



**Early Childhood Iowa Area Board
Minutes
Thursday February 15, 2018
Adel Public Library
303 S. 10th Street
Adel, Iowa 50003**

Finance Committee Meeting (Information)

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

Board Meeting (Information)

Board Vice-Chairperson Owens 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>	x	Jean Bosch	x	Brett Elliott	
Samantha Finneseth <i>Required Education Representative</i>		Dena Owens <i>Required Health Representative</i>	x	Janice Jensen		Terry Johnson <i>Required Human Service Representative</i>	x
Judy Schwartz		Lois Hoger <i>Required Faith Representative</i>		Paul Millhollin	x	Khristan Kaufman <i>Required Parent Representative</i>	x

Board member Woodside were on conference call.

4 R Kids Staff Present (Information)

Debra Schrader, Executive Director.

Others present (Information)

Jeff Jackson, Val Cameron, Myra Willms (*Dallas County ISU Extension*) and Lora Patton (*Child Care Resource and Referral*).

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 meeting representing quorum.

Open Forum (Information)

None

Introductions (Information)

Introductions were made by Board members and the audience.

Board Professional Development (Information)

A presentation was given by Dallas County ISU Extension with the Preschool Enrichment Project and the Quality Improvement Project.

Agenda (Action)

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

Minutes (Action)

Board member Bosch moved to approve the December 21, 2017 minutes. Board member Kaufman seconded. Motion carried unanimously. A copy of the past minutes was disseminated.

Board Member Resignation (Action)

Board member Johnson moved to approve Board member Elliott's resignation. Board member Howe seconded. Motion carried unanimously. A copy of the resignation was disseminated. It was noted that Board member Elliott provided a unique perspective to the board and will be missed.

Board Membership (Information)

Board members continue with recruitment efforts and strive for gender balance. Currently the board has one position open for Warren County.

Board Evaluation (Information)

The Board reviewed the results of the board performance evaluation that was conducted by the community and the board. It was noted that the community and the board were fairly consistent on a scale of 1-5. The average score from the community was 4.6 and the average score from the board was 4.4. It was noted that the area that consistently scores the lowest is representation in the community and areas that consistently scores highest are the board receiving regular reports, structural pattern and monitor/evaluation toward goals. Board member Bosch presented an idea of purchasing personalized name tags for board members to wear in the public and has a supplier that may fit the needs. The board has funds to utilize in this manner and Director Schrader will work on the project.

Professional Development Plan (Action)

The Board reviewed the FY19 board professional development plan that was drafted utilizing the scores and comments from the evaluation. The plan is similar to last year. Board member Johnson moved to approve the FY19 board professional development plan. Board member Bosch seconded. Motion carried unanimously. A copy of the professional development plan was disseminated.

FY19 Board Meeting Calendar (Information)

The Board reviewed FY19 board meeting calendar and it mirrors the FY18 calendar. A copy of the calendar was disseminated. The calendar will be posted on the website.

Community Plan Review (Action)

The board reviewed the updated community plan. It was also noted there had been several needs assessments conducted in the past few years as well as new demographic data. The early childhood committees in each county has contributed an abundance to the community plan. The priorities remain the same as in the past. Board member Johnson moved to approve the community plan. Board member Bosch seconded. Motion carried unanimously. A copy of the community plan was disseminated.

ECI Director Annual Performance Evaluation (Information)

The Board was reminded that Chairperson Jensen will send a Google survey to board members to complete the annual performance evaluation on the ECI Director sometime in March.

Finance Committee (Action)

The Finance Committee reviewed the budgets, payment vouchers, bank statements, and fund balance reconciliations prior to the board meeting. Board member Bosch moved to approve December and January expenditures in the amounts of \$82,051.94 and \$84,306.66 respectively. Board member Millhollin seconded. Motion carried unanimously. A summary of the vouchers was disseminated along with cumulative program budgets.

Board Program and Service Committee (Information)

The Committee scheduled a February 2, 2018 but due to lack of members present the meeting, was not conducted.

Board Process Committee (Information)

Board member Bosch reported for the committee that met January 30, 2018. A copy of the minutes and attachments were disseminated.

Maternal Child Health Program

The committee reviewed information regarding concerns that Dallas County Public Health had with the conducting the dual visits with Lutheran Services in Iowa. It was noted to date, 6 of the 10 required dual visits have been completed, with 3 families accepting service, 2 families were already enrolled with Partners in Family Development and 1 family was in creative outreach due to language barriers. Dallas County Public Health contacted the state Early Childhood office about concerns that Lutheran Services in Iowa had discriminated against the family due to language barriers. The state office contacted Lutheran Services in Iowa and received a satisfactory response about the issue and considered the case closed. Dallas County Public Health also voiced concerns about the state required DAISEY reporting system as well as the reporting requirements of the 4 R Kids Board. It was noted that local ECI boards are local controlled and can implement additional reporting requirements if they so chose. The state office ECI met with Dallas County Public Health to review the state required data reporting system, DAISEY.

FY18 Transportation and Tuition Policy (Information)

There are no recommended changes to the preschool and transportation and tuition policy for FY19.

2nd Quarterly Report (information)

The committee reviewed the 2nd quarter progress reports from the contractors, there are no major concerns at this time. A compilation of data was provided to the board on each contract as well as a copy of each of the contractors report. The 2nd quarter reports are located on the 4 R Kids website. It was noted that overall spending in both categorical funds was at 43% and on target is 50%. All contractors submitted their quarterly reports timely and are meeting or are close to meeting benchmarks.

Request for Proposal (information)

The committee provided input into the FY19 request for proposal process that will be released in March. The grant process will be similar to years past.

Administrative Update (Information)

Director Schrader disseminated an administrative update and items included:

- Potential FY18budget cuts;
- IQ4K, the new Quality Rating System;
- Program onsite visits;
- Audit review;
- State ECI annual report;
- Request for proposal timeline;
- Dallas County Public Health concerns;
- National Able Network
- Day on the Hill Central Slice April 4;
- Support for the Prevent Child Abuse Councils;
- Early Childhood committee updates;
- Literacy/outreach events scheduled for spring;
- Marketing and public awareness activities.

Miscellaneous Board Updates (Information)

None.

Next meeting (Information)

The meeting adjourned at 7:35. The next meeting is April 19,2018 at the Greenfield City Hall in Greenfield.

Respectfully submitted by Debra Schrader, Director