



**Early Childhood Iowa Area Board  
Minutes  
Thursday November 16, 2017  
Greenfield City Hall  
202 S. 1st Street  
Greenfield, Iowa 50849**

**Finance Committee Meeting (Information)**

The Finance Committee met prior to the meeting to review payment vouchers and budgets.

**Board Meeting (Information)**

Board Chairperson Jensen convened the meeting at 6:30 p.m.

**Attendance (Information)**

(x means attendance at the meeting)

Board Members Present							
Adair County		Dallas County		Madison County		Warren County	
Keiley Woodside	x	Kevin Howe <i>Required Business Representative</i>		Jean Bosch	x	Brett Elliott	
Samantha Finneseth <i>Required Education Representative</i>	x	Dena Owens <i>Required Health Representative</i>		Janice Jensen	x	Terry Johnson <i>Required Human Service Representative</i>	x
Judy Schwartz		Lois Hoger <i>Required Faith Representative</i>	x	Paul Millhollin		Khristan Kaufman <i>Required Parent Representative</i>	x

**4 R Kids Staff Present (Information)**

Debra Schrader, Executive Director.

**Others present (Information)**

Kristie Nixon (*Southwestern Community College*) and Nina Utterback (*Southwestern Community College*).

**Distinction of Quorum (Information)**

Board membership consists of no less than 8 members and no more than 12 members, with 10 positions filled at the beginning of the meeting; 6 board members were present at the meeting representing quorum. Board member Woodside's and Millhollin's membership applications was acted upon during the meeting.

**Open Form (Information)**

None

**Introductions (Information)**

Introductions were made by Board members and the audience.

**Agenda (Action)**

Board member Johnson moved to approve the agenda. Board member Bosch seconded. Motion carried unanimously. A copy of the agenda was disseminated.

**Minutes (Action)**

Board member Bosch moved to approve the September 13, 2017 minutes. Board member Hoger seconded. Motion carried unanimously. A copy of the past minutes was disseminated.

**Board Membership Applications**

Board member Johnson moved to approve board membership applications from Mr. Paul Millhollin and Ms. Keiley Woodside. Board member Kaufman seconded. Motion carried unanimously. Board membership began for Woodside effective at the meeting and Millhollin is effective 1/1/18. A copy of the board membership applications were disseminated.

## **Board Membership**

### *Recruitment efforts(Information)*

Board members continue with recruitment efforts and strive for gender balance. Currently the board has all positions filled.

## **Annual Meeting**

### *Election of Officers (Action)*

Board member Johnson moved to re-elect Board member Jensen as Chairperson and Board member Owens as Vice Chairperson. Board member Bosch seconded. Motion carried unanimously.

### *Re-election of Board members (Action)*

Board members Owens, Hoger, Finneseth, and Johnsons 1st terms set to expire on December 31, 2017. Board member Bosch moved to approve the board members for a second term. Board member Hoger seconded. Motion carried unanimously.

## **Annual Board Performance Review (Information)**

Director Schrader announced that the annual board performance review will be conducted in December and a survey link will be sent to board members. Additionally, the community will also conduct that performance review of the board.

## **Annual Reciprocal Agreement (Information)**

The annual reciprocal agreement with the Quad Counties 4 Kids Board was discussed. The reciprocal agreement is an additional strategy for the ECI Director succession plan.

## **Finance Committee (Action)**

The Finance Committee reviewed the budgets, payment vouchers, bank statements, and fund balance reconciliations prior to the board meeting. Board member Johnson moved to approve May, June, July, August, September, and October expenditures in the amounts of \$89,798.88, \$92,596.32, \$54,623.50, \$65,184.66, \$75,896.27, \$77,719.40. Board member Bosch seconded. Motion carried unanimously. A summary of the vouchers was provided at the meeting along with cumulative program budgets.

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

The Committee met November , 2017 at 9:00 by telephone conference. Minutes and supporting documentation from the Program and Service Committee were disseminated. The committee reviewed the 1st quarter progress reports from the contractors, there are no major concerns at this time. The 1st quarter reports are located on the 4 R Kids website. It was noted that a \$3,500 grant from United Health Care (MCO) was awarded to the 4 R Kids ECI board and that the funding will be used for back packs for preschool students in which students will be identified by the Preschool Enrichment project. The next meeting is February 2, 2018 at 9:00.

## **Board Process Committee**

The committee that met August 22, 2017 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 (Action)*

The committee reviewed efforts of the past fiscal year in regards to marketing and public awareness. It was noted that less than \$2,500 was spent on activities. More emphasis is needed on awareness of early childhood efforts. Board member Johnson moved to approve \$3,855.39 of unallocated administration funds to support additional marketing and awareness activities. Board member Hoger seconded. Motion carried unanimously.

### *Bylaws (Information)*

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

### *Policies (Information)*

The policy and procedure manual was reviewed. The committee had extra review of policy 3.3.2 - indirect cost rates and administrative fee, but no changes were recommended.

### *FY18 Advocacy Efforts (Action)*

A legislative agenda was presented that provides for restoring early childhood funds to the 2008 levels, business and early childhood go hand in hand and early childhood is as important as K-12 education. The legislative talking points is a document that other ECI areas could use by just changing the name of the area and contact information. Board member Johnson moved to approve the FY18 legislative priorities. Board member Johnson seconded. Motion carried unanimously.

The next meeting is January 30, 2018 at 1:00.

## **Administrative Update (Information)**

Director Schrader disseminated an administrative update and items included:

- Support for the Prevent Child Abuse Councils;
- Early Childhood committee updates;

- Collaboration with CRISP and 1st Five on the Resilience film;
- AmeriHealth Caritas will no longer provide Medicaid services in Iowa;
- United Way utilized the Warren County Early Childhood committee for a focus group;
- Preschool experience data is being collected from each school district;
- OUCH training was provided in Dallas County;
- Needs assessment utilizing service types was conducted in each county and a report provided;
- Update on the lunch and learns that was in place of the annual appreciation reception;
- Flow chart of how the ECI area connects at the state level and local providers;
- Marketing and public awareness activities, Facebook likes up to 178, goal was 175.

**Miscellaneous Board Updates** (*Information*)

None.

**Board Professional Development** (*Information*)

Presentations were given by Southwestern Community College with the Parents as Teachers project.

**Next meeting** (*Information*)

The meeting adjourned at 7:40. The next meeting is December 21, 2017 at the Winterset Public Library in Winterset.

Respectfully submitted by Debra Schrader, Director