

**Better Tomorrows Early Childhood Iowa Area Board**  
**Minutes of Meeting: July 9, 2013**  
**Tama County ISU Extension, 12:00 p.m.**

**Members Present:** Ron Buch, Larry Vest, Nancy Farmer, Richard Arp, Frank Albertsen, Nathan Hesson, Kathy Koehn and Darla Thiessen.

**Members Absent:** Sue Gates, Tim Sanderson and Cindy Skopec.

**Others Present:** Lori Hagg – Horizons, Linda Rosenberger – Tama County Public Health and Home Care, Shanell Wagler – Iowa Department of Management, Pastor Brian Oliver, Tasha Begthol – Henry/Washington ECI, Representative Dave Heaton – Mt. Pleasant, 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 12:00 p.m. and introductions were made. Quorum achieved with 8 of 11 members present.
2. **Approval of Minutes** – Nancy Farmer made a motion, seconded by Richard Arp **to approve the April 3, 2013 board meeting minutes as presented.** Motion passed unanimously.
3. **Financial Report:** Lori Johnson reviewed the financials noting spending is on track and we are at 11% carryover with some bills still outstanding. Discussion was held. Frank Albertsen made a motion, seconded by Kathy Koehn **to approve the financials as presented.** Motion passed unanimously.
4. **Co-Director Reports:** Heidi Schminke noted that work continues on Levels of Excellence with the focus on policies. Lori Johnson mentioned that work on the FY '14 budget also took place the past few weeks.
5. **State Director Meeting Report:** Heidi Schminke reviewed items from the meeting on June 12<sup>th</sup>. Highlights included updates on legislation, family support, performance measures, levels of excellence, audits and Tools GG, LL and UU.
6. **Early Childhood Funding FY '13 Carry Over:** Heidi Schminke reported that with changes being implemented in FY '14 any remaining FY '13 Early Childhood funds (TANF) would have to be tracked separately and an amendment would have to be signed. Spending appears to be on track and we don't anticipate there would be any carryover, so no additional paperwork or tracking will be necessary for our area.
7. **Board Program (QECE):** Lori Johnson reported on House File 604 regarding ECI Boards not being able to provide direct program services. This new language affects the QECE program which Heidi Schminke administers. Representative Heaton voiced concerns about this new language, stated that this was not the intent of the law, he had not seen the language prior to it being passed, and will look into having the language removed next fiscal year. Discussion was held on how to proceed for this year as we received no other RFP's for this program. Shanell Wagler instructed the board to create a transition plan that could be implemented, if necessary, next fiscal year. The board will work on a transition plan at the next regular board meeting but will continue with the program as planned for this fiscal year.

8. **Horizons Report:** Lori Hagg reported three new families and seven new children enrolled in the program in June. Horizons will also be receiving a grant from the Benton County Community Foundation for \$4,000.
9. **MICA Report:** No report.
10. **Stork's Nest Report:** Lori Johnson reported that Stork's Nest offered classes in April and June with twelve people attending each. In May the Early Head Start Family Development Specialist gave a program on her services.
11. **Tama County Public Health and Home Care Report:** Lori Johnson noted that in April there were four visits to new families with referrals to WIC and Storks Nest. In May there were two new families with referrals to MICA, Early Access, Mental Health and Early Head Start.
12. **Kirkwood Report:** No report.
13. **QECE Report:** Heidi Schminke reported that there were 55 evaluations including 25 ITERS classrooms and 30 ECERS classrooms in FY '13. Low score was 3.62 on a 7.00 scale and high score was 6.39. Sixteen new classrooms participated this year, mostly from Tama County.
14. **Staff Evaluations/Self-Evaluations Results:** Ron Buch reported that he and Larry Vest met with staff prior to the meeting to review evaluation results. Results of the evaluations indicated that there were no issues.
15. **Board Evaluation Results:** Heidi Schminke reported that the board had completed their self-evaluations and it was noted the overall the board rated themselves in the 4-5 range on a five point scale with only a few items being neutral or unknown. It was also noted that programs completed a review of the board with similar results.
16. **Board Member Resignation Letters:** Resignation letters were received from Sue Gates, Nathan Hesson and Cindy Skopec. Discussion was held. Nancy Farmer made a motion, seconded by Kathy Koehn **to approve the resignation letters.** Motion passed unanimously.
17. **Board Member Appointments:** Applications were received from three potential board members. Those applicants were – Kecia Appleby – Consumer; Reverend Brian Oliver – Faith; and Trisha Kennedy – Elected Official. Discussion was held on moving some positions around with current board members to ensure we have the required representation. Kathy Koehn made a motion, seconded by Richard Arp **to approve the new board members.** Motion passed unanimously.
18. **Board Member Elections:** The by-laws state that on the even fiscal years that Tama County has majority membership the Chair should be from Tama County and the Vice-Chair a representative from Benton County. Nancy Farmer made a motion, seconded by Kathy Koehn **to approve Larry Vest as Chair for FY '14.** Motion passed unanimously. Larry Vest made a motion, seconded by Nancy Farmer **to approve Ron Buch as Vice-Chair for FY '14.** Motion passed unanimously.
19. **Fiscal Agent Contract Approval:** The group reviewed the fiscal agent contract which was e-mailed prior to the meeting. Discussion was held. Nancy Farmer made a motion, seconded by Frank Albertsen **to approve the fiscal agent contract as presented.** Motion passed unanimously.

20. **Approve & Authorize Fiscal Agent Agreement/Compliance Assurance Signatory:** Richard Arp made a motion, seconded by Frank Albertsen **to approve that Larry Vest and Laura Kopsa sign the fiscal agent agreement/compliance assurance document.** Motion passed unanimously.
21. **Approve & Authorize FY '14 Agreement Signatory:** Nancy Farmer made a motion, seconded by Darla Thiessen **to approve and authorize signing of the FY '14 agreement.** Motion passed unanimously.
22. **Approve Purchase of Desk/Computer/Copier and Disposal of Old Equipment:** Information was provided regarding the purchase and disposal of equipment at Heidi's office. Discussion was held. Richard Arp made a motion, seconded by Kathy Koehn **to approve the purchase of a new computer, copy machine/stand and desk for the Benton County office with remaining FY '13 funds and that the old equipment be properly disposed of and records wiped off the computer.** Motion passed unanimously.
23. **Funding Sub-Committee Member Appointment:** Discussion was held regarding replacing Sue Gates on the Funding Sub-Committee. The by-laws state that when the majority of board membership is Tama County that this committee would be majority Benton County which would require one of the current Tama County members to go off the committee. Larry Vest removed himself from the committee. Current members include Nancy Farmer, Darla Thiessen and Richard Arp. Discussion was held. Nancy Farmer made a motion, seconded by Darla Thiessen **to approve Kathy Koehn and Ron Buch to be appointed to the committee.** Motion passed unanimously.
24. **Funding Sub-Committee Recommendations:** Lori Johnson presented the funding sub-committee recommendations (minutes e-mailed in advance). Those recommendations included utilizing Bowman & Miller as payroll administrator; preschool rates at \$100 per month or \$900 for the year; continuation of funding QECE, Kirkwood, Tama County Stork's Nest, Tama County Home Visitation, MICA Health Families and Horizons for amounts noted in the sub-committee minutes. Discussion was held. Larry Vest made a motion, seconded by Kathy Koehn **to approve the recommendations from the sub-committee.** Motion passed unanimously.
25. **Approve Corporate Resolution:** The group discussed obtaining a company credit card to use for purchasing QECE program supplies, postage and office supplies which has been approved by the funding sub-committee. This would carry a credit limit of \$10,000 and balances would be paid off each month so interest would not accrue. Laura Kopsa and Lori Johnson would administer the credit card and only Heidi Schminke would be allowed to use the card. Checks and balances would be in place to insure proper use of card. Discussion was held. Nancy Farmer made a motion, seconded by Frank Albertsen **to approve the corporate resolution to obtain a credit card.** A roll call vote was held with all members present voting yes. Motion passed unanimously.
26. **Approve Corporate Resolution/Credit Card/Policy Signatories:** Nancy Farmer made a motion, seconded by Nathan Hesson **to approve that the Chair, Vice-Chair, Secretary and Treasurer sign the corporate resolution for obtaining a credit card.** Motion passed unanimously.
27. **Approve Better Tomorrows Budget:** It was noted that copies of the budget were e-mailed prior to the meeting and based on decisions made earlier in the meeting there would not be any Early Childhood Funds (TANF) carried over. With new legislation there will only be School Ready funds for FY '14 and that total will be \$389,038 for Better Tomorrows. Lori Johnson reviewed the document in sections with the Board. Discussion was held. Kathy Koehn made a motion, seconded by Richard Arp **to approve the budget as presented.** Motion passed unanimously.

28. **Budget Revision Request:** The group reviewed the request from Horizons to allow moving unused travel expenses into the salary and benefits category as well as using FY '13 funds to purchase iPads and covers. Discussion was held. Nancy Farmer made a motion, seconded by Darla Thiessen **to approve the budget revision request.** Motion passed unanimously.
29. **Approve Preschool/Child Care Provider Agreement:** Heidi Schminke noted a few changes to the document including revisions to the award process. This year levels of funding will be determined by scores. Frank Albertsen made a motion, seconded by Richard Arp **to approve the Preschool/Child Care Provider Agreement.** Motion passed unanimously.
30. **Approve Family Support/Provider Training Agreements:** Heidi Schminke noted a few changes to the documents. Discussion was held. Darla Thiessen made a motion, seconded by Nathan Hesson **to approve the agreements with noted changes.** Motion passed unanimously.
31. **Site Visit Review Results:** Heidi Schminke noted that site visit/financial reviews were completed on all programs and all programs were compliant.
32. **FY '13 Record Storage:** The group discussed where to store FY '13 records. It was determined for security reasons they should be stored in Tama County.
33. **Other Business:** No other business.
34. **Public Input:** None noted.
35. **Board Professional Development:** None provided.
36. **Adjourn:** Richard Arp made a motion, seconded by Frank Albertsen **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 September 4, 2013 at the Kirkwood Vinton Center.

Respectfully submitted,

Heidi Schminke  
Co-Director