



Cedar/Jones Early Childhood Iowa

Board Meeting

Thursday, February 18th, 2016, 8:30 a.m.

Olin Consolidated School, Olin

Members Present: Kandice Behnke, Molly Crowley, David Lorenzen, Jamie Nelson, Lesley Puffer, Deb Schultz, Deb Schwitzer, Steve Stepp, Jean Sullivan, and Donna Young.

Members Absent: Dennis Boedeker, Teri Jo Griebat, Lisa Kepford, and Steve Williams.

Others Present: Melissa Tucker, LSI; Julie Orris, Jones County Agricultural Extension; Sandra Busta and Jeanie Wade-Nagel, GWAEA; Cindy Heck, CCR&R; Katie Andrews, Olin Consolidated Schools; and Sherri Hunt, ECI Director.

- I. **Call Meeting to Order** – Board Chairperson Kandice Behnke called the meeting to order at 8:32 a.m. Quorum was achieved with 10 out of 14 members present.
- II. **Public Comment** – No comments were made.
- III. **Meeting Minutes** – Deb Schwitzer made a motion, seconded by Donna Young to **approve the ECI Board meeting minutes from the January 21st, 2016 Board Meeting**. All approved. Motion carried.
- IV. **FY16 Financials** – Sherri reviewed YTD FY16 Financials with the Board and potentially unallocated funds for FY16. Steve Stepp made a motion, seconded by Deb Schultz to **accept the FY16 ECI Financials as presented**. All approved. Motion carried.
 - I. **FY15 Financial Audit – Acceptance of** – Jamie Nelson made a motion, seconded by Lesley Puffer to **accept the FY15 Financial Audit of Fiscal Agent Anamosa Community School District as presented**. All approved. Motion carried.
 - II. **Contractor/Program Audits – Review and Acceptance of** – Sherri presented the Board with Financial Audits from Hawkeye Area Community Action Program (HACAP), Trinity Muscatine Public Health, Grant Wood Area Education Agency (GWAEA), Lutheran Services in Iowa, Jones County including Jones County Agricultural Extension, and Eastern Iowa Community Action Program. Deb Schultz made a motion, seconded by Molly Crowley to **accept the Financial Audits of current contractors as presented**. All approved. Motion carried.
- III. **Quality Improvement Project Update & Consideration of Additional Allocation** - Sherri told the Board that between projected carryover of current contracts and School Ready Program Expansion \$\$ that she is anticipating approximately \$33,000 in carryover for FY16. Per State ECI guidelines, the Board is allowed to carryover over 20% of their current award or approximately \$60,323 without penalty. Options for expending those

funds without adding contractors including carryover all funds into FY17 or adding funds to our current Quality Improvement Project with Child Care Resource and Referral for Child Care Provider Mini Grants. Current requests for Mini Grants exceed the currently contracted figure of \$7,000. Donna Young made a motion, seconded by Jamie Nelson **to add \$6,000 to the Child Care Resource & Referral Contract for a total amount of \$13,000 for Child Care Provider Mini Grants for FY16.** All approved. Motion carried.

- IV. 2016 Board Professional Development Plan** – Sherri told the Board about a conversation that herself and Kandi Behnke had with Shanell Wagler from the State ECI Office regarding the Cedar/Jones ECI Board Professional Development Plan. The discussion was very positive and Shanell offered suggestions for further documenting and including items in the plan that the Board is already currently doing. Including such items as sharing of State ECI Board Information and ECI Stakeholder Meeting information. Sherri shared with the Board a revised version of the Board Professional Development Plan for 2016. Sherri also told the Board she believed their biggest downfall in the report was not documenting progress plan made regarding the plan in previous years. Future Board meeting minutes will document such progress.
- V. Board Work Plan** – Sherri also shared with the Board a Work Plan that she utilizes to plan Board meetings and keep the Board on task with required items. Members can use this document to get a broader sense of the timeline for work done annually.
- VI. Membership** – Sherri reviewed current Cedar/Jones ECI Board Membership with members. Currently membership is at 14 members, 6 from Jones County and 8 from Cedar County including 10 females and 4 males. Membership for Lesley Puffer expires 3/30/16 and Lesley does not wish to extend her membership for another term. Membership expires for Teri Jo Griebat, Dennis Boedeker, and Kandice Behnke 4/30/16, 5/31/16, and 6/30/16 respectively. Teri Jo and Dennis are both eligible for another term. Kandice will have completed two terms at the end of June and is not eligible for an additional term. Sherri encouraged members to give some thought to potential new members and contact them for consideration. She also offered to follow up with anyone seeking additional information. Sherri continued to express the need for a male membership to strive for gender balance and encouraged members to consider a role on the Executive Committee.
- VII. Early Childhood Day on the Hill – February 23rd** – Sherri reminded the Board of the ECI Day of the Hill on Tuesday, February 23rd, 2016 and that Regional ECI Directors from the eastern side of Iowa are planning a legislative breakfast at the Capitol in the morning. She shared an agenda of the day and encouraged anyone wishing to attend to let her know if they are interested in carpooling.
- VIII. Prevent Child Abuse Conference – Director Request for Overnight Travel** – Sherri is requesting approval for overnight travel to attend the Prevent Child Abuse Iowa Conference in Des Moines on April 26th and 27th. Jones County Family Council pays the \$60 fee for the conference and the cost to Cedar/Jones ECI would be for a hotel, mileage, and meals. David Lorenzen made a motion, seconded by Donna Young **to approve**

overnight travel for Sherri to attend the 2016 Prevent Child Abuse Iowa Conference in Des Moines. All approved. Motion carried.

- IX. State ECI Annual Report** – Sherri shared with the Board copies of the 2015 State Early Childhood Iowa Annual Report.
- X. Child Care Alliance Response Team – Presentation** – Sandra Busta from Grant Wood AEA’s Child Care Alliance Response Team gave the Board a presentation on the program and the work she does with Child Care Providers and Preschools. Sandra talked about her work with Positive Behavioral Intervention Supports (PBIS) and the trainings she does. Katie Andrews, Preschool Teacher from Olin Consolidated Schools also shared with the Board her experience in working with Sandra and implementing PBIS in her classroom. Sandra also shared materials that she uses in her programming including Tucker the Turtle materials, the DECA, and goal planning materials.
- XI. Adjourn** -- Molly Crowley made a motion, seconded by Deb Schwitzer **to adjourn the meeting at 9:34 a.m.** All approved. Motion carried.

Next Executive Committee Meeting: Wednesday, March 9th, 2016, 8:00 a.m.,
The Skillet, Mt. Vernon

Board Meeting: Wednesday, March 23rd, 2016, 8:30 am.