



**Early Childhood Iowa Area Board
Minutes
Thursday April 19, 2018
Greenfield City Hall
202 S. 1st Street
Greenfield, Iowa 50003**

Finance Committee Meeting (Information)

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

Board Meeting (Information)

Board member Johnson 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	Justin Terry	
Samantha Finneseth <i>Required Education Representative</i>	x	Dena Owens <i>Required Health Representative</i>		Janice Jensen		Terry Johnson <i>Required Human Service Representative</i>	x
		Lois Hoger <i>Required Faith Representative</i>	x	Paul Millhollin	x	Khristan Kaufman <i>Required Parent Representative</i>	x

4 R Kids Staff Present (Information)

Debra Schrader, Executive Director.

Others present (Information)

Dara Madigan, Itzel Padron Zuniga (*Iowa AEYC*) and Leslie Stonehocker (*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 10 positions filled at the beginning of the meeting; 8 board members were present at the meeting representing quorum. Justin Terry was approved as a board member later in the meeting.

Open Forum (Information)

None

Introductions (Information)

Introductions were made by Board members and the audience.

Board Professional Development (Information)

A presentation was given by Child Care Resource and Referral with the incentives for ChildNet participation and Iowa Association for the Education of Young children with the WAGES\$ project.

Agenda (Action)

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

Minutes (Action)

Board member Millhollin moved to approve the February 15, 2018 minutes. Board member Bosch seconded. Motion carried unanimously. A copy of the past minutes was disseminated.

Board Membership (Information)

Board members continue with recruitment efforts and strive for gender balance. Currently, the board has one position open for Adair County as Board member Schwartz passed away and is no longer a board member. Condolences were sent to the family.

Board Membership Application (Action)

Board member Hoyer moved to approve Justin Terry as a new board member. Board member Howe seconded. Motion carried unanimously. A copy of the board membership application was disseminated.

FY17 Fiscal Audit Review (Action)

The state of Iowa has completed the FY17 audit for Central Iowa Juvenile Detention Center, 4 R Kids ECI fiscal agent. Within the audit an audit review of the 4 R Kids Board was conducted and there were no findings or notations. It was noted the 4 R Kids ECI area has never had any findings or notations with CIJDC. Due to the size of the audit, one copy of the audit was provided to the board for review, however it was loaded into the Board's Google folder for prior review. Board member Finneseth moved to accept the fiscal audit review as presented. Board member Bosch seconded. Motion carried unanimously.

Contractor Onsite Review Report (Action)

Director Schrader provided a detailed FY18 contract performance review report to the board. The onsite program onsite reviews took place in January and February, 2018. The report included onsite monitoring, a review of each agencies fiscal audit and a review of client files and client enrollment criteria as well as the effectiveness of the programs. There were no corrective action plans recommended for FY18 contracts. Board members are welcome to attend any onsite visits and a schedule of those visits were provided to the Board as well as Early Childhood Iowa. A more in-depth detailed report of all contract onsite reviews are available by contacting the ECI Director. Board member Bosch moved to accept the contractor onsite review report. Board member Millhollin seconded. Motion carried unanimously. A performance review report was disseminated.

FY18 Contract Amendment (Action)

Dallas County ISU Extension has reviewed the current FY18 expenditures for preschool tuition and there is a possibility there will be shortfall with preschool tuition before the end of the fiscal year. Board member Hoyer moved to approve \$6,000 of unallocated funding to fill the gap of preschool tuition. Board member Finneseth seconded. Motion carried unanimously. A letter of request from Dallas County ISU Extension was disseminated.

ECI Director Performance Review

Annual Performance Review (Action)

The Board conducted the annual performance review of the ECI director utilizing a Google survey administered by board chairperson Jensen. The executive director met with the Board chairperson to review the scores and comments. There were no concerns noted. Board member Bosch moved to approve the performance review document. Board member Finneseth seconded. Motion carried unanimously. A copy of the review was disseminated.

FY18 Professional Development Plan (Information)

Director Schrader provided the board with an update regarding progress of the FY18 professional development plan. It was noted that it is difficult to find professional development activities in Iowa that closely relate to the work. It was also noted that she has been in search of body language training for more than year. Board member Kaufman recommended looking into fraud training is it may provide a perspective, she also may have a contact for the training.

FY19 Professional development Plan (Information)

Director Schrader provided the board with a draft of the FY19 professional development plan. The plan looks similar to years past.

FY19 Compensation (Action)

The board had discussion regarding compensation for the executive director. Board member Bosch moved to provide for a 3% raise for the executive director for the new fiscal year starting July 1, 2018. Board member Finneseth seconded. Motion carried unanimously. Director Schrader thanked the board for the compensation package for the upcoming year.

4 R Kids Sponsored Events (Information)

The 4 R Kids ECI sponsors an event in each in the four counties as part of the boards marketing plan. Warren County held an Elephant and Piggy event April 7, 2018 from 2:00-4:00 at the Norwalk Library and over 300 were in attendance. Adair County held the annual Toddlerfest and over 130 were in attendance, Board member Woodside was present. The annual Toddlerfest will be held in Dallas County May 5, 2018 from 10:00-12:00 at the Dallas County Fairgrounds. A Touch a Truck/Wee Wheels event will be held in Madison County June 2, 2018 from 10:00-12:00 at the Winterset Library. Board members are encouraged to volunteer to assist with the events. Flyers of the events were disseminated.

Finance Committee (Action)

The Finance Committee reviewed the budgets, payment vouchers, bank statements, and fund balance reconciliations prior to the board meeting. Board member Finneseth moved to approve February and March expenditures in the amounts of \$78,124.09 and \$79,041.49 respectively. Board member Woodside seconded. Motion carried unanimously. A summary of the vouchers were disseminated along with cumulative program budgets.

Board Program and Service Committee *(Information)*

The committee is scheduled to meet a May 4, 2018 from 9:00 -12:00 at the Madison County Extension office in Winterset.

Board Process Committee *(Information)*

The committee did not meet.

Administrative Update *(Information)*

Director Schrader disseminated an administrative update and items included:

- FY18budget cuts;
- Update on HF2456, mental health bill;
- Child care development block grant
- Bill tracker;
- MCO collaboration;
- Elevator speech and marketing;
- Audit review;
- FY19 request for proposal
- Central Slice day on the hill;
- Name badges;
- Community events;
- Early Childhood committee updates;
- Marketing and public awareness activities.

Miscellaneous Board Updates *(Information)*

None.

Next meeting *(Information)*

The meeting adjourned at 7:45. The next meeting is May 17, 2018 at the Winterset Public Library.

Respectfully submitted by Debra Schrader, Director