



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

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

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

**Members Absent:** Jamie Nelson, Deb Schultz, and Lesley Puffer.

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

- I. Call Meeting to Order** - Board Chair Kandice Behnke called the meeting to order at 8:33 a.m. with quorum achieved with 8 out of 11 members present. All guests and members made introductions.
- II. Approval of Meeting Minutes** – Dennis Boedeker made a motion, seconded by Kelly Banowetz **to approve the ECI Board meeting minutes from May 15<sup>th</sup>, 2014 as presented.** All approved. Motion carried.
- III. FY14 ECI Financials – Acceptance of** – Steve Williams made a motion, seconded by Jean Sullivan **to accept the ECI FY14 Financials as presented.** All approved. Motion carried.
- IV. FY15 Meeting Calendar Approval** – Paul Frederiksen made a motion, seconded by Teri Jo Griebat **to approve the FY15 Meeting Calendar as presented.** All approved. Motion carried. Sherri was also directed to send out a survey to Board members to consider other options for meeting times, including an evening meeting a minimum of twice a year.
- V. Jones Child Care Nurse Consultant – Budget Amendment Request** – HACAP is requesting a budget amendment for the Child Care Nurse Consultant Budget for FY14. They are requesting moving funds from Travel into the Participant Supports line item to allow for the purchase of power strip outlet covers. Larry Hanon made a motion, seconded by Dennis Boedeker **to approve the Budget Amendment Request for FY14 for the Jones CCNC in the amount of \$289.03 from the Travel line item to the Participant Supports line item.** Two members voted in favor with six members voting against. Motion failed.
- VI. Family Support RedCap Data System Update** – Sherri provided the Board with an updated regarding the Family Support RedCap Data System and shared frustration

regarding the ability to get accurate data from the reports run by the State. She noted that the State is experiencing significant problems with the system and she is concerned with nearing year end that problems may not be resolved in a timely manner nor will the Cedar/Jones ECI Board be able to review any data reports prior to data submittal to the State ECI office. LSI supervisor Lynette Otten, her staff, and Sherri have thoroughly reviewed raw data and are confident in the data in the system. Output of collective, however, does seem to be the problem.

Jean Sullivan made a motion, seconded by Dennis Boedeker **that in the event that when reports are run and reviewed and appear incorrectly, Sherri send a letter to the State ECI office expressing concern and disagreement with the data, displeasure over not being able to review the data prior to state submittal, and confidence in Family Support Contractor Lutheran Services in Iowa and the raw data in the system.** All approved. Motion carried.

- VII. Director Professional Development Plan** – The Board reviewed the Director Professional Development Plan as presented. Focus will continue on maintaining organizational skills in order to be timely in presentations and sharing information with the Board as well continued participation in the Early Childhood initiative at a State Level. Paul Frederiksen made a motion, seconded by Kelly Banowetz **to approve the Director Professional Development Plan for FY15.** All approved. Motion carried.
- VIII. Director FY15 Proposal Approval** – Steve Williams made a motion, seconded by Paul Frederiksen **to approve the FY15 Director Proposal as presented.** Changes include a wage increase of 3% annually and clarified language regarding part time status and pro-rated paid holidays. All approved. Motion carried.
- IX. Child Care/Preschool Info/Tool G/QRS** – Sherri presented the Board with spreadsheets outlining all Preschool Programs and Child Care Centers in Cedar and Jones County. Data included services offered, rates charged, and QRS information. Sherri also updated the Board regarding restrictions on the utilization of Early Childhood funding outlined in Tool G.
- X. Preschool Scholarships – Discussion of Reimbursement Rates** – Included in the above data presentation, it appeared as though most programs will increase preschool rates slightly. Discussion was on keeping the Reimbursement Rates for FY15 at status quo but Sherri will discuss with the contracted programs.
- XI. FY15 Contract Discussions** – Sherri reported to the Board that she and at least one other Board member have had FY15 contract discussions with contractors. Contract content was discussed as well as FY15 performance measures and any changes in programming. All contracts will be released by July 1<sup>st</sup>, 2014 with the exception of the I-Smile Contract as terms of the contract are still being discussed.

Paul Frederiksen talked to the Board about discussion with Cedar County Public Health and their concern over not funding the Lead Testing Program and denying funding for the

Newborn Home Visitation Program. Paul felt he was satisfied with the outcome of the discussions and he was not recommending any further action regarding these requests.

- XII. FY15 Budget Approval & Contracting** – Jean Sullivan made a motion, seconded by Larry Hanon **to approve the FY15 budget as presented and to release FY15 contracts.** This budget included all funding recommendations approved by the Board from last month’s meeting. A spreadsheet of funding vs. utilization for the past couple of years was also shared. All approved. Motion carried.
- XIII. Policy and Procedures Committee – Review/Amendment Approval** – Sherri presented with the Board with an updated Policy/Procedure Manual including the policies that were approved at last month’s meeting. No major changes are being recommended but rather language clarification. Jean Sullivan made a motion, seconded by Dennis Boedeker **to approve the Policy/Procedure Manual as updated and presented.** All approved. Motion carried.
- XIV. Board Membership** – Sherri explained to the Board that Lesley Puffer is in violation of her membership attendance requirements because of missed meetings. She, as well as, Paul Frederiksen has discussed this with Lesley. Lesley has had a job change as well as some other commitments that kept her from attending meetings. She states she has now built up time off and feels that with that, she can take time off from work, and improve her attendance. Steve Williams made a motion, seconded by Paul Frederiksen **to make an exception to policy for her attendance and review her attendance in 6 months to see if there has been improvement.** All approved. Motion carried.

Sherri told the Board that she followed up with a potential male Board member and that the individual declined because of other commitments. She also asked them to continue to explore options for recruiting a male member.

Larry Hanon has discussed Board membership with Donna Young. Donna has been attending the Board meetings the past couple of months and is interested in becoming a member. Donna has a background in elementary education and has always had an interest in childhood education. Because time has elapsed and no suitable male member has been found, Larry Hanon is recommending Donna for Board Membership. Larry Hanon made a motion, seconded by Teri Jo Griebat **to approve Board Membership for Donna Young for the term 7/1/14 through 6/30/17.** All approved. Motion carried.

Sherri thanked Larry Hanon for his continued years of service with Empowerment and ECI and for his dedication to the Board. He will be missed.

Sherri also noted that Kandice Behnke would now fill the shoes of Business representative on the Board.

**XV. Public Comment** – No public comment noted.

**XVI. Adjourn** – Paul Frederiksen made a motion, seconded by Teri Jo Griebat **to adjourn the meeting at 10:20 a.m.** All approved. Meeting adjourned.

**Next Meeting:**

Thursday, August 21st, 2014, 8:30 a.m., Olin Consolidated School, Olin

**Executive Committee Meeting:**

Tuesday, July 9th, 2014, 8:00 a.m., the Skillet, Mt. Vernon