



**Early Childhood Iowa Area Board
Minutes
Thursday February 18, 2021
Electronic Meeting**

Board Meeting (Information)

Board Chairperson Terry convened the meeting at 6:30 p.m. by electronic means per Governor Proclamation March 20, 2020. See note at the end of the minutes.

Attendance (Information)

(x means attendance at the meeting)

Board Members Present					
Adair County		Dallas County		Madison County	Warren County
Deb Blazek	X	Kevin Howe <i>Required Business Representative</i>		Paul Millhollin	X Justin Terry <i>Required Human Service Representative</i>
Tammy Walk	X	Lois Hoger <i>Required Faith Representative</i>		Janice Jensen <i>Required Health Representative</i>	X Khristan Kaufman <i>Required Parent Representative</i>
Stephanie Shinn	X			Rita Martens	X Nichole Gunn <i>Required Education Representative</i>

4 R Kids Staff Present (Information)

Debra Schrader, Executive Director.

Others present (Information)

Michelle Greenough (Child Care Resource & Referral), Myra Willms (ISU Extension), Val Cameron (ISU Extension), Ann Torbert (ISU Extension) and Lynn Wente (Warren County Health 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; 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

Presentations were provided by Dallas County ISU Extension with the Quality Improvement Project and the Preschool Enrichment Project and Warren County Health Services with the Child Care Nurse Consultant.

Agenda (Action)

Board member Millhollin moved to approve the February 18, 2021 agenda. Board member Hoger seconded. Votes as follows.

Board Member	Yes	No
Board member Jensen	X	
Board member Millhollin	X	
Board member Kaufman	X	
Board member Hoger	X	
Board member Howe	X	
Board member Blazek	X	
Board member Walk	X	
Board member Shinn	X	
Board member Gunn	X	

Motion carried unanimously.

Minutes (Action)

Board member Blazek moved to approve the December 17, 2020 minutes. Board member Millhollin seconded. Votes as follows.

Board Member	Yes	No
Board member Jensen	X	
Board member Millhollin	X	
Board member Kaufman	X	
Board member Hoger	X	
Board member Howe	X	
Board member Blazek	X	
Board member Walk	X	
Board member Shinn	X	
Board member Gunn	X	

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. The board has one position open in Dallas County.

Annual Performance Evaluation and Compensation (Action)

The board conducted the annual performance evaluation of Ms. Schrader, ECI Executive Director. Board member Millhollin moved to approve a 3% salary increase effective July 1, 2021. Board member Jensen seconded. Votes as follows.

Board Member	Yes	No
Board member Jensen	X	
Board member Millhollin	X	
Board member Kaufman	X	
Board member Hoger	X	
Board member Howe	X	
Board member Blazek	X	
Board member Walk	X	
Board member Shinn	X	
Board member Gunn	X	

Motion carried unanimously. Ms. Schrader thanked the board for the continued support and the salary increase.

Finance Committee (Action)

The Finance Committee reviewed budgets, payment vouchers, bank statements, and fund balance reconciliations prior to the board meeting. Board member Jensen moved to approve the December 2020 and January 2021 expenditures in the amounts of \$98,440.18 and \$73,205.89 respectively. Board member Hoger seconded. Votes as follows.

Board Member	Yes	No
Board member Jensen	X	
Board member Millhollin	X	
Board member Kaufman	X	
Board member Hoger	X	
Board member Howe	X	
Board member Blazek	X	
Board member Walk	X	
Board member Shinn	X	
Board member Gunn	X	

Motion carried unanimously.

Program and Service Committee (Information)

Board member Jensen reported for the committee that met February 5, 2021.

FY22Preschool Tuition and Transportation Policy (Information)

There are no recommended changes to the preschool tuition policy for FY22.

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 the school

ready funds expenditure rate was 34% and the early childhood funds expenditure rate was 50%, on target is 50%. All contractors submitted their quarterly reports timely and are meeting, exceeding or are close to meeting benchmarks.

Request for Proposal (Information)

The FY22 request for proposal process that will be released in March and notification sent to the entire email distribution list, it will also be posted on the website.

FY22 Funding and Carryover (Information)

There may be a slight increase in FY22 funds due to a formula change. Current contractors were surveyed regarding possible unexpended funds for FY21 and it is estimated to have \$80,000 in carryover. The Board should be within the 20% allowance of carryover going into FY22.

Board Process Committee

Board member Howe reported for the committee that met February 10, 2021.

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 4.7 and the average score from the board was 4.6. It was noted that the board scored the lowest in areas of stakeholder and diversity and understanding board roles and responsibilities. Areas that scored highest are the board receiving regular reports, board attends to policy related decisions and board meetings, facilitates focus and progress as well as a strong structural pattern. The committee presented the FY22 board professional development plan which they utilized the scores and comments from the evaluation. The plan is similar to last year except for adding a focus on reviewing statutory responsibilities on regular intervals at board meetings. 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 FY22 board professional development plan. Board member Millhollin seconded. Votes as follows.

Board Member	Yes	No
Board member Jensen	X	
Board member Millhollin	X	
Board member Kaufman	X	
Board member Hoyer	X	
Board member Howe	X	
Board member Blazek	X	
Board member Walk	X	
Board member Shinn	X	
Board member Gunn	X	

Motion carried unanimously

Board Policy 1.11.1 (Action)

The committee reviewed policy 1.11.1; compliance with open records laws and recommended changes as well as adding a public request form. Board member Hoyer moved to approve changes to policy 1.11.1. Board member Jensen seconded. Vote as follows.

Board Member	Yes	No
Board member Jensen	X	
Board member Millhollin	X	
Board member Kaufman	X	
Board member Hoyer	X	
Board member Howe	X	
Board member Blazek	X	
Board member Walk	X	
Board member Shinn	X	
Board member Gunn	X	

Motion carried unanimously

FY22 Board Meeting Calendar (Information)

The committee discussed the FY22 board meeting calendar and it mirrors the FY21 calendar.

Administrative Update (Information)

Director Schrader disseminated an administrative update and items included:

- Covid-19 data and resources and update;
- Legislation and bills;

- WAGES grant funding;
- Legislator letters
- Carryover history;
- Annual audit;
- New board member orientation;
- Association update;
- Annual contract monitoring visits;
- ECI state meetings;
- United Way of Central Iowa update;
- Designation summary;
- Success story;
- Prevent Child Abuse councils efforts and involvement;
- Early Childhood committee updates;
- Professional development activities;
- Marketing and public awareness activities.

Next meeting (Information)

Board chairperson Terry adjourned the meeting at 7:55 P.M. The next meeting is April 15, 2021 at 6:30.

Electronic Meetings Permission

Due to COVID-19, this meeting was held via Zoom only. Permission granted by the following:

Per Governor Proclamation on March 20, 2020

ELECTRONIC MEETINGS AND HEARINGS

SECTION NINE. Pursuant to Iowa Code § 29C.6(6), and at the request of the Iowa League of Cities on behalf of numerous local governmental bodies, I temporarily suspend the regulatory provisions of Iowa Code §§ 21.8, 26.12, and 414.12, or any other statute imposing a requirement to hold a public meeting or hearing, to the extent that the statutes could be interpreted to prevent a governmental body from holding the meeting by electronic means, provided that the governmental body properly notices the meeting or hearing and includes a telephone conference number or website address that permits the public to participate in the meeting or hearing. I also temporarily suspend those statutes to the extent they could be interpreted to prevent a governmental body from limiting the number of people present at an in-person location of the meeting, provided that the governmental body provides a means for the public to participate by telephone or electronically as provided in this section.