



**Early Childhood Iowa Area Board
Minutes
Thursday September 14, 2023
Union State Bank
611 Iowa Hwy 92
Winterset, Iowa 50273**

Board Meeting (Information)

Board Chairperson Martens convened the meeting at 6:36 p.m.

Attendance (Information)

(x means attendance at the meeting)

Board Members Present							
Adair County		Dallas County		Madison County		Warren County	
Christine Lundy	x	Colleen Strohmaier <i>Required Business Representative</i>	x	Jacob Al-Mazora <i>Required Human Service Representative</i>	x	Catherine Reaman-Gerdes	x
Brittany Shinn <i>Required Parent Representative</i>		Deb Hanson	x	Wendy Sawyer <i>Required Faith Representative</i>	x	Nancy Hopkins	x
Jessica Petter <i>Required Health Representative</i>		Open		Rita Martens	x	Nichole Gunn <i>Required Education Representative</i>	x

Board members Al-Mazora, Sawyer, Reaman-Gerdes, Strohmaier, and Lundy were present by electronic means.

4 R Kids Staff Present (Information)

Debra Schrader, Executive Director.

Others present (Information)

Michelle Greenough representing Child Care Resource and Referral and Ann Torbert representing Dallas County ISU Extension.

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 meeting representing quorum.

Open Forum (Information)

None

Introductions (Information)

Introductions were made by Board members and the audience.

Board Professional Development (Information)

The Board reviewed ECI Tool H – fiscal clarifications.

Agenda (Action)

Board member Hopkins moved to approve the September 14, 2023 agenda. Board member Lundy seconded. Motion carried unanimously.

Minutes (Action)

Board member Sawyer moved to approve the May 18, 2023 minutes. Board member Gunn seconded. Motion carried unanimously.

Board Membership Recruitment and Retention (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 is one position open on the board for Dallas County. Board member retention will remain a focus.

Board Membership Applications (Action)

Board member Hopkins moved to approve board membership applications from Ms. Deb Hanson and Ms. Catherine Reaman-Gerdes. Board member Gunn seconded. Motion carried unanimously.

Additional Funding Request (Action)

Board member Hopkins moved to approve a funding request of \$30,000.00 to Dallas County ISU Extension for a workforce pilot project focused on staff at child care centers. Board member Hanson seconded. Motion carried unanimously.

Finance Committee (Action)

The Finance Committee members reviewed budgets, payment vouchers, bank statements, and fund balance reconciliations prior to the board meeting. Board member Reaman-Gerdes moved to approve the May and June 2023 expenditures in the amount of \$113,436.96 and \$113,935.25 in addition to the July and August 2023 expenditures in the amount of \$53,442.25 and 60,021.06 respectively. Board member Hopkins seconded. Motion carried unanimously. It was noted the rate of spending for FY23 was 86% of school ready funding and 83% of early childhood funding, the board was within the 20% carryover allowance for FY23.

Board Program and Service Committee

The Committee met August 18, 2023 at 9:00 by Zoom. Board member Hopkins reported for the committee. Supporting documentation from the Program and Service Committee was provided.

FY23 Annual Report (Action)

The committee reviewed in depth the FY23 financial statements, FY23 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, 2022. It was noted that the school ready carryover was 14% and the early childhood carryover was 17% and 20% is allowed. All but \$123,793.61 of the carryover has been allocated to FY24 programming. Board member Hopkins moved to approve the FY23 annual report, FY23 Executive Summary, FY23 school ready and early childhood financial statements. Board member Hansen seconded. Motion carried unanimously.

Request for Additional Funding (Information)

A process was provided to current contractors to request additional funding and there may be a possible request for a workforce pilot project.

HHS Services Assessment (Information)

The committee was updated on the HHS assessment of 19 programs, ECI is one of them. There will be recommendations in October regarding potential changes to the ECI structure.

Board Process Committee

Board member Lundy reported for the committee that met by Zoom on August 24, 2023. Supporting documentation from the Board Process Committee was provided.

FY23 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 \$2,785 was spent on activities which is less than the previous fiscal year. It was also noted a marketing and public awareness plan is not a requirement of a local ECI board but continues with the practice.

Bylaws (Information)

The board bylaws were reviewed and there are no recommended changes.

Legislative Events (Information)

The committee discussed having a legislative event to be held in Dallas County due to there being more legislators serving that County than the other three counties. The purpose of the event is to showcase the work of the Board and to provide feedback on the upcoming assessment of ECI. Legislative talking points and verbiage have been provided by the Association for local boards to utilize. Director Schrader will work with Board member Al-Mazora to secure the Wauke YMCA for an event the last week of October.

Board Member Updates

Chairperson Martens shared she attended an invitation only meeting August 7, 2023 with HHS Director Garcia and 38 ECI areas and state ECI board.

Administrative Update (Information)

Director Schrader disseminated an administrative update and items included:

- FY24 ECI funding received;
- Presumptive eligibility and referrals to family support;
- Iowa Boards, commissions, and council recommendations;
- HHS service delivery assessment update;
- FY23 family support report data;

- Special U.S. Census for Waukee;
- Data on working from home, miles to travel and median income;
- Marketing events update;
- Association conference dates;
- Success story;
- Early Childhood committee updates;
- Professional development activities;
- Marketing and public awareness activities.

Miscellaneous Board Updates *(Information)*

None.

Next meeting *(Information)*

Meeting adjourned at 8:00 p.m. The next meeting is November 16, 2023 at St. Paul Lutheran Church in Winterset.