



**Early Childhood Iowa Area Board
Minutes
Thursday September 13, 2018
Grace Lutheran Church
23932 Meadow Road
Adel, Iowa 50003**

Preschool Tour

Prior to the board meeting board members had the opportunity to tour a new preschool located at Grace Lutheran Church.

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		Kevin Howe <i>Required Business Representative</i>	x	Jean Bosch		Justin Terry	x
Samantha Finneseth <i>Required Education Representative</i>	x	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		Khristan Kaufman <i>Required Parent Representative</i>	

Board member Finneseth and Owens was present by conference call.

4 R Kids Staff Present (Information)

Debra Schrader, Executive Director.

Others present (Information)

Leslie Stonehocker (*Child Care Resource and Referral*) and Jeanette Luthringer (*Visiting Nurse Services*).

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; 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)

Presentations were given by Visiting Nurse Services of Iowa.

Agenda (Action)

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

Minutes (Action)

Board member Howe moved to approve the May 17, 2018 minutes. Board member Hoger 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. Director Schrader had contacted a potential board member and there may be interest this same time next year.

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 May, June, July and August 2018 expenditures in the amounts of \$80,994.74, \$102,584.77, \$50,347.83 and \$56,209.44 respectively. Board Howe seconded. Motion carried unanimously. A summary of the vouchers were disseminated along with cumulative program budgets.

Board Program and Service Committee

The Committee met August 24, 2018 at 9:00 by telephone conference. Board member Terry reported for the committee. Minutes and supporting documentation from the Program and Service Committee were disseminated.

FY18 Annual Report (Action)

Board member Terry reported for the committee that met August 24, 2018. The committee reviewed in depth the FY18 financial statements, FY18 annual reports from providers, an annual report highlight document, 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 10% and the early childhood carryover was less than 1% and 20% is allowed. All but \$36,040.55 of the carryover has been allocated to FY19 programming. The unallocated funds will be held in the event there are needs that arise during the fiscal year. Board member Terry moved to approve the FY18 annual report, FY18 Executive Summary, FY18 school ready and early childhood financial statements. Board member Hoger seconded. Motion carried unanimously. Copies of the annual report materials were disseminated.

Annual Advocacy (Information)

The committee discussed conducting lunch and learns similar to FY18, but after the election due to the possibility of having several new legislators. Board member Howe will assist with a lunch and learn in Dallas County.

Board Process Committee (Information)

Board member Johnson reported for the committee that met August 21, 2018 in which they reviewed the board bylaws, policy and procedure manual, marketing, and public awareness evaluation results and legislative agenda. Minutes and supporting documentation from the Board Process Committee were disseminated.

FY18 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 spent on activities. It was also noted it is difficult to measure marketing and public awareness for effectiveness.

Bylaws (Information)

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

Policy and Procedure Manual

The committee reviewed the policy and procedure manual and no changes were recommended to the board.

FY19 Legislative Agenda (Action)

The committee drafted the FY18 legislative agenda which is similar to last year; restore ECI funding. Board member Johnson moved to approve the legislative agenda. Board member Hoger seconded. Motion carried.

Administrative Update (Information)

Director Schrader disseminated an administrative update and items included:

- Update on meeting with candidates running for office;
- Schedule of FY19 funding process;
- Quality assurance review;
- Child Care Resource & Referral data;
- Early Childhood Iowa summit;
- Success stories;
- 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 7:15. There will be no October board meeting. The next meeting is November 15, 2018 at the Greenfield Library meeting room in Greenfield.

Respectfully submitted by Debra Schrader, Director