

Better Tomorrows Early Childhood Iowa Area Board
Minutes of Meeting: June 4, 2014
Kirkwood Vinton Center, 12:00 p.m.

Members Present: Ron Buch, Larry Vest, Nancy Farmer, Richard Arp, Frank Albertsen, Dean Close, Kecia Appleby and Rev. Brian Oliver.

Members Absent: Trisha Kennedy, Kathy Koehn and Darla Thiessen.

Others Present: Lori Hagg – Horizons, Kathie Readout– MICA, Melissa Smith – Virginia Gay Home Health, 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 7 of 11 members present. Dean Close arrived at 12:03
2. **Approval of Minutes:** Richard Arp made a motion, seconded by Nancy Farmer **to approve the April 2, 2014 board meeting minutes as presented.** Motion passed unanimously.
3. **Financial Report:** Lori Johnson reviewed the financials noting that we should be at 8% and are currently at 22%. Allowable carry over is 20% which will not be an issue. Nancy Farmer made a motion, seconded by Frank Albertsen **to approve the financials as presented.** Motion passed unanimously.
4. **Board Member Resignation:** The group was made aware that Darla Thiessen has submitted her resignation from the board. Frank Albertsen made a motion, seconded by Kecia Appleby **to accept Darla's resignation.** Motion passed unanimously.
5. **Board Member Appointment:** Ron Buch made a motion, seconded by Richard Arp **to approve Melissa Smith as a new board member.** Motion passed unanimously.
6. **Board Member Rotation:** The group discussed board member rotation and determined that the Board was a community of members and since finding new members can be difficult the Board would strive to rotate odd/even year board majority by county if possible.
7. **Board Member Position Changes:** The group reviewed current board member positions. Discussion was held. Frank Albertsen made a motion, seconded by Nancy Farmer **to approve Melissa as the new Required Business position.** Motion passed unanimously.
8. **Board Member Elections – Chair and Vice Chair:** Frank Albertsen made a motion, seconded by Rev. Brian Oliver **to approve Ron Buch as the Board Chair for FY '15.** Motion passed unanimously. Rev. Brian Oliver made a motion, seconded by Nancy Farmer **to approve Larry Vest as the Board Vice-Chair for FY '15.** Motion passed unanimously
9. **Co-Director Reports:** No report.
10. **State Director Meeting Report:** Heidi discussed items from two previous State Director meetings.

11. **Horizons Report:** Lori noted that the program had completed the audit process for Better Tomorrows. They continue to collaborate with a variety of agencies and are working with local clinics to educate them on the program.
12. **MICA Report:** Kathi Readout reported that their credentialing extension was approved and they were confident they could meet the new deadline. In May there were 40 home visits. Expects to have about the same number in June.
13. **Tama County Nest Report:** Lori Johnson reported that in April 15 people attended the Car Seat Safety class and in May there were eight participating for the post-partum class.
14. **Tama County Public Health and Home Care Report:** Lori Johnson reported that in April there were four home visits and in May there were three.
15. **Kirkwood Report:** No report.
16. **QECE Report:** No report.
17. **Transition Plan Update:** The group was brought up-to-date with recommended changes for the Heidi's Employer of Record. The committee is recommending that the Central Iowa Juvenile Detention Center (CIJDC) will serve as the new Employer of Record. The currently provide those services to other ECI areas.
18. **Funding Sub-Committee Recommendations:** The group reviewed the draft budget and minutes from the June 3, 2014 funding sub-committee meeting. Carryover is unknown and not included in the draft budget. It was noted that Lori Johnson's hours have been cut to save money and Heidi Schminke will assume more duties. Discussion was held. Frank Albertsen made a motion, seconded by Richard Arp **to approve the funding sub-committee recommendations noted in the minutes and draft budget.** Motion passed unanimously.
19. **Approve Budgets:** The group reviewed the proposed budget. For FY '15 Better Tomorrows budget will be \$385,454. Discussion was held. Ron Buch made a motion, seconded by Kecia Appleby **to approve the FY '15 budget as presented.** Motion passed unanimously.
20. **Funding Sub-Committee Member Appointment:** The group discussed replacing Nancy Farmer on the funding sub-committee. Discussion was held. Rev. Brian Oliver made a motion, seconded by Nancy Farmer **to appoint Kecia Appleby to the Funding Sub-Committee.** Motion passed unanimously.
21. **Approve Chair to Sign Employer of Record Contract/Program Contracts:** Frank Albertsen made a motion, seconded by Rev. Brian Oliver **to approve the Board Chair to sign the Employer of Record contract and program contracts.** Motion passed unanimously.
22. **Approve Chair to Sign Fiscal Agent Agreement and Compliance Assurances:** Nancy Farmer made a motion, seconded by Frank Albertsen **to approve the Board Chair to sign the fiscal agent agreement and compliance assurances documents.** Motion passed unanimously.
23. **Approve Chair to FY '15 Agreement:** Richard Arp made a motion, seconded by Ron Buch **to approve the Board Chair to sign the FY '15 Agreement.** Motion passed unanimously.

24. **Policies and Procedures Manual Review:** Heidi Schminke updated the group on the status of the policies. Most have been e-mailed to the Board for review. Trisha Kennedy has been proofreading them and the final document will be e-mailed prior to the September Board meeting.
25. **Staff Evaluation Results** Larry Vest announced that staff evaluations had occurred prior to the Board meeting. Both staff members are in compliance.
26. **Board Evaluation Results:** The group reviewed the results of the Board Self-Evaluations and the evaluations that were completed by Board funded programs. Programs and the Board seem to be in-line with each other.
27. **Site Visit Review Results:** Heidi Schminke noted that all the funded programs had participated a site review. All programs are in compliance with just a few modifications to be made for next fiscal year.
28. **Other Business:** No other business.
29. **Public Input:** None noted.
30. **Board Professional Development:** None.
31. **Adjourn:** Richard Arp made a motion, seconded by Kecia Appleby **that the meeting adjourn.** Motion passed unanimously. Meeting adjourned at 12:50 p.m.

The next meeting will be held at 12:00 p.m. on September 3, 2014 at the Tama County Extension office.

Respectfully submitted,

Heidi Schminke
Co-Director