



*Cedar/Jones
Early Childhood Iowa*

*Board Meeting
Thursday, May 15th, 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 and Stephanie Snyder, LSI; Julie Orris, ISU Extension; and guest Donna Young.

- I. **Call Meeting to Order** - The meeting was called to order at 8:30 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** – Paul Frederiksen made a motion, seconded by Jamie Nelson **to approve the ECI Board meeting minutes from April 17th, 2014 as presented.** All approved. Motion carried.
- III. **Renewal of Conflict of Interest Statements for FY15** – Sherri reviewed the Conflict of Interest Policy with Board members and requested that all sign the form stating their understanding and compliance towards the policy.
- IV. **FY14 ECI Financials – Acceptance of** – Dennis Boedeker made a motion, seconded by Kelly Banowetz **to accept the ECI FY14 Financials as presented.** All approved. Motion carried.

Larry Hanon also noted he reviewed the Program Audits in further detail and no concerns were noted.

- V. **Membership Recruitment** – Sherri discussed the need for adding a male membership to the Board and asked the Board to think about possible options. Sherri was provided the name of a potential male Board member from the West Branch area from Paul Frederiksen. Prior Board member Mike Owen also knows this gentleman. Sherri will follow up for possible Board member interest.

Larry Hanon brought guest Donna Young to the Board meeting. Donna is considering possibly membership and wants to see how the Board functions.

- VI. **Director Evaluation** – Kandi Behnke explained to the Board that the Director Evaluation had been completed with Sherri Hunt and no concerns were noted. She received feedback from several Board members and compiled comments into the form. If

someone would like to see the completed Evaluation, Kandi asked that they please contact her. A copy will be sent to Jones County to be put into her personnel file.

- VII. **Child Care Resource Coordinator** – Contractor ISU Extension is asking to utilize funds within their current FY14 budget to purchase a new computer and printer for the Child Care Resource Coordinator. The computer is approximately 5 years old and having connection problems. Larry Hanon made a motion, seconded by Teri Jo Griebat **to allow ISU Extension to purchase a computer and printer in the amount of approximately \$1500 with current FY14 funds.** All approved. Motion carried. Board policy requires that items such as computers and printers not in the original budget receive Board approval prior to purchase.
- VIII. **FY15 Fiscal Agent Agreement** – Larry Hanon made a motion, seconded by Paul Frederiksen **to renew the Fiscal Agent Agreement with the Anamosa Community School (ACS) in the amount of \$2,500 for FY15.** This figure represents a significant increase in cost that is reflective of the actual cost to ACS. Sherri and Kandi met with the School District to discuss the service and associated costs. An increase had not been requested since the original agreement was established prior to 2000. All approved. Kandice Behnke abstained. Motion carried.
- IX. **FY15 Employer of Record Agreement** – Jean Sullivan made a motion, seconded by Jamie Nelson **to renew the Employer of Record Agreement with Jones County for FY15.** No changes to the contract were made. All approved. Deb Schultz abstained. Motion carried.
- X. **FY15 Board Officer Elections** – Steve Williams made a motion, seconded by Dennis Boedeker **to continue with the current officers for an additional year if the members are so willing. This includes Kandi Behnke, Chairperson, Paul Frederiksen, Vice-Chairperson, Deb Schultz – Treasurer, and Teri Jo Griebat, Secretary.** All officers agreed to hold their current positions for an additional year. No other members were interested in an officer position. With no contention, a written vote was not necessary. All approved. Motion carried.
- XI. **By-Laws Update** – Jamie Nelson made a motion, seconded by Kelly Banowetz **to approve the Cedar/Jones ECI By-Laws as presented at last month’s meeting.** No questions were noted. All approved. Motion carried.
- XII. **Policy and Procedure Committee** – Sherri presented the Board with **policies regarding the Purchase of Food and Drink items with ECI funds, Cost Allocations, and ECI Quarterly Financial Reporting.** After discussion and a few minor, non-intent clarifications, Deb Schultz made a motion, seconded by Jean Sullivan **to accept the new policies as presented.** All approved. Motion carried.
- XIII. **Preschool Committee – Recommendation of Implementation of State Child Care Assistance Policy** – Sherri again discussed the idea of requiring families who meet State Child Care Assistance guidelines first apply for this funding before being allowed to access a Preschool Scholarship. Sherri presented the Board with amended Preschool Scholarship Program policies reflecting the change to both families and participating programs. Paul Frederiksen made a motion, seconded by Larry Hanon **to accept the program and**

family requirement change regarding accessing State Child Child Care Assistance prior to receiving Preschool Scholarship funds and the amended policies as presented. All approved. Motion carried.

- XIV. Project Oversight Committee – FY15 Funding Recommendations** – Sherri presented the Board with FY15 funding recommendations under the direction of the Project Oversight Committee. It was noted that requests from programs were approximately \$50,000 over projected spending for FY15 with an additional \$20,000 being requested for new programming. Sherri explained that the priority continues to lie with direct service to high risk children and their families and that the committee had in-depth discussions regarding child/family access to other services and funds. The committee also reviewed each budget looking for areas to cut costs and be more efficient with services offered. Paul Frederiksen made a motion, seconded by Steve Williams **to accept the FY15 Project Oversight Committee funding recommendations as presented.** All approved. Motion carried.

Sherri will put together a budget for Board approval at next month's meeting based upon these allocations and will begin discussions with contractors regarding programming for FY15.

Dennis Boedeker requested a table outlining 3 year actual allocated amounts versus actual spent. Sherri will prepare for next month's meeting.

- XV. Long Range Strategic Planning – Summer Retreat – Discussion and Date** – The Board discussed the need for a summer retreat to have in-depth discussions on long range strategic planning. Sherri was asked to send out a monkey survey to establish a date for the retreat. The regular meeting schedule will resume in August after the June meeting.
- XVI. Public Comment** – Dennis Boedeker noted that he had spoken to a Cedar County Child Care Provider who expressed their frustration regarding our program participation requirements and QRS participation. This individual also expressed a dislike of the morning Board meeting times.
- XVII. Adjourn** – Jamie Nelson made a motion, seconded by Paul Frederiksen **to adjourn the meeting at 10:30 a.m.** All approved. Meeting adjourned.

Next Meeting:

Thursday, June 19th, 2014, 8:30 a.m., Olin Consolidated School, Olin

Executive Committee Meeting:

Tuesday, June 4th, 2014, 8:00 a.m., the Skillet, Mt. Vernon