



**Early Childhood Iowa Area Board
Minutes
Thursday May 17, 2018
Winterset Public Library
123 N. 2nd Street
Winterset Iowa 50273**

Finance Committee Meeting *(Information)*

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

Board Meeting *(Information)*

Vice Board 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	Justin Terry	x
Samantha Finneseth <i>Required Education Representative</i>		Dena Owens <i>Required Health Representative</i>	x	Janice Jensen	x	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

Board member Janice Jensen was present by conference call.

4 R Kids Staff Present *(Information)*

Debra Schrader, Executive Director.

Others present *(Information)*

Jovanka Westbrook (*Partners in Family Development*), Rachel Bardwell (*Partners in Family Development*), Colleen Theis (*Lutheran Services in Iowa*), Nancy Krause (*Lutheran Services in Iowa*), Leslie Stonehocker (*Child Care Resource and Referral*) and Jeff Jackson (*Dallas County ISU Extension*).

Distinction of Quorum *(Information)*

Board membership consists of no less than 8 members and no more than 12 members, with 11 positions filled at the beginning of the meeting; 10 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)*

Presentations were given by Partners in Family Development and Lutheran Services of Iowa.

Agenda *(Action)*

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

Minutes *(Action)*

Board member Millhollin moved to approve the April 19, 2018, 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.

Conflict of Interest (Information)

Board members read and signed the conflict of interest statements as well as verbally stated their conflict of interest. Board members verbally stated they had no conflict of interest.

Code of Ethics (Information)

Board members read and signed the annual code of ethics.

Finance Committee (Action)

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

Board Program and Service Committee (Information)

The Committee met May 4, 2018 from 9:00 to 11:00 at the Madison County Extension office in Winterset. Board member Kaufman reported for the committee. Minutes and supporting documentation from the Program and Service Committee were disseminated.

3rd Quarter Report Review(Information)

The committee met and reviewed the contractor's 3rd quarter progress reports and financial statements. A summary report along with the 3rd quarter progress report results were provided to the board. There are no major concerns with any of the contracts, however clarification and follow-up was requested of two contractors.

FY19 Funding Awards and Plan (Action)

The Board reviewed the 4 R Kids strategic plan; additionally the committee utilized it as a framework when building the FY19 funding plan. It is anticipated that the board will receive \$867,200 in school ready funding, and \$114,266 in early childhood funding, additionally there will be an estimated \$47,232.80 carryover, for total of 1,028,698.80 for allocation. Board member Kaufman moved to approve the committee recommendations for the FY19 funding plan pending Early Childhood Iowa approval, Department of Human Services approval, Department of Education approval, any legislative changes. Board Hoger seconded. Motion carried unanimously. The FY19 funding plan was approved as follows:

Agency	Amount	Project
Central Iowa Juvenile Detention Center	\$12,000	Board expenses
Central Iowa Juvenile Detention Center	\$10,000	Fiscal Fees
Central Iowa Juvenile Detention Center	\$82,654	Executive Director Salary/Benefits
Central Iowa Juvenile Detention Center	\$14,100	Executive Director Expenses
Dallas County Agricultural Extension	\$64,424	Preschool Enrichment/Coordinated Intake
Dallas County Agricultural Extension	\$154,560	Preschool Scholarships
Dallas County Agricultural Extension	\$8,400	Preschool Dental Screenings
Dallas County Agricultural Extension	\$3,150	Preschool Transportation
Dallas County Agricultural Extension	\$67,067	Quality Child Care Project
Dallas County Agricultural Extension	\$15,000	Quality Improvement Mini Grants
Iowa AEYC	\$27,500	WAGES Project
Warren County Health Services	\$35,647.83	Child Care Nurse Consultant
Orchard Place/Child Care Resource & Referral	\$5,000	Child Care Incentives
Orchard Place/Child Care Resource & Referral	\$18,184	Consultation
Lutheran Services of Iowa	\$142,008	New Parent Program
Partners in Family Development	\$265,000	Parents as Teachers
Southwestern Community College	\$83,662.97	Parents as Teachers
Visiting Nurse Services	\$20,341	Child Care Nurse Consultant
Matura	\$0	Child Care Nurse Consultant
Matura	\$0	Dental Screenings
Alternative Treatment Associates	\$0	SafeCare Short Term Home Visitation
Total	\$1,028,698.80	

Board Process Committee (Information)

The committee did not meet.

Administrative Update *(Information)*

Director Schrader disseminated an administrative update and items included:

- Update the legislative session and ECI budget;
- List of candidates running for office;
- ECI Director meeting report;
- ECI Funding history report;
- ECI ranking report;
- 4R Kids graph of programming;
- FY19 4 R Kids Board work plan
- Update on request for proposal process;
- Audit review update;
- Fiscal agent and record of employer update;
- State ECI office update;
- Need for a new projector
- Community events;
- Prevent Child Abuse efforts;
- Early Childhood committee updates;
- Marketing and public awareness activities.

Miscellaneous Board Updates *(Information)*

None.

Next meeting *(Information)*

The meeting adjourned at 7:50. The next meeting is September 13, 2018 at the Adel Library in Adel.

Respectfully submitted by Debra Schrader, Director