



Cedar/Jones Early Childhood Iowa

Board Meeting

Thursday, April 17th, 2014, 8:30 a.m.

Olin Consolidated School, Olin

Members Present: Kelly Banowetz, Kandice Behnke, Dennis Boedeker, Paul Frederiksen, Teri Jo Griebat, Larry Hanon, Jamie Nelson, Deb Schultz, Jean Sullivan, and Steve Williams.

Members Absent: Lesley Puffer.

Others Present: Sherri Hunt, ECI Director; Lynette Otten, Amy Ryan, Whitney Ryan, Stephanie Snyder, Whitney Hall, and Megan Middaugh, LSI; Jean Randolph, CCNC, HACAP; and Julie Orris, ISU Extension.

- I. **Call Meeting to Order** - The meeting was called to order at 8:32 a.m. by Board Chair Kandice Behnke with quorum achieved with 10 out of 11 members present. Introductions were made by all guests and members.
- II. **Approval of Meeting Minutes** – Dennis Boedeker made a motion, seconded by Paul Frederiksen **to approve the ECI Board meeting minutes from March 27th, 2014 as presented.** All approved. Motion carried.
- III. **FY14 ECI Financials – Acceptance of** – Deb Schultz made a motion, seconded by Kelly Banowetz **to accept the ECI FY14 Financials as presented.** All approved. Motion carried.
- IV. **Membership Recruitment** – Sherri discussed the need for adding a male membership to the Board and asked the Board to think about possible options. A group photo was taken to be used with recruitment tools and a letter to the Editor of local newspapers was discussed as a recruitment option. Sherri will also visit newspapers throughout the area to make a more personal contact with the hopes of developing stronger relations and more early childhood exposure.
- V. **Cedar County Preschool Program – Additional Fund Request** – Following a request from Cedar County Public Health, Paul Frederiksen made a motion, seconded by Jamie Nelson **to approve an additional \$1000 to the Cedar County Preschool Program to allow the addition of a few children needing scholarships for the remainder of FY14.** All approved. Motion carried.
- VI. **Community Plan Approval** - Jean Sullivan made a motion, seconded by Teri Jo Griebat **to approve the review and updates of the Cedar/Jones ECI Community Plan as were presented at the March 27th, 2014 Board meeting.** All approved. Motion carried.
- VII. **Child Care Provider Mini Grants** – Sherri shared with the Board the outcomes of the Child Care Provider Mini Grants. \$7,037.09 was awarded in grants to purchase items for

15 Child Care Home, Center, and Preschool Providers to enhance the quality of service provided in their program. All 15 programs have applied or received a Quality Rating System Level 2.

VIII. Policy and Procedures Committee – Presentation of Reviewed By-Laws, Policies, and Succession Plan – Sherri presented the Board with minimal changes in the Cedar/Jones ECI Board By-Laws per Committee recommendation. Changes included cleaning up the language of current By-Laws and further defining Membership and the associated entity being represented. A final draft will be presented at next month’s meeting for Board approval.

Sherri also presented the Board with an updated Cedar/Jones ECI Succession Plan. Updated changes included a new email address for the Director and an updated website address. Steve Williams made a motion, seconded by Larry Hanon **to approve the FY15 Succession Plan as presented**. All approved. Motion carried. The updated plan will be emailed to all Board members for their reference and utilization if needed.

Sherri noted that she is also working to review and update Policies with the Committee and additions and changes will be presented by the end of FY14.

IX. Review of Contractor Fiscal Audits – Acceptance of – Steve Williams made a motion, seconded by Paul Frederiksen **to accept the Contractor Fiscal Audits from Jones County including Jones County Agricultural Extension, Lutheran Services in Iowa, Hawkeye Area Community Action Program, Grant Wood AEA, Cedar County on behalf of Cedar County Public Health, and Trinity Muscatine Public Health**. In reviewing on a high level, no concerns were noted. Larry Hanon, a CPA on the Cedar/Jones ECI Board will review in more-depth and bring back any concerns to the Board.

X. Quarterly Program Reports – Acceptance of – Paul Frederiksen made a motion, seconded by Jean Sullivan **to accept the FY14 Quarterly Program and Financial Reports as presented**. No concerns were noted.

XI. Program Presentation – A presentation was made by the Child Care Nurse Consultant (CCNC) for Jones County, Jean Randolph with Hawkeye Area Community Action Program. Jean talked about her role as the CCNC and shared a brochure outlining her services with the Board.

XII. Review of Public Awareness Plan – Sherri reviewed the status of items on the Public Awareness Plan for 2014. Highlights included more early childhood articles are being submitted to newspapers for information sharing. She also encouraged Board members to let her know of any organizations that our ECI presentation and power point could be shared with.

XIII. Director Update – Sherri gave the Board an update from the most recent State ECI Directors’ meeting. Topics included a new Tool G which outlines requirements and limitations for utilization of both School Ready and Early Childhood funds, training received on interpreting Fiscal Audits, and discussions regarding on-site monitoring and reviewing of program contracts.

- XIV. Public Comment** -- Jean Sullivan noted she recently attended the Prevent Child Abuse Convention and a faith based discussion regarding child abuse. She talked about the connection with domestic violence, foster care, and child abuse.

Stephanie Snyder told the Board about an upcoming Migration of Families training in the Cedar/Muscatine/Des Moines/Louisa areas being held in Muscatine on May 19th from 1-3 pm. Lynette will send out information and Sherri will forward to Board members.

- XV. Adjourn** – Jean Sullivan made a motion, seconded by Jamie Nelson **to adjourn the meeting at 9:58 a.m.** All approved. Meeting adjourned.

Next Meeting:

Thursday, May 15th, 2014, 8:30 a.m., Olin Consolidated School, Olin

Executive Committee Meeting:

Tuesday, May 7th, 2014, 8:00 a.m., the Skillet, Mt. Vernon