Excellence was reviewed and evidence of required and optional items were discussed. Director Schrader has approximately 90% of Section III of the Levels of Excellence complete and in a notebook. Board Chairperson Ockerman will review the notebook and provide feedback.

Board member Huff left the meeting at 6:50

**4 R Kids ECI Community Plan** *(Action)*

A draft of the community plan was presented. It was noted that this has been a year in the making and that the early childhood committees in each county played an integral role in providing valuable input into the community plan. Two community members volunteered to review the completed plan and were provided a checklist to find state required items, this provided a valuable technical review for the ECI Director. Board member Feirer moved to approve the 4 R Kids ECI Area Board community plan with a few minor revisions. Board member Kooker seconded. Motion carried unanimously. A one page strategic plan was also reviewed which is a shortened version of the community plan.

**Preschool Transportation Policy** *(Action)*

A draft of a preschool transportation policy was reviewed. This will be the first time the Board has allocated funding for preschool transportation. Co-pays were discussed, and while it is a worthy idea the administrative time to collect co-pays would out way the benefits. For future years it's possible that co-pays could be incorporated into the preschool tuition co-pays. Board member Johnson moved to approve the transportation policy with minor revisions. Board member Owens seconded. Motion carried unanimously.

**FY2014 Funding Plan/Budget** *(Action)*

A revised 2014 funding plan/budget was presented to the board as there was a \$479 reduction in early childhood funds which are now state funds versus federal funds; additionally local Boards are encouraged to expend all current federal funds thus the reason for the change in funding plan. The categories were maximized for the benefit of all programs and the Preschool Literacy Project was reduced by \$479.00. School Ready and Early Childhood allocations were provided to the board, but are still considered draft until the Governor signs the bill. Board member Owens moved to approve the funding plan. Board member Kooker seconded. Motion carried unanimously.

**Early Childhood Committees** *(Information)*

Meetings of the Early Childhood Committees were as follows:

*Adair County Early Childhood Committee* – The committee meet June 13, 2013, items of discussion were the possibility of collaborating with the Success 4 Kids Council to combine meetings since many of the same people attend both meetings, providing input to the community plan, and legislative updates. The next meeting is July 9, 2013 at 2:00 in Greenfield and they will be combining meetings with the Success 4 Kids Council.

*Dallas County Early Childhood Committee* –The next meeting is August 28, 2013 at 1:00 at the Dallas County Extension office in Adel.

*Warren County Early Childhood Committee* –The Committee met June 5, 2013. Items of discussion were the community plan, child abuse data, and Warren County Support Group matrix. The next meeting is August 7, 2013, at 10:00 a.m. at Wells Fargo in Indianola.

*Madison County Early Childhood Committee* – The committee met June 11, 2013. Items of discussion were a presentation from TEACH and input into the community plan. The next meeting is August 18, 2013 at 6:30 at the Winterset Library in Winterset.

**Finance Committee** *(Action)*

The Finance Committee reviewed the budgets and payment vouchers prior to the meeting. Board member Feirer moved to approve the May payment vouchers in the amount of \$92,449.90. Board member Johnson seconded. Motion carried unanimously. A summary of the vouchers were provided at the meeting along with cumulative budgets. Additionally, monthly bank balance documentation was also provided.

**Board Process Committee** *(Information)*

The committee did not met.

**Board Program and Service Committee** *(Information)*

The committee did not met.

**Miscellaneous Board Updates (Information)**

*FY2014 Event Calendar* - A 4 R Kids event calendar for FY2014 was disseminated. The calendar lists board meetings, standing annual agenda items, and early childhood committee meetings as well as other items. One item that is missing is the Levels of Excellence review meeting that the state conducts and that will be added later once the state has provided a date. It was noted this could be considered a work plan for the board.

*Family Support Credential* - Partners in Family Development will be celebrating June 27 at 3:30 in Indianola at the Grace Evangelical Free Church in receiving an Iowa Family Support Credential. As deemed by the state, this is a measure of quality of a family support program. Board members are encouraged to attend.

*State ECI Board* - Board member Ockerman is a member of the Early Childhood Iowa Board and provided an overview of the state board meeting which included the state Board approving 14 local ECI areas for Levels of Excellence with 7 that were compliant, 3 were quality, 2 were model, and 2 were probation; approved a revised Tool UU Financial Agreed Upon Procedures; and a change in state required performance measures. The next Board meeting is September 5, 2013 with the Clinton/Jackson ECI area hosting the state Board.

*Trauma Informed Care* - Board member Owens attended the Trauma Informed Care conference and provided an overview. It was noted that ACES was a big part of the conference.

**Administrative Update (Information)**

Director Schrader disseminated an administrative update for June. Items included - a report on activities for Prevent Child Abuse councils, contract updates that included staff turnover, collaboration of Lutheran Services of Iowa co-locating with Partners and Family Development, and contractor budget amendments. Other updates included time spent on Levels of Excellence, work on the community plan, and website updates. A separate report from the state director meeting on June 12 was also provided. Items from the state Director meeting included an update on the new family support measures and *REDCap* system, other performance measures, DHS Hearing, legislative update and implementation of changes, PRAMS, and the ECI summit.

Director Schrader also discussed a possible addition to the current succession plan. She presented an idea to have a reciprocal agreement with another ECI area Director. She noted that Director Vicki Sickles who is the director for the newly merged area of Quad Counties 4 Kids (Adams, Ringgold, Taylor, and Union County) would be interested in the arrangement. This agreement would not have money exchanged but rather an agreement in the event one of the Directors was unable to complete the ECI duties for reasons such as health, death or other reasons. The main purpose of the agreement would be to share resources in the event an emergency would happen. It was consensus of the Board that Director Schrader move forward with putting a document together and bring back to the board in the next few months.

**Board Professional Development (Information)**

Tool NN on Levels of Excellence was reviewed.

**Next meeting (Action)**

Board member Owens moved to adjourn the meeting at 8:05 p.m. Board member Kooker seconded. Motion carried unanimously. The next meeting is July 18, 2013 at 6:30 P.M. at Farmers Merchant Bank in Winterset. There is no August meeting.

Respectfully submitted by Debra Schrader, Director