



**Early Childhood Iowa Area Board
Minutes
Thursday February 21, 2019
Greenfield City Hall
202 S. 1st 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)*

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

4 R Kids Staff Present *(Information)*

Debra Schrader, Executive Director.

Others present *(Information)*

Myra Willms (Dallas County ISU Extension) and Gina Wells (*Orchard Place/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 provided by Dallas County ISU Extension with the Quality Improvement Project.

Agenda *(Action)*

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

Minutes *(Action)*

Board member Hoger moved to approve the November 15, 2018 minutes. Board member Millhollin 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. There will be a position open on the board starting July 1, 2019.

Re-election of Board members (Action)

There were three board member terms that were to expire January 1, 2019. Board member Blazek moved to renew board member terms for Board members Jensen, Kaufman, and Terry. Board member Millhollin seconded. Motion carried unanimously. A copy of the board roster was disseminated.

Committees (Information)

Board chairperson appointed board members to standing Board committees, i.e. Program and Service Committee, Board Process Committee, Finance Committee and Personnel Committee.

Community Plan Annual Review (Information)

The board reviewed the strategic plan, ECI result areas, board priorities, vision, mission, guiding principles, and updated local indicator data. A copy of the materials were disseminated. The updates to the community plan will be posted on the website.

ECI Director Annual Performance Evaluation (Information)

The Board was reminded that Chairperson Bosch 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 Millhollin moved to approve November 2018, December 2018 and January 2019 expenditures in the amounts of \$81,444.27, \$87,938.95 and \$79,096.82 respectively. Board Blazek seconded. Motion carried unanimously. A summary of the vouchers were disseminated along with cumulative program budgets.

Board Program and Service Committee

Board member Jensen reported for the committee that met February 7, 2019. A copy of the minutes and attachments were disseminated.

FY20 Transportation and Tuition Policy (Information)

There are no recommended changes to the preschool and transportation and tuition policy for FY20.

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. The 2nd quarter reports are located on the 4 R Kids website. It was noted that overall spending in both categorical funds was at 40.4% and on target is 50%. All contractors submitted their quarterly reports timely and are meeting or are close to meeting benchmarks.

Request for Renewal (information)

The committee provided input into the FY20 request for renewal process that will be released in March. Contractors were surveyed regarding additional funding needs for FY20, in the event additional funds are allocated to the Board. The first priority is to honor the funding requests, second priority is to reserve funding for interpretation needs that may arise during the fiscal year, and the third priority is to invest in a pilot project to address infant and early childhood mental health consultation for home visitors.

Board Process Committee

Board member Howe reported for the committee that met February 7, 2019. A copy of the minutes and attachments were disseminated.

Board Evaluation and Professional Development Plan (Action)

The Board Process committee 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 4.2 and the average score from the board was 4.6. It was noted that the board consistently scores the lowest is representation in the community and areas that consistently scores highest are the board receiving regular reports, attends to policy-related decisions, and facilitates focus and progress. The committee presented the FY20 board professional development plan which they utilized the scores and comments from the evaluation. The plan is similar to last year. It was noted that a board evaluation and board professional development plan is no longer a requirement of Early Childhood Iowa, but the committee felt it is a best practice to continue with the process. Board member Howe moved to approve the FY20 board professional development plan. Board member Jensen seconded. Motion carried unanimously.

FY20 Board Meeting Calendar (Information)

The committee discussed the FY20 board meeting calendar and it mirrors the FY19 calendar.

Administrative Update (Information)

Director Schrader disseminated an administrative update and items included:

- Contractor onsite visit update and schedule;

- Award of \$1,000 for Iowa Communities Insurance Pool for child care health and safety items;
- Legislative update and bills of interest;
- History or statewide voluntary preschool funding;
- Central Slice Day on the Hill 3/5/19;
- Request for Renewal Timeline;
- Success stories;
- Prevent Child Abuse efforts and involvement;
- Early Childhood committee updates;
- Professional development;
- Marketing and public awareness activities.

Miscellaneous Board Updates (*Information*)

None.

Next meeting (*Information*)

The meeting adjourned at 7:54. There will be no March meeting. The next meeting is April 18, 2019 at the Greenfield Library in Greenfield Iowa.

Respectfully submitted by Debra Schrader, Director.