



**Early Childhood Iowa Area Board
Minutes
Thursday September 8, 2016
Adel Public 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 Chairperson Ockerman convened the meeting 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>		Brett Elliott	
Samantha Finneseth <i>Required Education Representative</i>		Terry Johnson <i>Required Human Service Representative</i>	x	Janice Jensen	x	Cynthia Moffitt	x
Kendalyn Huff <i>Required Faith Representative</i>		Lois Hoger	x	Joey Hoover	x	Khristan Kaufman <i>Required Parent Representative</i>	x

4 R Kids Staff Present

Debra Schrader, Executive Director.

Others present (Information)

Jennifer Walters, Stephanie Birt, Ann Cochran (*Dallas County Public Health*), Val Cameron (*Dallas County I.S.U. Extension*), and David Ahrens (*Wells Fargo/ECI State Board*).

Board Professional Development (Information)

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

Distinction of Quorum (Information)

Board membership consists of no less than 8 members and no more than 12 members, with 12 positions filled at the beginning of the meeting; 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 Hoover moved to approve the agenda. Board member Owens seconded. Motion carried unanimously. A copy of the agenda was disseminated.

Minutes (Action)

Board member Kooker moved to approve the May 19, 2016 minutes. Board member Hoover seconded. Motion carried unanimously. A copy of the past minutes were disseminated.

Board Membership Recruitment (Information)

Board members continue with recruitment efforts and strive for gender balance. It was noted that 4 members term will end December 31, 2016 and that board member search is underway. Director Schrader will be meeting a potential Adair County board member on September 12, 2016. Board member Hoover announced he will be moving next to Dubuque May and will no longer be on the board at that time.

Finance Committee (Action)

The Finance Committee reviewed the June and July budgets, payment vouchers, bank statements, and fund balance reconciliations weeks prior to the board meeting. Board member Hoger moved to approve the June and July expenditures in amounts of \$100,146.13 and \$60,031.09 respectively. Board member Finneseth seconded. Motion carried. A summary of the vouchers was provided at the meeting along with cumulative program budgets.

Board Program and Service Committee (Information and Action)

The Committee met August 26, 2016 at 9:00 by telephone conference. Board member Jensen reported for the committee. Minutes and supporting documentation from the Program and Service Committee were disseminated.

Iowa Family Support Credential (Information)

The committee provided an update on the Iowa Family Support Credential process for Dallas County Public Health with the maternal child health program. The program has submitted a corrective action plan and will have a fidelity review on November 17, 2016. It was noted that a program is required to receive a Credential in order to continue to receive ECI funding.

Preschool Transportation Policy (Action)

The committee reviewed the FY17 preschool transportation policy. There were minor changes to the policy regarding maximums per day. Ms. Cameron addressed to board regarding the need to modify the policy. Board member Jensen moved to approve the preschool transportation policy. Board member Kaufman seconded. Motion carried unanimously.

FY16 Annual Report (Action)

The committee reviewed in depth the FY16 financial statements, FY16 annual reports from providers (57 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, 2016. It was noted that the school ready carryover was 5% and the early childhood carryover was less than 1% and 20% is allowed. All but \$21,916.68 of the carryover has been allocated to FY17 programming. The unallocated will be held in the event there are needs that arise during the fiscal year. Board member Kooker moved to approve the FY16 annual report, FY16 Executive Summary, FY16 school ready and early childhood financial statements. Board member Owens seconded. Motion carried unanimously. Copies of the annual report materials were disseminated.

Board Process Committee (Information and Action)

Board member Kooker and Ockerman and reported for the committee that met August 22, 2016 in which they reviewed the board bylaws, policy and procedure manual, marketing, and public awareness evaluation results and advocacy efforts. Minutes and supporting documentation from the Board Process Committee were disseminated.

FY16 Marketing and Public Awareness Evaluation (Information)

The committee reviewed efforts of the past fiscal year in regards to marketing and public awareness. It was noted that less than \$3,000 was spend on activities.

Bylaws (Information)

The board bylaws were reviewed and no changes were recommended to the board.

Policies 4.8, 4.5.4, and 2.6 (Action)

The committee made minor changes to Board policy 4.8 Record Retention, policy 4.5.4 ECI Financial Reporting, and 2.6 Annual Performance Evaluation. Board member Hoover moved to approve the three policies as presented. Board member Finneseth seconded. Motion carried unanimously.

FY17 Advocacy Efforts (Action)

The committee drafted the FY17 advocacy plan which included an increase in ECI funding, funding flexibility, and supporting a change in the early childhood formula. Board member Hoger moved to approve the advocacy plan. Board member Jensen seconded. Motion carried.

Administrative Update (Information)

Director Schrader disseminated an administrative update and items included:

- Supporting the Prevent Child Abuse Councils;

- Early Childhood committee updates;
- Community plan update, 578 respondents to the survey, the community impact survey results was reviewed;
- Advocacy efforts - a survey has been sent to all 38 areas asking if they have a waiting list for family support services
- Training for contractors regarding impact stories, 10 impact stories were included; one story was in the state ECI Monday Musings;
- Toddlerfest updates - A new way to deliver an event for Madison County is underway;
- Professional development update;
- 6th Annual Appreciation Reception - invitations were professional printed are being distributed;
- Marketing and public awareness activities, Facebook likes are up to 140.

Miscellaneous Board Updates (*Information*)

None

Board Special Training (*Information*)

A training on board advocacy was provided by Mr. Ahrens, Wells Fargo Advisor/State ECI Board.

Next meeting (*Action*)

Board member Kooker moved to adjourn the meeting at 8:00 p.m. Board member Finneseth seconded. Motion carried unanimously. There will be no October board meeting. The next meeting is November 17, 2016 at the Greenfield Library in Greenfield Iowa.

Respectfully submitted by Debra Schrader, Director