

Better Tomorrows Early Childhood Iowa Area Board
Minutes of Meeting: May 2, 2012
Kirkwood Vinton Center, 12:00 p.m.

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

1. **Call to Order:** Ron Buch called the meeting to order at 12:00 p.m. and introductions were made.
2. **Approve Minutes:** The minutes of the March meeting were reviewed. Tim Sanderson moved and Sue Gates seconded to approve the minutes as presented. Motion passed unanimously.
3. **Approve Funding Sub-Committee Recommendations:** Lori reviewed the recommendations of the funding sub-committee which included moving forward with the 28E agreement; selection of employer of record; 501c3; insurance – liability, property, general liability, program and preschool insurance requirements and workman’s compensation; preschool scholarship award limits; health insurance; co-director’s salary/benefits; payroll provider and web site fees/provider. Discussion was held. Tim Sanderson moved to approve the sub-committees recommendations. Nathan Hesson seconded the motion. Motion passed unanimously.
4. **Approve and Authorize Better Tomorrows Chair to Sign Heartland Insurance Risk Pool Coverage/Quote:** Discussion was held on when the board could legally take action on insurance. The group decided to table this item.
5. **Benton/Tama Board Recommendations:** The group reviewed the recommendations from both the Benton and Tama County ECI boards concerning forming a staff evaluation committee, liability insurance and preschool policy and procedures. Discussion was held. Tim Sanderson moved and Nathan Hesson seconded that the directors send out the evaluation form to programs who would return completed documents to the board chair. Both the board chair and vice chair would compile the information to be shared with the co-directors and also the full board. Motion passed unanimously. Additional discussion occurred with Tim Sanderson rescinding his motion. Tim Sanderson moved to send out the evaluation form to programs and board members who would return completed documents to the board chair, with self-evaluations by both Directors. The evaluation tools would be approved by the Board. Both the board chair and vice chair would compile the information to be shared with the co-directors and also the full board. Larry Vest seconded the motion. Motion carried unanimously.
6. **Review By-Laws:** The group reviewed the by-laws. Three changes were noted. No additional changes were suggested. The revised by-laws will be voted on at the next meeting.
7. **Approve Preschool Scholarship Application and Guidelines:** The application and guidelines were reviewed by the group. Discussion was held and concerns were expressed about children with the greatest need being served first. A disclaimer will be added to the application and guidelines noting that the funds will be distributed based on availability of funding and need.
8. **Approve 28E Agreement:** The group tabled discussion of the 28E Agreement. Sub-committee meeting will be arranged with Heartland Risk Pool lawyer, chair, vice-chair and co-directors.

9. **Review Transition Plan Revisions:** The group reviewed the proposed Transition Plan. It was noted that everything is on track for the merger.
10. **Other Business:** The group discussed review of the annual reports for both Benton and Tama County ECI since the individual boards will no longer exist. Nancy Farmer made a motion to allow the Better Tomorrows board to have the authority to complete the reviews with the state team. Kathy Koehn seconded the motion. Motion carried unanimously.

Quality Improvement Survey discussion was held.

11. **Public Comments:** None noted.
12. **Adjourn:** Tim Sanderson moved and Nathan Hesson seconded that the meeting be adjourned. Motion carried unanimously. Meeting adjourned at 1:00 p.m.

The next meeting will be held at 12:00 p.m. on June 6, 2012 at the Tama County ISU Extension office.

Respectfully submitted,

Heidi Schminke
Co-Director

State Team Members held discussion with the Board regarding merger process until 2:30 p.m.