

**Better Tomorrows Early Childhood Iowa Area Board**  
**Minutes of Meeting: March 5, 2014**  
**Kirkwood Vinton Center, 12:00 p.m.**

**Members Present:** Larry Vest, Richard Arp, Frank Albertsen, Kecia Appleby, Rev. Brian Oliver and Kathy Koehn.

**Members Absent:** Ron Buch, Nancy Farmer, Tim Sanderson, Trisha Kennedy and Darla Thiessen.

**Others Present:** Kathie Readout– MICA, Royce Hickie– 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 12:03 p.m. and introductions were made. Quorum achieved with 6 of 11 members present.
2. **Approval of Minutes:** Kathy Koehn made a motion, seconded by Frank Albertsen **to approve the November 6, 2013 board meeting minutes as presented.** Motion passed unanimously. Richard Arp made a motion, seconded by Kathy Koehn **to approve the November 6, 2013 funding sub-committee meeting minutes as presented.** Motion passed unanimously. Richard Arp made a motion, seconded by Kathy Koehn **to approve the November 6, 2013 transition plan sub-committee meeting minutes as presented.** Motion passed unanimously.
3. **Financial Report:** Lori Johnson reviewed the financials. Discussion was held. Frank Albertsen made a motion, seconded by Kathy Koehn **to approve the financials as presented.** Motion passed unanimously.
4. **Board Member Application/Recruitment/Election:** The resignation request of Tim Sanderson was presented to the board. Kathy Koehn made a motion, seconded by Kecia Appleby **to accept Tim's resignation.** Motion passed unanimously. The board received a new board member application from Dean Close to serve on the board. Frank Albertsen made a motion, seconded by Richard Arp **to approve Dean Close as a board member.** Motion passed unanimously.
5. **Co-Director Reports:** Heidi Schminke reported on the audit training she attended in February.
6. **State Director Meeting Report:** Heidi Schminke reported on and distributed the information that was discussed at the local directors meetings which the state TA team presented at.
7. **Horizons Report:** No report.
8. **MICA Report:** Kathi Readout reported that there were going to need to be changed made to the program as costs to run PAT have increased considerably. One staff member had recently resigned so there were not as many visits in December and January but the numbers will increase now that new staff has been hired. Credentialing was also discussed and the program is requesting an extension to become credentialed.
9. **Tama County Nest Report:** Lori Johnson reported for the Nest program. Classes were offered in November, December and January with attendance ranging from 12- 16 parents.

10. **Tama County Public Health and Home Care Report:** Lori Johnson reported that there were four home visits in November, three in December and nine in January. It was determined that this program does not meet the definition of a home visitation program so it does not need to become credentialed.
11. **Kirkwood Report:** No report.
12. **QECE Report:** Heidi Schminke reported that she had evaluated 12 ITERS classrooms and 8 ECERS classrooms through February. She has also provided 20 ITERS consultations and 16 ECERS consultations. There are still approximately 20 rooms to be evaluated and consulted with. The highest score achieved on a seven point scale is 6.32.
13. **Transition Plan Update:** Lori Johnson reported that our local legislators are working to change the language regarding board employees running a program. The committee met after the last meeting and is developing a plan of action on how to proceed if the legislation is not changed. The sub-committee plans to meet after the board meeting.
14. **Policies & Procedures Manual – Section 1:** The group had the opportunity to review the policies prior to the meeting. There were a few suggestions for changes. Staff will continue to work on policies to be approved this fall.
15. **By-Laws:** The group reviewed the by-laws. The only revision is to change the words public input to public comment in order to match the agendas and what the policies will state. By-laws will be voted on at the April meeting.
16. **Site Visit & Monitoring Review Form:** The group reviewed the form that was e-mailed out prior to the meeting. Discussion was held and there were no changes. Frank Albertsen made a motion, seconded by Rev. Brian Oliver **to approve the Site Visit & Monitoring Review Form.** Motion passed unanimously.
17. **Approve Fiscal Agent:** The group discussed the retention of the current fiscal agent. Currently the fee is 1%. Contingent on the fiscal agent agreeing to continue, Frank Albertsen made a motion, seconded by Rev. Brian Oliver **to approve the Tama County Auditor as the Better Tomorrows ECI fiscal agent.** Motion passed unanimously.
18. **Approve Program RFP for FY '15:** The group reviewed the current application. Discussion was held and the only change to the document was to make the deadline March 31<sup>st</sup> in order for programs to have time to complete the application. Kathy Koehn made a motion, seconded by Richard Arp **to approve the RFP Application with the date change.** Motion passed unanimously.
19. **Approve Retention of Co-Directors for FY '15:** The group discussed retention of both Heidi Schminke and Lori Johnson as Co-Directors. Richard Arp made a motion, seconded by Frank Albertsen **to approve the retention of both Lori and Heidi.** Motion passed unanimously.
20. **Other Business:** No other business.
21. **Public Input:** None noted.
22. **Board Professional Development:** There was no professional development.

23. **Adjourn:** Richard Arp made a motion, seconded by Frank Albertsen **that the meeting adjourn.**  
Motion passed unanimously. Meeting adjourned at 1:13 p.m.

The next meeting will be held at 12:00 p.m. on April 2, 2014 at the Tama County Extension office.

Respectfully submitted,

Heidi Schminke  
Co-Director