

**Better Tomorrows Early Childhood Iowa Area Board**  
**Minutes of Meeting: September 4, 2013**  
**Kirkwood Vinton Center, 12:00 p.m.**

**Members Present:** Ron Buch, Larry Vest, Nancy Farmer, Richard Arp, Frank Albertsen, Kecia Appleby, Trisha Kennedy, Rev. Brian Oliver and Kathy Koehn.

**Members Absent:** Tim Sanderson and Darla Thiessen.

**Others Present:** Lori Hagg – Horizons, Laura Fisher – MICA, Denise Rhodes – Iowa Child Care Resource & Referral, Lori Johnson – ECI Co-Director and Heidi Schminke – ECI Co-Director.

1. **Call to Order/Establish Quorum:** Chair Larry Vest called the meeting to order at 12:00 p.m. and introductions were made. Quorum achieved with 6 of 11 members present.
2. **Approval of Minutes:** Nancy Farmer made a motion, seconded by Frank Albertsen **to approve the July 9, 2013 board meeting minutes as presented.** Motion passed unanimously.
3. **Financial Report:** Kathy Koehn arrived at 12:03. Lori Johnson reviewed the financials. Currently we have 97% of the funds remaining and should be at 83%. Discussion was held on a letter received from Bowman & Miller regarding unemployment rates for organization. Lori noted that the board would have to approve the letter and have the board chair sign. Richard Arp made a motion, seconded by Trisha Kennedy **to approve having Larry Vest sign the letter regarding unemployment rates.** Motion passed unanimously.
4. **Funding Sub-Committee Recommendations:** Rev. Brian Oliver arrived at 12:07. Ron Buch arrived at 12:09. Lori Johnson reviewed the funding sub-committee recommendations noting that the minutes of the meeting had been e-mailed prior to the meeting. Topics discussed were the Agreed Upon Procedures document and carry-forward funds. Discussion was held. Frank Albertsen made a motion, seconded by Kathy Koehn **to approve the recommendations of the funding sub-committee as presented.** Motion passed unanimously.
5. **State Director Meeting Report:** There has been no State Director meeting since the last board meeting so there was no report.
6. **Appoint Transition Plan Committee Members:** The group discussed the need for a transition plan committee to discuss the Employer of Record for Heidi Schminke. Changes in legislation do not allow for a board to employ a program. Trish Kennedy, Richard Arp and Ron Buch agreed to serve on this committee which will meet prior to the November board meeting.
7. **Approve Annual Report:** Heidi Schminke noted that the annual report been e-mailed to the board prior to the meeting. There was no discussion Ron Buch made a motion, seconded by Kathy Koehn **to approve the annual report and have both Larry Vest and Laura Kopsa sign.** Motion passed unanimously.
8. **Approve Executive Summary:** Heidi Schminke noted that the summary had been e-mailed to the board prior to the meeting. This document will potentially help the board receive a higher rating in Levels of Excellence. Rev. Brian Oliver made a motion, seconded by Nancy Farmer **to approve the executive summary as presented.** Motion passed unanimously.

9. **Horizons Report:** Lori Hagg reported that their program is serving 31 families and 51 children. There are two new families and four new children to-date.
10. **MICA Report:** Laura Fisher reported their program is serving 33 children in 28 families. She also noted that their staff are working closely with a local mental health consultant for families that need this service.
11. **Stork's Nest Report:** No report.
12. **Tama County Public Health and Home Care Report:** No report.
13. **Kirkwood Report:** No report.
14. **QECE Report:** No report.
15. **Old Business:** No old business.
16. **New Business:** No new business.
17. **Other Business:** Richard Arp requested that the financial report format be explained to the new board members in more detail. Lori Johnson reviewed the report by carve out explaining how each one could be spent.
18. **Public Input:** Denise Rhodes with Childcare Resource and Referral introduced herself to the group announcing that she is serving providers in both Tama and Benton County as the Home and Early Learning consultant.
19. **Board Professional Development:** No professional development.
20. **Adjourn:** Ron Buch made a motion, seconded by Richard Arp **that the meeting adjourn.** Motion passed unanimously. Meeting adjourned at 12:31 p.m.

The next meeting will be held at 12:00 p.m. on November 6, 2013 at the Tama County Public Health office.

Respectfully submitted,

Heidi Schminke  
Co-Director