

Better Tomorrows Early Childhood Iowa Area Board
Minutes of Meeting: April 20, 2016
Tama County ISU Extension, 12:00 p.m.

Members Present: Ron Buch (via phone), Larry Vest, Richard Arp, Kecia Appleby, Pastor Brian Oliver, Kathy Koehn and Melissa Smith (via phone).

Members Absent: Becky Heeren, Frank Albertsen, Dean Close and Jenny Hulme.

Others Present: Macenzie Ford – Horizons, Kathie Held– MICA, Laura Kopsa – Better Tomorrows Fiscal Agent, 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 12:04 p.m. and introductions were made. Quorum achieved with 7 of 11 members present.
2. **Approval of Minutes:** Richard Arp made a motion, seconded by Ron Buch **to approve the February 10, 2016 board meeting minutes as presented.** Motion passed unanimously.
3. **Financial Report:** Lori Johnson reviewed the financials anticipating that the Nest and Horizons may have carryover. Other spending is on track for the year. Pastor Brian Oliver made a motion, seconded by Kecia Appleby **to approve the financials as presented.** Motion passed unanimously.
4. **Co-Director Reports:** Heidi Schminke updated the members on the status of Senate File 2255. Information received from the state office indicates that Better Tomorrows will be receiving a cut of approximately \$13,000 for FY '17. Heidi also mentioned that she is working on developing monthly and annual reports using Survey Monkey to use for future reporting. Lori Johnson updated the group on events held in Tama County. The Daddy/Daughter dance held on April 16th had 51 dads and 60 daughters in attendance. The also shared information on the Parenting/Community Leader event which will be held on May 17th at the Reining Center in Toledo.
5. **State Director Meeting Report:** Heidi Schminke noted she had attended the April Director meeting and shared information from that meeting.
6. **Horizons Report:** Macenzie Ford reported that the program has been focusing on marketing to increase the number of participants. They are working to bridge the gap with DHS to get more families involved.
7. **MICA Report:** Kathie Held reported that in March the program had 39 visits which is slightly more than normal. She noted the increased visits came at a good time as many families have question about the Medicaid changes.
8. **Tama County Nest Report:** Lori Johnson reported on the classes for the Nest. In February there was a class on Seat Belt Safety and in March the program was on Head Start guidelines/criteria.
9. **Tama County Public Health and Home Care Report:** Lori Johnson reported there were five home visits by the program in February and March.
10. **Kirkwood Report:** No report.

11. **QECE Report:** Heidi Schminke reported that there are just two classrooms left to evaluate. There were a total of 43 classrooms participating this year.
12. **Performance Measures:** The group reviewed the current performance measures. Discussion was held about making any changes. It was determined that no changes were necessary for FY '17.
13. **By-Laws:** The group reviewed the by-laws. No changes were noted.
14. **Policies & Procedures Manual:** The group reviewed the Policies & Procedures manual. Discussion was held and it was determined that no changes were necessary.
15. **Community Plan:** The group reviewed the Community Plan. Discussion was held and it was determined that no changes were necessary.
16. **Board Liability Insurance/Property Insurance:** Lori Johnson shared that the office has received the new insurance policy which needs to be signed by the Board Chair. Richard Arp made a motion, seconded by Kathy Koehn **Larry Vest signing the new insurance policy form.** Motion passed unanimously
17. **Staff Evaluations/Self-Evaluations:** Heidi Schminke shared the staff evaluation forms with the group. These will be completed by all Board members for each staff member and returned to Laura Kopsa at her e-mail address no later than May 31st. Larry Vest and Ron Buch will provide both Lori Johnson and Heidi Schminke with their reviews prior to the June meeting.
18. **Board Evaluations:** Heidi Schminke shared the board self-evaluations with the group. She noted that she will work on creating this evaluation on Survey Monkey for the Board Members to complete no later than May 31st. A similar evaluation will be sent to programs to evaluate the Board also due on May 31st.
19. **June Meeting Date Change:** The group discussed options for the June meeting in case the Legislative Session runs long. It was determined that the date would be June 15th if necessary.
20. **Other Business:** No other business.
21. **Public Comments:** None noted.
22. **Board Professional Development:** None.
23. **Adjourn:** Ron Buch made a motion, seconded by Kathy Koehn **that the meeting adjourn.** Motion passed unanimously. Meeting adjourned at 12:43 p.m.

The next meeting will be held at 12:00 p.m. on either June 1 or 15, 2016 at the Kirkwood Vinton Center.

Respectfully submitted,

Heidi Schminke
Co-Director