



Cedar/Jones Early Childhood Iowa

Board Meeting

Thursday, February 19th, 2015, 8:30 a.m.

Olin Consolidated School, Olin

Members Present: Kandice Behnke, Dennis Boedeker, Paul Frederiksen, Teri Jo Griebat, Jamie Nelson, Deb Schultz, Jean Sullivan, and Donna Young.

Members Absent: Lesley Puffer and Steve Williams.

Others Present: Melissa Tucker, Stephanie Snyder, and Jordan Tipton, LSI; Julie Orris, Jones County Agricultural Extension; Dionne Daedlow, Cedar County Extension; Christy Roby-Williams and Jamie Walker, Trinity Muscatine Public Health; Sandra Busta, Grant Wood AEA, Jean Randolph, HACAP; and Sherri Hunt, ECI Director.

Introductions were made by all present.

- I. **Call Meeting to Order** – Board Chairperson Kandice Behnke called the meeting to order at 8:35 a.m. with quorum achieved with 8 out of 10 members present.
- II. **Approval of Meeting Minutes** – Paul Frederiksen made a motion, seconded by Dennis Boedeker **to approve the ECI Board meeting minutes from January 15th, 2015 Board Meeting as presented.** All approved. Motion carried.
- III. **FY15 Financials** – Jean Sullivan made a motion, seconded by Teri Jo Griebat **to accept the FY15 ECI Financials as presented.** All approved. Motion carried.
- IV. **Program Budget Amendments** –
 - a. **LSI Home Visitation Out of State Travel Request** – Stephanie Snyder from LSI presented the Board with an out of State Travel Request for three workers to attend PAT Training and PAT Model Training in Springfield, IL in Mid-March. Paul Frederiksen made a motion, seconded by Donna Young **to approve the out of State Travel Request for LSI Family Support Workers to attend training in Springfield, IL in Mid-March as presented.** All approved. Motion carried.
 - b. **LSI Home Visitation – Cedar HFA – Decrease Contract Amount** – Because of staff turnover issues, Stephanie Snyder told the Board that LSI is anticipating unspent funds on the Cedar County HFA budget at year-end of FY15. She told the Board it would be justified to pull funds from the contract to utilize for other contracts if warranted. Paul Frederiksen made a motion, seconded by Deb Schultz **to decrease the Cedar HFA budget and the LSI contract for FY15 by the amount of \$10,000.** All approved. Motion carried.
 - c. **Cedar and Jones Preschool Scholarship Program Contracts** – Because of an unanticipated need in both Preschool Scholarship programs, Sherri is requesting that

additional funds be put into the Scholarship Programs to be able to remove children from the waiting lists and support the Cedar Preschool Scholarship Program that is anticipating overspending their FY15 contract. Donna Young made a motion, seconded by Jamie Nelson to **move the \$10,000 unspent funds from the LSI Contract to the Cedar and Jones Preschool Scholarship Program contracts, amounts of exact funds depending on where the need is. Donna also noted to have all 4 year olds on the waiting list be paid retroactive to September 1st, and to have all 3 year olds on the waiting list be paid retroactive to January 1st, 2105, assuming for both age groups that the individual Preschools will not be charging the families for these time periods.** All approved. Motion carried.

- V. **Directors' and Officers' Liability Insurance Renewal** – Paul Frederiksen made a motion, seconded by Dennis Boedeker to **renew the D&O Liability Insurance with Allied General Agency through Vance Wickham in the amount of \$1,106 annually.** This is a three-year policy with an annual premium that will not increase for three years. All approved. Motion carried.
- VI. **Child Care Alliance Response Team Presentation** – Sandra Busta from Grant Wood Area Education Agency presented to the Board information about the Child Care Alliance Response Team (CART). Sandra gave the Board an update on the programs that she is working with and in what capacity including those utilizing the PBIS Train Coach Train Model. Sandra also shared tools she uses with programs she serves and a Copy of the Devereux Early Childhood Assessment tool used.
- VII. **Jones Child Care Nurse Consultant Presentation** – Jean Randolph from HACAP gave a presentation to the Board on the services a Child Care Nurse Consultant can offer. She shared with the Board her credentials, the committees she serves on, and the various activities that can be provided by a Child Care Nurse Consultant.
- VIII. **First Five Program Introduction** – Christy Roby-Williams and Jamie Walker with Trinity Muscatine Public Health serving Cedar County shared information relating to the 1st Five Program. The goal of the 1st Five Healthy Mental Development Initiative is to build a partnership between physician practices and public service providers to enhance high quality well-child care. Jamie is working to get Cedar County health providers on board with this program and to use screening tools on children to assess social and emotional development and family risk factors and thus link children and families to community resources and services to access appropriate follow-up care.
- IX. **Project Oversight Committee Update/Release of FY16 Request for Proposals** – Sherri reported to the Board that the Project Oversight Committee met and reviewed in-depth Program performance measures year to date for FY15. No concerns not previously discussed were noted. Concerns are being addressed and improvement plans in place. All Program Reviews have also been completed.

The Committee also discussed plans to release the FY16 Request for Proposals and recommends continuing to utilize a RFP that keeps options open for programs requesting

funds while still meeting area priorities. Finally, the committee discussed continuing a 10% Administrative Indirect Cost Rate limit. Sherri will gather input from other areas regarding their policies on Indirect Cost Rates.

- X. Board Evaluation** – Sherri shared with the Board the results of the Board Self-Evaluation and the Community Evaluation of the Board. Areas of strength include the Board regularly receiving reports on Finances/Budgets/Product/ Performance Measures and other important matters. Areas of weakness include all necessary skills, stakeholders, and diversity are represented on the Board. The Board discussed areas/items to include in their Professional Development Plan. A Board Professional Development will be discussed at the Board’s next meeting.
- XI. Public Comment** – Stephanie Snyder announced that she would be leaving her position with Lutheran Services in Iowa at the end of February. She has taken a new position with Trinity Muscatine Public Health. The Board wished her well.
- XII. Adjourn** – Paul Frederiksen made a motion, seconded by Donna Young **to adjourn the meeting at 9:45 a.m.** All approved. Meeting adjourned.

Next Meeting:

Thursday, March 26th, 2015, 8:30 a.m., Olin Consolidated School, Olin – This meeting is scheduled one week later than normal. Sherri Hunt will be out of town March 14th through March 21st, 2015.

Executive Committee Meeting:

Wednesday, March 11th, 2015, 8:00 a.m., The Skillet, Mt. Vernon

LOE Site Visit

Thursday, February 19th, 2015, 9:30 a.m., Olin Consolidated School, Olin – Shanell Wagler and Jeff Anderson from the State Early Childhood Iowa office joined the group following the Board Meeting for the Cedar/Jones ECI Levels of Excellence Site Review. All members continued in attendance and this discussion concluded at 10:55 a.m.