

**Better Tomorrows  
(Benton/Tama Early Childhood Iowa Area Board)  
Minutes of Meeting: January 30, 2012  
Kirkwood Vinton Center, 12:00 p.m.**

**Present:** Ron Buch, Larry Vest, Nancy Farmer, Richard Arp, Kathy Koehn, Darla Thiessen, Sue Gates, Cindy Skopec, Nathan Hesson, Frank Albertsen, Lori Johnson and Heidi Schminke. **Absent:** Tim Sanderson

1. **Call to Order:** Larry Vest called the meeting to order at 12:00 p.m. and introductions were made. Ron Buch assumed Chair duties upon his arrival at 12:05 p.m. The meeting schedule was reviewed and the general consensus was that the dates would be convenient for members to attend.
2. **Board Member Roster:** The group reviewed the board member roster which was presented in advance. Frank Albertsen moved and Sue Gates seconded that the roster be approved as presented. Motion carried unanimously.
3. **Board Member Application:** The group reviewed the board member application which was presented in advance. It was noted that this board would be grandfathered in and would not need to complete the application process unless it is necessary in order to meet requirements for Levels of Excellence. Richard Arp moved and Kathy Koehn seconded that the member roster be approved as presented. Motion carried unanimously.
4. **ECI Area Name and Logo:** The group discussed the ECI Area name and logo for the new board which had previously been brought before both the Tama and Benton County boards prior to the meeting. Larry Vest moved and Nathan Hesson seconded that the name and logo be approved as presented. Motion carried unanimously.
5. **By-laws:** The group reviewed the by-laws which were presented in advance. Heidi Schminke reminded the group that the most current by-law revisions had been sent out prior to the meeting and noted those changes. Discussion was held. Kathy Koehn moved and Nancy Farmer seconded that the by-laws be approved as presented. Motion carried unanimously.
6. **Transition Plan:** The group reviewed the transition plan which was presented in advance. It was noted that many of the items on the list have already been completed. Frank Albertsen moved and Sue Gates seconded that the transition plan be approved as presented. Motion carried unanimously.
7. **Conflict of Interest Form:** The group reviewed the conflict of interest form which was presented in advance. Those present were asked to sign the form and return to Lori Johnson or Heidi Schminke before leaving the meeting. Darla Thiessen moved and Nancy Farmer seconded that the conflict of interest form be approved as presented. Motion carried unanimously.
8. **RFP for Fiscal Agent:** The group reviewed the RFP for fiscal agent which was presented in advance. Discussion was held on who would be receiving the application. Nancy Farmer moved and Kathy Koehn seconded the motion to approve the application as presented. Motion carried unanimously. The application will be sent to the Central Iowa Juvenile Detention Center as well as the following institutions in both counties: school districts, area education agencies, extension offices and county auditors.
9. **RFP for Programs:** The group reviewed the RFP for programs which was presented in advance. Lori Johnson has written a press release that will be submitted to local media to make agencies aware of the availability of funds. Frank Albertsen moved that the application be approved as submitted. Kathy Koehn seconded the motion. Motion carried unanimously. The group discussed whether or not the co-directors and preschool scholarships would need to submit an application. After much consideration it was determined that those two programs would not be required to submit an application. A friendly amendment to the original motion was made by Frank Albertsen to exclude preschools and co-directors from the RFP process.

Amendment carried unanimously. As part of the funding process, five volunteers were requested to serve on the Funding Committee to select the fiscal agent. After some discussion, it was determined that representatives from the county in the minority on the Governing Board should have the majority of members on the Funding Committee. Frank Albertsen moved to have Larry Vest, Richard Arp, Darla Thiessen, Nancy Farmer and Sue Gates serve on the Funding Committee for matters relating to FY '13 funds. Nancy Farmer seconded the motion. Motion carried unanimously. This committee will meet as necessary prior to board meetings.

10. **Community Plan:** The group reviewed the community plan which was presented in advance. Both Heidi Schminke and Lori Johnson discussed information from each section. The board felt the document was well done and the information presented would meet the requirements of the state. Nancy Farmer moved that the community plan be approved as presented. Richard Arp seconded the motion. Motion carried unanimously.
11. **28E:** The group discussed whether or not a 28E would be necessary for the new organization. Larry Vest is still working with the insurance company to determine if we will need to proceed with this. Shanell Wagler at the State Early Childhood Iowa Office has been contacted and notified the group that the 28E is not a legislative requirement.
12. **Other Business:** Ms. Schminke presented information regarding current ECI area merger status. Discussion was held.
13. **Public Comments:** There was no public comment.
14. **Adjourn:** Richard Arp moved and Nancy Farmer seconded that the meeting adjourn. Motion carried unanimously. Meeting adjourned at 1:05 p.m. The next meeting will be held at 12:00 p.m. on March 7, 2012 at the Tama County Extension Office.

Respectfully submitted,

Heidi Schminke  
Co-Director