



Cedar/Jones County Early Childhood Iowa

Board Meeting

Thursday, May 16th, 2013, 8:30 a.m.

Olin Consolidated School, Olin

Members Present: Paul Frederiksen, Teri Jo Griebat, Larry Hanon, Jamie Nelson, Schelly Odeen, Mike Owen – on the phone, Lesley Puffer, Jean Sullivan, and Steve Williams.

Members Absent: Kandice Behnke, Shelley Hilton-Cullum, David Oldham, and Deb Schultz.

Others Present: Sherri Hunt, ECI Director; Stephanie Snyder and Lynette Otten, LSI.

- I. **Call Meeting to Order** – The meeting was called to order at 8:37 a.m. It was noted that Mike Owen was on the phone and quorum was achieved with 8 out of 13 members present. Sherri introduced Teri Jo Griebat to the Board.
- II. **Approval of Meeting Minutes** – Paul Frederiksen made a motion, seconded by Jamie Nelson **to approve the April 18th, 2013 Board meeting minutes as presented.** All approved. Motion carried.
- III. **Cedar/Jones ECI Financials** – No financials were presented this month as bills were paid later this month than usual and nothing new was presented for approval.
- IV. **Board Membership – Approval of Kelly Banowetz & Dennis Boedeker; Update for Larry Hanon and Renewal for Kandice Behnke** -- Schelly Odeen made a motion, seconded by Larry Hanon **to approve Board memberships for Kelly Banowetz of Anamosa and Dennis Boedeker of Lowden for terms commencing June 1st, 2013 through May 31st, 2016.** All approved. Motion carried.

Sherri also discussed membership for Kandice Behnke who's first term expires June 30th, 2013 and attendance issues with Larry Hanon. Larry was unable to attend the last three meetings, two because of work issues, and one because of a personal issue. He expressed his regret and wishes to continue membership on the Board. Paul Frederiksen made a motion, seconded by Steve Williams **to renew Board Membership for Kandice Behnke for a second term commencing July 1st, 2013 through June 30th, 2016 and to allow continued membership for Larry Hanon.** Larry abstained from voting. Remaining members approved. Motion carried.

- V. **By-Law Review** – Recommended By-Law changes were presented to the Board. Changes include expanding the Cedar/Jones ECI geographic area to the boundaries of the school districts in Cedar County and clarifying membership term, resignation, and vacancy language. A vote for approval will be submitted at next month's meeting.
- VI. **Policies/Procedures Review** – A complete Policy/Procedure manual was presented by the Policy/Procedure Committee. The manual has been in the works for some time and

provides a comprehensive view of the workings of Cedar/Jones ECI. Steve Williams made a motion, seconded by Schelly Odeen **to approve the Policy/Procedure manual as presented with an annual review.** All approved. Motion carried.

- VII. Program Audit Reviews – Acceptance of** – Sherri presented program audits from contractors Grant Wood AEA, Iowa Health System on behalf of Trinity Muscatine Public Health, Hawkeye Area Community Action Program, Jones County as Employer of Record and on behalf of ISU Extension, Lutheran Services in Iowa, and Cedar County Public Health. Schelly Odeen **made a motion to accept the Program Audits as presented.** All approved. Motion carried.

Lesley Puffer arrived at 9:25 a.m. Quorum maintained at 9 out of 13 members.

- VIII. FY14 Funding Plans –Project Oversight Committee** – FY14 Funding Recommendations were presented by the Project Oversight Committee. Currently funded programs were recommended at percentages of what was requested. Many programs received 100% of their request and a few other programs, funding requests were tweaked because of prior utilization and projected need. Five letters for funding consideration have been received from new programs. The committee prioritized those programs and will reconsider those requests when actual funding amounts are received from the State ECI office and carryover figures have been established. Sherri and a member from the Project Oversight Committee will be meeting with each of the programs to review FY14 contract and any recommended changes to programming. Paul Frederiksen made a motion, seconded by Schelly Odeen **to approve the FY14 Funding Recommendations for currently funding programs as presented and to further consider new programs as funds allow.** All approved. Motion carried.

Sherri also shared with the Board results from a survey of child care providers regarding utilization of services.

- IX. ECI Director Evaluation – Acceptance** -- Jean Sullivan reported that she has conducted an annual Director Evaluation with Sherri. No issues were noted. Jamie Nelson made a motion, seconded by Schelly Odeen **to approve the ECI Director annual evaluation.** All approved. Motion carried. A complete copy of the evaluation can be obtained upon request.
- X. Employer of Record Contract Renewal** -- Steve Williams made a motion, seconded by Paul Frederiksen **to approval renewal of the Employer of Record Contract with Jones County for FY14 noting that no contract changes have been made from the previous year.** All approved. Motion carried.
- XI. Fiscal Agent Contract Renewal** – Steve Williams made a motion, seconded by Schelly Odeen **to approve renewal of the Fiscal Agent Contract with Anamosa Community Schools for FY14 noting that the only clarification was further definition of the Agreed Upon Procedures as required by the State ECI Board.** All approved. Motion carried.

XII. Officer Elections – The Board discussed officer elections and it was agreed to table the agenda item until next month thus giving members more time to consider an officer position.

Paul Frederiksen left at 10:02 a.m. Quorum maintained at 8/13.

XIII. Crib Distribution – Sherri told the Board that she has contacted all but one Cedar County Home Registered Child Care Provider regarding the availability of cribs and has requested they return a short application by June 1st, 2013 if interested.

XIV. Public Comment -- Jean Sullivan told the Board about ACES community discussions that she is participating in in Cedar Rapids through United Way. These discussions are concerning children with adverse childhood experiences. She encouraged others to attend as she is finding them very interesting.

XV. Adjourn – Jamie Nelson made a motion, seconded by Lesley Puffer **to adjourn the meeting at 10:10 a.m.** All approved. Motion carried.

Next Meeting: Thursday, June 20th, 2013, 8:30 a.m. Olin Consolidated School, Olin

Exec. Comm. Mtg.: Monday, June 17th, 2013, Hale Tap, Hale