

Better Tomorrows Early Childhood Iowa Area Board
Minutes of Meeting: June 20, 2012
Tama County ISU Extension, 12:00 p.m.

Members Present: Ron Buch, Larry Vest, Nancy Farmer, Richard Arp, Sue Gates, Frank Albertsen and Nathan Hesson.

Members Absent: Kathy Koehn, Darla Thiessen, Tim Sanderson and Cindy Skopec.

Others Present: Laura Kopsa – Better Tomorrows Fiscal Agent, Lori Johnson – ECI Co-Director and Heidi Schminke – ECI Co-Director.

1. **Call to Order/Establish Quorum:** Chair Ron Buch called the meeting to order at 12:03 p.m. and introductions were made. Quorum achieved with 7 of 11 members present.
2. **Approval of Minutes** – Nancy Farmer made a motion, seconded by Sue Gates **to approve the May 2, 2012 board meeting minutes as presented.** Motion passed unanimously.
3. **Treasurer Report:** The group reviewed the Treasurer Report. Discussion was held on anticipated carryover amounts for both counties. Richard Arp made a motion, seconded by Frank Albertsen **to approve the Treasurer Report as presented.** Motion passed unanimously.
4. **Old Business:** The group reviewed the by-laws. No additional changes were noted. Richard Arp made a motion, seconded by Nathan Hesson **to approve the by-laws as presented.** Motion passed unanimously.

Frank Albertsen made a motion, seconded by Sue Gates **to approve having Ron Buch sign the Heartland Insurance Policy document effective in June.** Motion passed unanimously.

The group reviewed the scholarship application, policies and press release documents. Sue Gates made a motion, seconded by Nathan Hesson **to approve the documents as presented.** Discussion was held and it was determined that the documents be revised to reflect that priority will be given to 4-year-olds over 3-year-olds. Both Sue Gates and Nathan Hesson **withdrew their original motion.** Frank Albertsen made a motion, seconded by Nathan Hesson **to approve the documents with those changes.** Motion passed unanimously.

The group reviewed the scholarship memo to providers. Discussion was held and no additional changes were noted. Nancy Farmer made a motion, seconded by Larry Vest **to approve the memo as presented.** Motion passed unanimously.

5. **New Business:** The group reviewed the provider reports. Discussion was held and it was determined that programs would be welcome to attend meetings but not required to attend to give their reports. Programs will be utilized for Board Professional Development. Richard Arp made a motion, seconded by Sue Gates **to approve the reports as presented.** Motion passed unanimously.

Lori and Heidi reported on the State Director meeting that took place June 13, 2012. Activity reports will be included at all future meetings. The group reviewed the Jury Duty/FMLA/Funeral Leave policy for staff. Discussion was held. Nancy Farmer made a motion, seconded by Sue Gates **to approve the policy as presented.** Motion passed unanimously.

The group reviewed the minutes of the Funding Sub-Committee and their recommendations for funding. Discussion was held. Nancy Farmer made a motion, seconded by Frank Albertsen **to approve the recommendations as presented, with the additional clause that programs will be**

notified that the purchase of equipment with Better Tomorrows funds will not be allowed.

Motion passed unanimously.

The group reviewed the proposed FY '13 Budget. Discussion was held. Larry Vest made a motion, seconded by Frank Albertsen **to approve the budget as presented.** Motion passed unanimously.

The group discussed how to handle paid time off carryover for staff. Richard Arp made a motion, seconded by Nancy Farmer **to allow one week of paid time off carryover into FY '13.** Motion passed unanimously.

The group reviewed the provider and preschool contracts. Nathan Hesson made a motion, seconded by Sue Gates **to approve the contracts as presented.** Motion passed unanimously.

The group reviewed the merger review document and fiscal agent agreement. Frank Albertsen made a motion, seconded by Richard Arp **to approve having Ron Buch sign both documents as Board Chair.** Motion passed unanimously.

The group reviewed the Staff Professional Development Plan. Sue Gates made a motion, seconded by Nancy Farmer **to approve the plan as presented.** Motion passed unanimously.

The group reviewed the staff evaluation documents. Nancy Farmer made a motion, seconded by Richard Arp **to approve the documents as presented.** Motion passed unanimously.

The group reviewed the staff day sheet. Discussion was held. Nancy Farmer made a motion, seconded by Nathan Hesson **to approve the documents as presented.** Motion passed unanimously.

The group reviewed the annual provider performance measures documents and claim voucher. Discussion was held. Frank Albertsen made a motion, seconded by Richard Arp **to approve the documents as presented.** Motion passed unanimously.

The group reviewed the Quality Early Childhood Environments (QECE) memo. Nancy Farmer made a motion, seconded by Richard Arp **to approve the memo as presented.** Motion passed unanimously.

6. **Other Business:** Lori and Heidi noted that as part of Levels of Excellence the Board will be receiving Professional Development at each meeting. This will include reviewing the Levels of Excellence document as well as having programs attend meetings to present.
7. **Public Input:** Larry Vest noted that the Heartland attorney strongly suggested that all board members that have been appointed to serve on the Better Tomorrows Board by their employers obtain letter noting this and submit it to the Better Tomorrows office to have on file.
8. **Adjourn:** Larry Vest made a motion, seconded by Sue Gates **that the meeting adjourn.** Motion passed unanimously. Meeting adjourned at 1:20 p.m.

The next meeting will be held at 12:00 p.m. on September 5, 2012 at the Kirkwood Vinton Center.

Respectfully submitted,

Heidi Schminke
Co-Director