



**Early Childhood Iowa Area Board
Minutes
Thursday September 10, 2015
Adel Library
303 S. 10th Street
Adel, Iowa 50003**

Finance Committee Meeting

The Finance Committee did not meet prior to the board meeting.

Board Meeting

Board Vice-Chairperson Moffitt convened the meeting at 6:40 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		Joyce Kooker <i>Required Business Representative</i>		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				Joey Hoover	x	Khristan Kaufman <i>Required Parent Representative</i>	x

4 R Kids Staff Present

Debra Schrader, Executive Director

Others present (Information)

Shelley Horak (Dallas County Public Health, Ann Cochran (Dallas County Public Health, Stephanie Potter (Dallas County Public Health, Rachel Bardwell (Partners in Family Development), Dawn Welling (Partners in Family Development) and Jovanka Westbrook (Partners in Family Development)

Distinction of Quorum (Information)

Board membership consists of no less than 8 members and no more than 12 members, with 11 positions filled; 7 board members were present at the beginning of the meeting, representing quorum. Board member Owens entered the meeting at 6:45.

Open Form (Information)

None

Introductions (Information)

Introductions were made by Board members and the audience.

Agenda (Action)

Board member Huff moved to approve the agenda. Board member Johnson seconded. Motion carried unanimously.

Minutes (Action)

Board member Finneseth moved to approve the May21, 2015 minutes. Board member Hoover 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. Director Schrader has met with Mr. Max Phillips and he has expressed interest and plans to attend a board meeting in the future.

Board Member Resignation (Information)

The Board Vice-Chairperson Moffitt tabled Board member Marckman's resignation until the next meeting.

Board Member Application (Information)

There were no new board member applications.

Board member Owens entered the room at 6:45 P.M.

FY14 State Audit Review (Information)

Early Childhood Iowa completed a review of the FY14 audit review and there were not findings or remarks. A copy of the audit review was provided to the Board. This is the third audit review conducted since the inception of the 4 R Kids board with no findings or remarks.

Finance Committee (Action)

The Finance Committee reviewed weeks prior to the Board meeting, the May, June, and July budgets, payment vouchers, bank statement, and fund balance reconciliation. Board member Jensen moved to approve the June, July and August expenditures in amounts of \$90,008.67, \$86,222.00, and \$70,187.17 respectively. Board member Huff seconded. Motion carried. A summary of the vouchers were provided at the meeting along with cumulative program budgets.

Board Program and Service Committee

Board member Jensen reported for the committee that met August 28, 2015.

Preschool Transportation Policy (Action)

The committee reviewed the FY16 preschool transportation policy. There were minor changes from the policy that was implemented in FY14. As a note there is no cap on how much a child can use in transportation funding, while this has not been an issue in the past it may be in the future. Board member Jensen moved to approve the preschool transportation policy. Board member Huff seconded. Motion carried unanimously.

FY15 Annual Report (Action)

The committee reviewed in depth the FY15 financial statements, FY15 annual reports from providers (41 pages), an annual report highlight document (4 pages), trend data, analysis and effectiveness of programs, local and state performance measures, executive summary, and several family support comparison documents. Director Schrader noted that all data has been entered into the state data base system and will be submitted on or before September 15, 2015. It was noted that the school ready carryover was 13% and the early childhood carryover is 1% and 20% is allowed. All but \$1,975 of the carryover has been allocated to FY16 programming. This may cause challenges for FY17 and current contractors may not receive that same amount of funding in the next fiscal year. Contractors have been informed of the challenges. Board member Jensen moved to approve the FY15 annual report, FY15 Executive Summary, FY15 school ready and early childhood financial statements. Board member Hoover seconded. Motion carried unanimously.

Partners in Family Development Corrective Action Plan (Information)

While reviewing the annual report data, it was discovered that Partners in Family Development which provides the Parents as Teachers program for Dallas, Madison and Warren County, was out of compliance with their FY15 contract. It is a state requirement that 75% of the families enrolling in a long-term or intensive home visitation program during the course of the fiscal year must meet one of the following criteria in addition to having a child between the ages of 0 through 5, have an income at or below 200% of the federal poverty level, have a parent that has achieved a high school diploma or less education, or have a child that has a current Iowa Family Service Plan (IFSP) or Individualized Educational Plan.

Due to Partners in Family Development being out of compliance at a rate of 72%, the 4 R Kids ECI is also out of compliance with the state contract and a corrective action plan from the 4 R Kids ECI Area Board will be required to be submitted to Early Childhood Iowa (ECI). ECI will provide more details after September 15 in regards to the Boards corrective action plan requirements.

Partners in Family Development Corrective Action Plan (Information)

The Program and Service committee requested a corrective action plan from Partners in Family Development that included, FY15 documentation on all 39 families served and their eligibility status, monthly documentation on each new family enrolled during FY16 along with participant eligibility criteria of each family along with monthly REDCap reports monthly to verify and compare that the numbers provided on the 4 R Kids monthly tracking tool are accurate. The materials were received by the requested due dates. The board was provided a copy of the letter sent to Partners in Family Development, copy of corrective action plan, detailed list of FY15 families meeting criteria, and a current FY16 list of families meeting program criteria.

Ms. Westbrook and Ms. Bardwell, staff for Partners in Family Development, addressed the board regarding the non-compliance. They stated that action steps have been taken to assure that this doesn't happen in the future.

They informed the board that two referrals from ECI funded coordinated intake project reported a higher income than what was verified through the coordinated intake project and that if it had not been for these two families they would not have been under to the required 75%. Partners in Family Development also stated that the agency will be implementing a waiting list in Dallas County.

Contract Non-Nonperformance Consequences(Action)

The Board Vice-Chairperson Moffitt tabled contract non-performance consequences until further information is gathered.

Board Policy (Information)

The committee recommended that the Board Process committee draft a policy to address future noncompliance issues.

Board Process Committee

The committed did not meet. A meeting is set for September 14, 2015 at 12:00 at the Sports Page in Winterset.

Administrative Update (Information)

Director Schrader disseminated an administrative update and items included:

- Supporting the Prevent Child Abuse Councils;
- Early Childhood committee updates;
- CBCAP grant award for Parents as Teachers;
- 1st quarter school ready and early childhood checks have been deposited;
- Funding process from start to finish;
- ECI data base system for annual report data;
- State committee work to eliminate funding categories;
- Paper Tigers and ACES work;
- Marketing and public awareness activities.

Miscellaneous Board Updates (Information)

None.

Board Professional Development (Information)

A presentation was presented by Dallas County Public Health with the Maternal Child Health Program.

Next meeting (Action)

Board member Jensen moved to adjourn the meeting at 8:20 p.m. Board member Huff seconded. Motion carried unanimously. The next meeting is October 15, 2015 at Vintage Hills in Indianola.

Respectfully submitted by Debra Schrader, Director