



**Early Childhood Iowa Area Board  
Minutes  
Thursday May 19, 2022  
Union State Bank  
611 Iowa Hwy 92  
Winterset, Iowa 50273**

**Board Meeting (Information)**

Board Vice- Chairperson Martens 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	
Deb Blazek <i>Required Faith Representative</i>	x	Kevin Howe <i>Required Business Representative</i>	x	Paul Millhollin		Justin Terry <i>Required Human Service Representative</i>	
Brittany Shinn	x	Bryce Smith		Wendy Sawyer	x	Nancy Hopkins	x
Jesse Ramey <i>Required Parent Representative</i>		Colleen Strohmaier <i>Required Health Representative</i>	x	Rita Martens	x	Nichole Gunn <i>Required Education Representative</i>	x

Board members Shinn, Howe, Strohmaier, Hopkins, and Gunn were present by electronic means.

**4 R Kids Staff Present (Information)**

Debra Schrader, Executive Director.

**Others present (Information)**

Sheena Sullivan and Rachel Bardwell (Short Years Partnerships), Kristie Nixon, (Southwestern Community College), Lora Patton (Child Care Resource & Referral) and Joyce Westphal, infant and early childhood mental health consultant.

**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; 8 board members were present at the meeting representing quorum.

**Open Forum (Information)**

Ms. Nixon thanked the board for helping share the word about an open position with the Parents as Teacher program, a new person has been hired.

**Introductions (Information)**

Introductions were made by Board members and the audience.

**Board Professional Development (Information)**

- Representatives from Short Years Partnership provided a presentation on Parents as Teachers and marketing [video](#) was provided.
- Ms. Westphal provided an overview of how infant and early childhood mental health consolation has been beneficial for family support professionals.
- A handout from Lutheran Services in Iowa was provided about success stories.
- As part of the Boards professional development plan, the Board reviews sections of state tools and/or legislative language at each board meeting. The Board reviewed ECI tool H that outlines fiscal clarifications.

**Agenda (Action)**

Board member Sawyer moved to approve the May 19, 2022 agenda. Board member Shinn seconded. Motion carried unanimously.

**Minutes (Action)**

Board member Sawyer moved to approve the April 21, 2022 minutes. Board member Blazek seconded. Motion carried unanimously.

**Board Membership Recruitment and Retention (Information)**

The board has all positions filled on the board and board member retention will remain a focus. Additionally, an annual board roster with board members and board member attendance is required to be submitted to Early Childhood Iowa along with the annual report.

**Conflict of Interest (Information)**

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

**Code of Ethics (Information)**

Board members read the annual code of ethics.

**Finance Committee (Action)**

The Finance Committee members reviewed budgets, payment vouchers, bank statements, and fund balance reconciliations prior to the board meeting. Board member Sawyer moved to approve the April 2022 expenditures in the amount of \$127,143.14. Board member Hopkins seconded. Motion carried unanimously. It was noted the rate of spending with the majority of April expenses recorded is 73% of school ready funding and 68% of early childhood funding, the board will be within the 20% carryover allowance for FY22.

**Program and Service Committee (Information)**

The Committee met May 6, 2022 from 9:00 to 12:00 at the Madison County ISU Extension office in Winterset Iowa. Board member Sawyer reported for the committee. Minutes and supporting documentation from the Program and Service Committee were provided.

**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. There are no major concerns with any contracts.

**FY23 Funding Awards and Plan (Action)**

The committee reviewed the 4 R Kids strategic plan and continues to utilize it as a framework to build the FY23 funding plan. It is anticipated that the board will receive \$916,948 in school ready funding, and \$231,972 in early childhood funding. Both funds had an increase from the previous year. There is an estimated carryover of \$146,000 from FY22 that was figured into the funding plan. This was a renewal process and contractors will have another renewal year in FY24.

Board member Sawyer moved to approve the committee recommendations for the FY23 funding plan pending Early Childhood Iowa approval, the Department of Human Services approval, and Department of Education approval. Board member Shinn seconded. Motion carried unanimously. The FY23 funding plan was approved as follows:

<b>Agency</b>	<b>Program</b>	<b>Award</b>
Lutheran Services of Iowa	New Parent Program HFA – long term home visitation	\$176,031.00
Short Years Partnership	Parents as Teachers – long term home visitation	\$272,000.00
Southwestern Community College	Parents as Teachers – long term home visitation	\$108,717.34
Warren County Health Services	Child Care Nurse Consultant	\$41,533.11
Every Step (Formally VNS)	Child Care Nurse Consultant	\$30,941.00
MATURA	Child Care Nurse Consultant	\$8,161.56
Dallas County ISU Extension	Child Care Quality Improvement Project (Training, Mini Grants, IECMHC)	\$147,478.00
Orchard Place/CCRR	Child Care Provider Incentives (QRS, ChildNet, BIP)	\$17,325.00
Orchard Place/CCRR	Child Care Provider Consultation and Technical Assistance	\$22,802.00
Dallas County ISU Extension	Preschool Enrichment/Coordinated Intake Project	\$72,001.00
Dallas County ISU Extension	Preschool Scholarship Tuition	\$155,820.00
Dallas County ISU Extension	Preschool Transportation	\$2,120.00
Dallas County ISU Extension	Preschool Dental Screening	\$9,540.00
Dallas County ISU Extension	Preschool Professional Development	\$5,180.00
Reserve	Performance Program Incentives for Family Support Programs	\$27,000.00
<b>Total</b>		<b>\$1,094,649.90</b>

**Board Process Committee**

No report. The committee will meet August 25, 2022 at 9:00 by Zoom.

**Administrative Update** *(Information)*

Director Schrader disseminated an administrative update and items included:

- ECI Boards & Advocates Association update;
- FY21 audit;
- FY23 state allocations;
- Program and service committee;
- Federal poverty guidelines;
- FY23 work plan;
- Electronic signatures;
- Marketing events;
- Legislative update;
- Success story;
- Early Childhood committee updates;
- Professional development activities;
- Marketing and public awareness activities.

**Miscellaneous Board Updates** *(Information)*

None.

Meeting adjourned at 7:27 p.m.

**Next meeting** *(Information)*

The next meeting is September 8, 2022 at Union State Bank in Winterset.