



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

Board Minutes
Thursday, September 12, 2013
Vintage Hills
604 E. Hillcrest
Indianola, Iowa 50125

Finance Committee Meeting Minutes

The Finance Committee met prior to the board meeting at 6:00 p.m. Committee members present were Kendalyn Huff and Cynthia Moffitt . 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 August in amounts of \$96,528.40. It is noted that the Finance Committee had already reviewed and approved payment for June FY2014 in the amount of \$35,690.14, and \$85,706.90 for July FY2014 and these are recommended for approval by the Board. 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>		Bob Ockerman	x	Joyce Kooker <i>Required Business Representative</i>	x	Terry Johnson <i>Required Human Service Representative</i> <i>(present by phone)</i>	x
Kendalyn Huff	x	Samantha Finneseth <i>Required Education Representative</i>		Julie Feirer <i>Required Faith Representative</i>		Cynthia Moffitt	x
Marlin Markman <i>(newly elected 9-12-13)</i>	x					Khristan Kaufman <i>Required Parent Representative</i> <i>(newly elected 9-12-13)</i>	x

Notes:

Ms. Kaufman and Mr. Markman were approved as new board members during the meeting.
 Board member Johnson was present by telephone, then disconnected after the approval of new board members.

4 R Kids Staff Present

Debra Schrader, Executive Director

Others present (Information)

Val Cameron, Michelle Greenough, Leslie Stonehocker, Janelle Peiffer, and Collee Theis.

Distinction of Quorum (Information)

Board membership consists of no less than 8 members and no more than 12 members, with 9 positions filled at the beginning of the meeting; 5 board members were present at the beginning of the meeting, representing quorum. Two new board members were approved during the meeting. Board member Johnson was present by phone.

Introductions (Information)

Introductions were made by Board members and the audience.

Agenda (Action)

Board member Huff moved to approve the agenda with moving the board membership applications agenda item to follow after the introductions. Board member Moffitt seconded. Motion carried unanimously.

Board Membership Applications (Action)

Board member Kooker moved to approve Mr. Markman's board membership application. Board member Huff seconded. Motion carried unanimously.

Board member Moffitt moved to approve Ms. Kaufman's board membership application as the parent representative. Board member Kooker seconded. Motion carried unanimously. The board welcomed the new Board members and introduced themselves.

Board member Johnson disconnected by phone and left the meeting at 6:40

Open Forum (Information)

Ms. Cameron from Dallas County ISU Extension provided an update on the Preschool Enrichment Project, mainly regarding the challenges with preschool transportation and information regarding an increase of preschool scholarship tuition requests. It was reported that due to the increase in preschool scholarship requests, other preschool supportive services will need to be reduced or eliminated. It was reported that most likely the preschool literacy, preschool leads screenings, and preschool professional development will need to be eliminated. The contract is structured to allow of flexibility in the event this would happen. Ms. Cameron wanted to let the Board know well in advance of the challenges and will work with Director Schrader to accommodate the potential changes and budget revisions.

Ms. Greenough was introduced as the new CCRR consultant that will serve Adair, Dallas, Madison, Warren and Polk County.

Board Member Recruitment (Information)

Board member Huff noted that she continues to recruit. Chairperson Ockerman is has been working to find a male representative.

Board Member Resignation (Information)

Board member Bass has submitted a letter of resignation effective June 24, 2013 and the resignation is on file. It was noted that Ms. Bass was instrumental in the Board merger and was a great advocate for children.

Minutes (Action)

Board member Kooker moved to approve the June 20, 2013 minutes. Board member Huff seconded. Motion carried unanimously.

Public Awareness Plan Review (Information)

The Board reviewed the public awareness plan updates. It was noted that a brochure that doubles as a bookmark has been recently constructed. Additionally, a professional banner has been made along with other marketing materials.

Social Media Data (Information)

The Board reviewed Constant Contact and website data. There were 20 Constant Contact emails disseminated to an average of 292 people and 28.6% actually opened the emails. There were 2,835 website hits, with January being the highest month due to the community survey that was linked to the website.

FY2013 Executive Director Performance Measures (Information)

The Board reviewed the Executive Director performance measures along with other data. It was noted that 100% of the state director meetings were attended and 100% of the required ECI defined information submissions were met.

Dallas County ACES Collaboration Request (Action)

A request was presented from Dallas County Community Services (fiscal agent) for \$500 in matching funds from 4 R Kids to develop a comprehensive educational plan that includes a mental health toolkit. Board member Huff moved to approve the request. Board member Kooker seconded. Discussion followed and more information will be requested at the next board meeting. Board member Huff moved to table the discussion until the next meeting. Board member Kooker seconded. Motion carried unanimously.

Preschool Transportation Policy (Action)

An amended preschool transportation policy was presented. The policy contained language change at the request of HIRTA, but did not change the intent of the policy. Board member Moffitt moved to approve the amended policy. Board member Kooker seconded. Motion carried unanimously.

FY2014 Legislative Agenda (Action)

The Board reviewed a draft of the FY2014 legislative agenda. Director Schrader received input from Ms. Hanson from the Child and Family Policy center regarding content and format. The recommendations to policy makers is to restore funding to the FY2008 funding levels, as there has been more than \$548,000 loss. Board member Kooker moved to approve the legislative agenda with minor changes. Board member Moffitt seconded. Motion carried unanimously. It was noted that this could be used to draft elevator speeches.

Early Childhood Committees (Information)

No reports provided. It was noted that Dallas County Early Childhood Committee will be collaborating with the Dallas County Children's Advocacy on meetings starting in January. Additionally, the Adair County Early Childhood Committee has recently done the same and has a joint meeting with a joint agenda with the Success 4 Kids Child Abuse Prevention Council that started in August. This is a good example of collaboration.

Finance Committee (Action)

The Finance Committee reviewed the budgets and payment vouchers prior to the meeting. Board member Huff moved to approve the June, July, and August payment vouchers in the amounts of \$96,528.40, \$35,690.14, and \$85,706.90 respectively. Board member Kooker seconded. Motion carried unanimously. It is to be noted that the committee has the authority to review and submit payment vouchers for payment to the fiscal agent in the event there is not a board meeting. A summary of the vouchers were provided at the meeting along with cumulative budgets. Bank balance information was not available due to the board meeting earlier than usual. Board member Moffitt read information from a family support tracking tool regarding the work of a family educator .

Board Process Committee (Information)

The committee did not met.

Board Program and Service Committee (Action)

The Program and Service Committee met August 26, 2013 and reviewed in-depth the FY2013 annual report, financial statements, and showcase summary. Board member Huff moved to approve the FY2013 annual report, financial statements and showcase summary. Board member Moffitt seconded. Motion carried unanimously.

Southwestern Community College requested a contract amendment to allow for a collaboration between the Parents as Teachers program and Adair County Home Care that will provide 20 nursing visits. It was noted this does not change the overall contract award amount, but changes line items within the contract as well as changes in the work plan. The amendment needed is due to Prevent Child Abuse Iowa and the Department of Human Services changing the terms of the Success 4 Kids Prevent Child Abuse Prevention contract. Board member Huff moved to approve the amendment. Board member Kooker seconded. Motion carried unanimously.

The committee also updated the Board on the preschool transportation challenges, mainly with HIRTA in Dallas and Warren County. Pubic transit in Madison and Adair County has no challenges at this time.

Miscellaneous Board Updates (Information)

State Board Meeting - Chairperson Ockerman provided an update regarding the State ECI Board meeting that took place in Eastern Iowa.

Thank you cards - Several thank you cards from preschool providers were reviewed by the board.

Chairperson availability - Board Chairperson Ockerman noted that he will be moving and may be without internet connection and it is best to call him with information between now and sometime in November.

Administrative Update (Information)

Director Schrader disseminated an administrative update for August-September. Items included - update on the Prevent Child Abuse Councils, Preschool Enrichment Project, Dallas County ACES, Toddlerfest, and technology. A graph was provided that pictured the amount of funding allocated to preschool support, family support, child care support, system support, and board infrastructure. An overview of the timeline of the FY2014 funding process was also provided. Director Schrader noted she attended the state Director meeting September 12 and will provide a report at the next meeting. CCRR data by county was also provided.

Board Professional Development (Information)

A presentation about the New Parent Program from Lutheran Services in Iowa was provided to the board.

Next meeting (Action)

Board member Huff moved to adjourn the meeting at 8:00 p.m. Board member Moffitt seconded. Motion carried unanimously. The next meeting is October 17, 2013 at Greenfield City Hall in Greenfield.

Respectfully submitted by Debra Schrader, Director