

Better Tomorrows Early Childhood Iowa Area Board
Minutes of Meeting: February 6, 2013
Tama County ISU Extension, 12:00 p.m.

Members Present: Ron Buch, Nancy Farmer, Richard Arp, Sue Gates, Frank Albertsen, Kathy Koehn and Darla Thiessen.

Members Absent: Larry Vest, Tim Sanderson, Nathan Hesson and Cindy Skopec.

Others Present: Lori Hagg – Horizons, Kathie Readout – MICA, Jill Herink – Meskwaki Settlement School, Laura Kopsa – Better Tomorrows Fiscal Agent, Lori Johnson – ECI Co-Director and Heidi Schminke – ECI Co-Director.

1. **Call to Order:** Chair Ron Buch called the meeting to order at 12:00 p.m. and introductions were made.
2. **Board Professional Development:** Jill Herink gave a presentation to the board on the Meskwaki Settlement School.
3. **Establish Quorum:** *Kathy Koehn and Frank Albertsen arrived at 12:05.* Quorum achieved with 7 of 11 members present. The meeting started at 12:25 p.m. after Professional Development presentation.
4. **Approval of Minutes** – Sue Gates made a motion, seconded by Nancy Farmer **to approve the December 6, 2012 board meeting minutes as presented.** Motion passed unanimously.
5. **Financial Report:** Lori reviewed the financials. Discussion was held. Nancy Farmer made a motion, seconded by Richard Arp **to approve the financials as presented.** Motion passed unanimously.
6. **Co-Director Reports:** Heidi Schminke noted that the state requested the board respond to a survey regarding a potential new formula for Early Childhood Funds. Discussion was held and the board's opinions were noted. The meeting schedule was presented. The new schedule will include five meetings instead of six. Frank Albertson made a motion, seconded by Kathy Koehn **to approve the revised meeting schedule.** Motion passed unanimously. Discussion was held on the scholarship program. Prior to the next fiscal year the group will review the current policies and determine if there needs to be any changes to the attendance portion of the program.
7. **State Director Meeting Report:** No State Director meeting since the last board meeting no update provided.
8. **MICA Report:** MICA reported a new part-time staff person had been hired. Success stories were also shared.
9. **Horizons Report:** Horizons reported two new children and 32 families in their program. 10 children are attending quality preschool. Success stories were also shared.
10. **Stork's Nest Report:** No report.
11. **Kirkwood Report:** No report.

12. **Tama County Public Health and Home Care Report:** No report.
13. **QECE Report:** No report.
14. **By-Laws:** The group reviewed the by-laws. Changes were noted and will be approved at the next meeting.
15. **Board Member Recruitment Document:** The group reviewed the changes to the document. Discussion was held. Nancy Farmer made a motion, seconded by Sue Gates **to approve the document as presented.** Motion passed unanimously.
16. **Approve Fiscal Agent:** The group was presented the option of having prospective fiscal agents submit an RFP again this year. Discussion was held and it was noted that the transition to the current Fiscal Agent was working well and would agree to the current fee of 1% of the FY '14 budget. Richard Arp made a motion, seconded by Sue Gates **to approve continuing with the current Fiscal Agent.** Motion passed unanimously.
17. **RFP Process:** The group reviewed the application, guidelines and score sheet. It was noted that the score sheet would be used as a tool in the process and the application and guidelines were only changed to reflect the new deadlines. Discussion was held. Kathy Koehn made a motion, seconded by Darla Thiessen **to approve the RFP process as presented.** Motion passed unanimously.
18. **Approve Co-Directors for FY '14:** The group considered retention of the co-directors. It was noted that the group felt the current co-directors were doing a good job. Further discussion was held. Richard Arp made a motion, seconded by Nancy Farmer **to approve retaining the current co-directors for FY '14.** Motion passed unanimously. *Frank Albertson left the meeting at 1:15 p.m.*
19. **Home Visitation by Visit/Hour:** The group considered the option of requiring the home visitation programs to submit their proposals as a per visit fee, which would eliminate concerns of property and who owns the equipment purchased with ECI dollars. Discussion was held. Nancy Farmer made a motion, seconded by Sue Gates **to approve requiring home visitation programs to submit their proposals as a per visit fee.** Motion passed unanimously.
20. **Public Input:** None noted.
21. **Adjourn:** Richard Arp made a motion, seconded by Nancy Farmer **that the meeting adjourn.** Motion passed unanimously. Meeting adjourned at 1:35 p.m.

The next meeting will be held at 12:00 p.m. on April 3, 2013 at the Kirkwood Vinton Center.

Respectfully submitted,

Heidi Schminke
Co-Director