



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

### *Board Meeting*

*Thursday, April 21st, 2016, 8:30 a.m.*

*Olin Consolidated School, Olin*

**Members Present:** Kandice Behnke, Molly Crowley, Teri Jo Griebat, Lisa Kepford, David Lorenzen, Jamie Nelson, Deb Schultz, Deb Schwitzer, Steve Williams, and Donna Young.

**Members Absent:** Dennis Boedeker, Stephen Stepp, and Jean Sullivan.

**Others Present:** Amanda McKee, LSI; Julie Orris, Jones County Agricultural Extension; Cindy Heck, Child Care Resource & Referral; and Sherri Hunt, ECI Director.

- I. **Call Meeting to Order** – Board Chairperson Kandice Behnke called the meeting to order at 8:30 a.m. Quorum was achieved with 10 out of 13 members present.
- II. **Public Comment** – No comments were made.
- III. **Meeting Minutes** – Steve Williams made a motion, seconded by Jamie Nelson to **approve the ECI Board meeting minutes from the March 23rd, 2016 Board Meeting**. All approved. Motion carried.
- IV. **FY16 Financials** – Deb Schwitzer made a motion, seconded by Molly Crowley to **accept the FY16 ECI Financials as presented**. All approved. Motion carried.
- V. **Membership Review & filling the Vice-Chair Role** – Steve Williams made a motion, seconded by Donna Young to **appoint David Lorenzen to the role of Vice-Chairperson for the remainder of FY16**. All approved. Motion carried. David Lorenzen abstaining.

Sherri also reviewed the Board Membership with Board members and continued to encourage members to give thought to potential new members, particularly male members. David Lorenzen contacted and shared information with Eric Stegman from Anamosa about Board membership. Sherri will follow up and determine his interest level.

Current membership is at 13 members, 6 from Jones and 7 from Cedar, and 9 females and 4 males. She noted the Board needs to continue to strive for Gender Balance.

- VI. **Review of Quarterly Program Reports** – Sherri reviewed Quarterly Program and Financial Reports from the CART Program, Child Care Nurse Consultants in Cedar and Jones counties, the Child Care Resource Coordinator, Healthy Families American and Parents As Teachers Home Visitation Programs in Cedar and Jones counties, the I-Smile Expansion Program, and the Preschool Scholarship Program. No new concerns were noted.

It was requested that Sherri provide a brief written overview of the Quarterly Program and Financial Reports with a short description of the program. It was noted this would be particularly helpful for newer members still learning about all the programs.

David Lorenzen made a motion, seconded by Donna Young **to accept the FY16 Quarterly Program reports as presented.** All approved. Motion carried.

- VII. Review/Update of By-Laws** – Sherri noted that By-Laws have been reviewed and noted no changes were needed. Teri Jo Griebat made a motion, seconded by Lisa Kepford **to approve the continued use of the current By-Laws without amendments.** All approved. Motion carried.
- VIII. Review/Update of Succession Plan** – Jamie Nelson made a motion, seconded by Teri Jo Griebat **to approve the Succession Plan as presented.** All approved. Motion carried. No changes were necessary at this time. All Executive Committee members will retain a copy of this plan in case of need.
- IX. Quality Improvement Initiative Presentation** – Cindy Heck from Child Care Resource and Referral shared with the Board the application, processes, requirements, and timeline for distributing mini grants to Child Care Providers for FY16. Funds were used to provide for basic materials and healthy and safety needs for Child Care Providers. Eligible providers had to be in or beginning participation in Iowa’s Quality Rating System.
- X. Early Childhood Environmental Rating Scale (ECERS-R) Funding Request** – Sherri reviewed current Child Care Providers and Preschool programs participating in Iowa’s Quality Rating System. Sherri has been having conversations with community partners on ways to increase and encourage participation in QRS. One way to receive points and increase quality in programs is for providers to participate in a ECERS-R training. Child Care Resource and Referral in conjunction with ISU Extension is willing to hold training in Olin in June for providers. Sherri asked the Board to provide additional support to providers because of the out of work time commitment for this class and accompanying homework. David Lorenzen made a motion, seconded by Molly Sanders **to offer a \$200 Stipend to Child Care Providers in Cedar and Jones counties attending and completing course requirements by June 30<sup>th</sup>, 2016 for a class up to 20 participants.** All approved. Motion carried.
- XI. Review and Update of Community Plan** – Sherri reviewed the current Cedar/Jones ECI Community Plan with Board Members and provided updates to the plan including updated demographics, available services, and collaborations in Cedar and Jones counties. She also reminded the Board of their Priorities for funding and how the priorities were determined. Donna Young made a motion, seconded by David Lorenzen **to approve the updated/amended Cedar/Jones ECI Community Plan as presented.** All approved. Motion carried.

A copy of the plan will be shared with community partners and posted on the Cedar/Jones ECI website.

- XII. FY17 Funding Distribution Process** – Sherri shared with the Board a spreadsheet outlining FY17 funding requests and encouraged increased Board member participation on the Project Oversight Committee. The committee would be meeting in May prior to the next Board meeting to review requests. She also shared with the Board projected FY17 funding allocations which are approximately \$8,000 less than in FY16. FY16 Carryover has not yet been determined. Also shared was the State ECI Tool which determines formula calculations for School Ready and Early Childhood Grants.
- XIII. Director Evaluation** – Kandice Behnke shared that she conducted the annual Director Evaluation with Sherri after receiving feedback from many of the Board members. A file will be kept on file with Jones County in her employee file. Deb Schultz made a motion, seconded by Jamie Nelson **to accept the Director Evaluation as noted**. All approved. Motion carried.
- XIV. State ECI Board Meeting Update/Strategic Plan** – Sherri shared with the Board an overview of the State ECI Board meeting. Items noted included an Approved Designation Appeal Process, a Family Support Update, an approved FY17 School Ready Distribution Process, and a copy of the State ECI Strategic Plan.
- XV. State ECI Directors’ Meeting Update** – Sherri also shared that she attended the Quarterly ECI Directors’ meeting in Des Moines. Many of the same items were discussed at the Directors’ meeting as were discussed at the State Board meeting.
- XVI. Adjourn** -- Deb Schwitzer made a motion, seconded by Lisa Kepford **to adjourn the meeting at 10:04 a.m.** All approved. Motion carried.

**Next Executive Committee Meeting:** Wednesday, May 11th, 2016, 8:00 a.m.,  
The Skillet, Mt. Vernon

**Board Meeting:** Thursday, May 19th, 2016, 8:30 am, Olin Consolidated School, Olin