



## ***Cedar/Jones County Early Childhood Iowa***

### ***Board Meeting***

***Thursday, March 28th, 2013, 8:30 a.m.***

***Olin Consolidated School, Olin***

**Members Present:** Kandice Behnke, Paul Frederiksen, Shelly Hilton-Cullum, Jamie Nelson, Schelly Odeen, David Oldham, Jean Sullivan, and Steve Williams.

**Members Absent:** Larry Hanon, Mike Owen, and Deb Schultz.

**Others Present:** Sherri Hunt, ECI Director; Stephanie Snyder and Lynette Otten, LSI; and Julie Orris, ISU Extension.

- I. Call Meeting to Order** – The meeting was called to order at 8:36 a.m. by Board Chairperson Jean Sullivan. Quorum was established with 8 out of 11 members present.
- II. Approval of Meeting Minutes** – Kandice Behnke made a motion, seconded by Dave Oldham **to approve the FY13 ECI Financials as presented.** All approved. Motion carried.
- III. LSI Home Visitation Programs – Budget Amendments** – Sherri presented the Board with budget amendment requests from LSI for both the Cedar and Jones Home Visitation Programs. Budget amendments reflect the need for additional salary, travel and professional development costs in Jones County and less in program costs. In Cedar County, amendments reflect increased program costs, travel and professional development and less salaries and benefits. Both programs have seen recent staff turnover and new staff reflect the need for increased professional development. No new dollars are being requested but rather changes amongst categories. David Oldham made a motion, seconded by Jamie Nelson **to approve the Budget Amendments to both the Cedar and Jones LSI Home Visitation Programs for FY13 as presented.** All approved. Motion carried.

Sherri also talked to the Board about the July 1<sup>st</sup> implementation date for the RedCap data collection system for the LSI Home Visitation Program. State officials are recommending the usage of iPads to be utilized in the field when working with families doing assessments and visits. After discussion, David Oldham made a motion, seconded by Jamie Nelson **to support the concept of iPad usage and to request information from LSI regarding the cost of purchasing iPads and data plans.** All approved. Motion carried.

- IV. Cedar County Preschool Scholarship Program – Budget Amendment** – Cedar County Public Health, on behalf of the Cedar County Preschool Scholarship Program, is requesting a budget amendment moving \$600 from tuition

line item into the salary line item. Meetings and training of new staff have prompted the program to put in more time on the program than previously anticipated. David Oldham made a motion, seconded by Schelly Odeen **to approve the budget amendment request for the FY13 Cedar County Preschool Scholarship Program as presented.** All approved. Motion carried.

V. **Preschool Scholarship Programming Policies** – Sherri offered the Board an opportunity for further discussion regarding the proposed preschool scholarship programming policies. She also noted that a meeting is being held with Cedar County preschools to obtain feedback and answer questions.

VI. **Board Professional Development Plan Review** – The Board reviewed their FY13 Professional Development Plan. Goals regarding the Preschool Scholarship policies and a Public Awareness plan have been completed.

The Board has also been working very hard to contact potential Board members. Potential members that were contacted have included Doug Simkin (declined), Rita Balichek (declined), Jan Esbeck (possibility), Lesley Puffer (in process), Katie Kelly (declined), and Kelly Banowetz (possibility). The Board will continue to also focus on recruiting male Board members to continue to strive for gender balance.

VII. **Board Membership – Approval of Lesley Puffer** – Sherri presented the Board with an application from Lesley Puffer of Tipton. Paul Frederiksen made a motion, seconded by Schelly Odeen **to approve the Board membership of Lesley Puffer effective April 1<sup>st</sup>, 2013 through March 31<sup>st</sup>, 2016.** All approved. Motion carried.

VIII. **Anamosa Community Schools/Fiscal Agent Audit – Acceptance of** – Sherri presented the Board with the results of an audit conducted on behalf of the Anamosa Community School, acting as Fiscal Agent and including funds for the Cedar/Jones ECI Board. Paul Frederiksen made a motion, seconded by Steve Williams **to acknowledge the results the audit for the Anamosa Community Schools for FY12.** Kandice Behnke abstained as an elected member of the Anamosa School Board. All other approved. Motion carried.

IX. **Meeting Calendar – Discussion of moving to Wednesday meetings** – After discussion and the inability to obtain a meeting date that worked for all, it was decided to continue with the Third Thursday of every month for a meeting date of the ECI Board leaving the calendar as originally presented. No action for change was taken.

X. **FY14 Funding Plans** – David Oldham made a motion, seconded by Shelly Hilton-Cullum **to support a process which requests for funding for FY14 include a budget, a SWOT analysis, and a one to two page narrative from currently contracted programs for requests for funds for FY14. The process also includes accepting Letters for Consideration from new programs not currently contracted with the ECI Board and these Letters for Consideration will be reviewed to determine if the Board wishes to pursue**

**the new programming option and request a more in-depth proposal.** All approved. Motion carried. Specific details regarding funding plans were also outlined and shared in draft policies and procedures.

Sherri also reviewed Financials with the Board with projections for the remainder of FY13. Anticipated carryover would be approximately 10% or \$3,800 in Early Childhood funds and 11% or \$36,000 in School Ready funds. The majority of these funds come from the Cedar County Preschool Scholarship Program and the ECI Director budgets.

**XI. Public Comment** -- No public comment noted.

**XII. Adjourn** – David Oldham made a motion, seconded by Schelly Odeen to adjourn the meeting at 10:22 a.m. All approved. Motion carried.

***Next Meeting:*** Thursday, April 18<sup>th</sup>, 2013, 8:30 a.m., Olin Consolidated School, Olin