



**Early Childhood Iowa Area Board
Minutes
Thursday December 19, 2019
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)*

Board Chairperson Bosch convened the meeting at 6:35 p.m.

Attendance *(Information)*

(x means attendance at the meeting)

Board Members Present							
Adair County		Dallas County		Madison County		Warren County	
Deb Blazek		Kevin Howe <i>Required Business Representative</i>	x	Jean Bosch <i>Required Education Representative</i>	x	Justin Terry <i>Required Human Service Representative</i>	x
		Dena Owens <i>Required Health Representative</i>		Janice Jensen	x	Khristan Kaufman <i>Required Parent Representative</i>	x
		Lois Hoger <i>Required Faith Representative</i>	x	Paul Millhollin	x		

Board members Terry, Hoger, and Kaufman were present by phone.

4 R Kids Staff Present *(Information)*

Debra Schrader, Executive Director.

Others present *(Information)*

Gina Wells (Orchard Place/Child Care Resource and Referral) Jodene DeVault (Warren County Public Health) and Lynn Wente (Warren County Public Health).

Distinction of Quorum *(Information)*

Board membership consists of no less than 8 members and no more than 12 members, with 9 positions filled at the beginning of the meeting; 7 board members were present at the beginning of meeting and represented 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 Ms. Wente and Ms. DeVault about the child care nurse consultant program that serves Madison and Warren County.

Agenda *(Action)*

Board member Jensen moved to approve the December 19, 2019 agenda. Board member Howe seconded. Motion carried unanimously.

Minutes *(Action)*

Board member Millhollin moved to approve the November 21, 2019 board minutes with corrections. Board member Terry second. Motion carried unanimously.

Board Membership *(Information)*

Board members continue with recruitment efforts and strive for gender balance. The board has a range of board members from eight to twelve. There are three positions open on the board, two for Adair County and one for Warren County. Board member Terry will follow-up with interested persons in Adair and Warren County.

Community Plan Annual Review *(Action)*

The board reviewed the strategic plan, ECI result areas, board priorities, vision, mission, guiding principles, and updated local indicator data. The early childhood committees in Adair, Dallas, Madison and Warren have also reviewed the local indicators and recommend to delete the unemployment indicator and replace it with parents in the workforce with children under age 6. The new indicator is more representative of issues with the families that are served in the four county area. Board member Jensen moved to accept the recommendation to replace the indicator. Board member Hoger seconded. Motion carried unanimously. A copy of the materials were disseminated. The updates to the community plan will be posted on the website.

Finance Committee *(Action)*

The Finance Committee reviewed budgets, payment vouchers, bank statements, and fund balance reconciliations prior to the board meeting. It was noted that issues continue with one of the contractors billing. There were corrections with four of the of five payment vouchers for FY20. Director Schrader called the contractor to provide technical assistance regarding oversight of correct billing. Director Schrader will continue to closely monitor the payment vouchers from said contractor and an update will be provided to the Program and Service committee. Board member Millhollin moved to approve the November expenditures in the amounts of \$82,857.62. Board member Terry seconded. Motion carried unanimously. A summary of the vouchers were disseminated along with cumulative program budgets.

Board Program and Service Committee *(Information)*

The committee did not met. The next meeting is February 7, 2020 at 9:00 by conference call.

Board Process Committee *(Information)*

The committee did not meet. The next meeting is January 22, 2020 at 9:00 by conference call.

Administrative Update *(Information)*

Director Schrader disseminated an administrative update and items included:

- State ECI director meeting report;
- State ECI strategic plan;
- Association of Early Childhood Iowa Area Boards & Advocates;
- Annual report review;
- FY21 grant planning;
- MCO referral project;
- Contractor onsite visits;
- Lunch and Learn event;
- Community events;
- 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 7:25. The next meeting is February 20, 2020 at the Adel Public Library.

Respectfully submitted by Debra Schrader, Director.