

Board Minutes
Thursday, September 11, 2014
Farmers Merchant Bank
101 West Jefferson Street
Winterset, Iowa 50273

Finance Committee Meeting Minutes

The Finance Committee met prior to the board meeting at 6:00 p.m. Committee members present were Board members Finneseth and Kaufman. The committee members 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 August expenditures in amounts of \$49,865.45 as well as the payment vouchers that were reviewed by the committee in July and August in the amount of \$86,929.30 and \$68,996.14 respectively. 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>	
Kendalyn Huff <i>Required Faith Representative</i>		Samantha Finneseth <i>Required Education Representative</i>	x	Janice Jensen	x	Cynthia Moffitt	x
Marlin Markman				Joey Hoover		Khristan Kaufman <i>Required Parent Representative</i>	x

Mr. Hoover was approved as new board members during the meeting.
Board member Owens was present by telephone.

4 R Kids Staff Present

Debra Schrader, Executive Director

Others present (Information)

Leslie Stonehocker, Myra Willms, Colleen Theis and Katelyn Moffitt.

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.

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 Moffitt seconded. Motion carried unanimously.

Minutes (Action)

Board member Kooker moved to approve the June 19, 2014 minutes. Board member Moffitt 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.

ECI Director Performance Measures (Information)

The Board reviewed the FY14 ECI Director performance measures. These measures will not be required by the state in FY15, however Director Schrader will continue to provide performance measures for review.

Funding Flexibility (Information)

A letter from the 4 R Kids ECI Area Board was submitted to the state ECI Board requesting funding flexibility. Due to the Board receiving model status, it is not required to request flexibility as it is automatically granted. The rule is not stated in Levels of Excellence materials.

Website (Information)

Director Schrader received word from DHS that the 4 R Kids Boards web host- Word Press, is considered at risk of being hacked and some DHS employees will not be allowed to download documents from the website. A request has been sent to the state TA team regarding an acceptable web hosting and no answer has been received. At this time no changes will be made to the website unless clear guidance from the state team is received.

Website and Constant Contact Data (Information)

The Board reviewed the FY14 website data; there were 4,566 website hits with May and October having the most hits. The Board also reviewed the social media strategy from Constant Contact; there were an average of 285 community partners that received regular communication during the year with 1.8% opt outs, 27.1% opens and 2.3% bounces.

Review of the Audit Review (Information)

The Board reviewed the FY13 review of the audit review that was conducted by the state technical assistance team. There were no findings or negative opinions.

Legislative Talking Points (Action)

The Board reviewed the FY15 draft legislative talking points which are the same as last year. Board member Jensen moved to approve the FY15 legislative talking points and to advocate to restore funding to the FY08 funding levels. Board member Finneseth seconded. Motion carried unanimously.

Early Childhood Committees (Information)

Director Schrader provided a brief overview of the activities of the committees in the ECI Director administrative update.

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 June, July and August payment vouchers in the amounts of \$86,929.30, \$68,996.14 and \$49,865.45 respectively. Board member Owens seconded. Motion carried unanimously. A summary of the vouchers were provided at the meeting along with cumulative program budgets.

Board Program and Service Committee (Action)

The Program and Service Committee met August 20, 2014 and reviewed in-depth the FY14 annual report and financial statements. Board member Jensen presented an overview of annual performance measures data as well as three different formats to be considered. It was noted that the state has yet to provide the family support data from the online data reporting system from REDCap. Board member Jensen moved to approve the annual report data and financial statements excluding the family support data as well as have the FY14 annual report highlight document as the public document to be posted on the 4 R Kids website. Board member Moffitt seconded. Motion carried unanimously.

Board Process Committee (Action)

The Board Process Committee met August 13, 2014 to update the bylaws. It was noted that much of the changes to the bylaws were items that are already located in the policy and procedure manual so it was removed. The committee reviewed 3 new policies, purchasing food and drink policy, cost allocations policy, and ECI quarterly financial reporting policy.

Bylaws

Board member Kooker moved to enter into a resolution to amend the bylaws. Board member Finneseth seconded. Motion carried unanimously. The bylaws will be on the board agenda at the next meeting for action.

Policies

Board member Kooker moved to approved the purchasing food and drink policy, cost allocations policy, and ECI quarterly financial reporting policy. Board member Finneseth seconded. Motion carried unanimously.

Miscellaneous Board Updates (Information)

Board member Ockerman updated the Board on the action taken at the State ECI board meeting September 5, 2014. The state board reviewed the Levels of Excellence public awareness recommendations and moved to have the committee meet again and come to a resolution on public

awareness; a legislative position statement was presented to restore ECI funding to the 2008 funding levels but was not approved; and the Board reviewed the Bylaws. Board member Ockerman participated in the results based accountability workgroup to work on benchmarks for the early childhood funding. There was a lot of discussion regarding whether to use QRS as a benchmark.

Administrative Update (*Information*)

Director Schrader disseminated an administrative update for August, some items included:

- Continues to support the Prevent Child Abuse Councils;
- FY14 annual report to be completed online at Grants.Gov;
- Preparation is underway for a new format for FY15 4 R Kids contractor reporting;
- A Listening Post will be provided for ECI Directors to explore ongoing improvements in ECI;
- The September Semi Annual ECI director meeting was cancelled;
- Invitation to network with other ECI areas that received model status;
- A one page depiction of the FY15 funding process;
- Attended facilitator training in Des Moines sponsored by ECI
- Provided an update on family support coordinated intake.

Board member Owens left the meeting at 7:50.

Board Professional Development (*Information*)

Lutheran Services in Iowa with the New Parent Program provided a presentation. It was noted the program went through Healthy Families America National Accreditation in July.

Next meeting (*Action*)

Board member Moffitt moved to adjourn the meeting at 8:00 p.m. Board member Finneseth seconded. Motion carried unanimously. The next meeting is October 16, 2014 in Adel.

Respectfully submitted by Debra Schrader, Director