

Better Tomorrows Early Childhood Iowa Area Board
Minutes of Meeting: June 7, 2017
Tama County ISU Extension, 12:00 p.m.

Members Present: Ron Buch, Larry Vest, Becky Heeren, Richard Arp, Frank Albertsen, Kecia Appleby, Pastor Brian Oliver and Kathy Koehn.

Members Absent: Dean Close, Jenny Hulme and Melissa Smith.

Others Present: Carrie Soddors – 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 Ron Buch called the meeting to order at 12:01 p.m. and introductions were made. Quorum achieved with 7 of 11 members present.
2. **Approval of Minutes:** Becky Heeren made a motion, seconded by Richard Arp **to approve the April 5, 2017 board 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 Kecia Appleby **to approve the financials as presented.** Motion passed unanimously.

Kathy Koehn arrived at 12:07 p.m.

4. **Board Member Reappointments:** The group was made aware that Dean Close, Ron Buch and Frank Albertsen's terms were up this year. Both Ron and Frank are completing their second term on the board. Ron announced that he would no longer be serving on the board and Frank indicated he would stay until his replacement could be found. Dean will now be the Consumer and Kecia Appleby will serve as a Citizen. Pastor Brian Oliver made a motion, seconded by Becky Heeren **to approve the board member reappointments.** Motion passed unanimously.
5. **By-Laws:** The group discussed changes to the by-laws. Pastor Brian Oliver made a motion, seconded by Becky Heeren **to approve removing the last sentence in Section 7 of the by-laws which currently reads that Board members can serve no more than two (2) consecutive terms and Section 1 of the by-laws to say there will be at least six board members.** Motion passed unanimously.
6. **Election of Officers:** The group discussed the new Chair for FY '18. Frank Albertsen made a motion, seconded by Pastor Brian Oliver **to approve Larry Vest as Chair.** Motion passed unanimously. The group discussed the new Vice-Chair for FY '18. Richard Arp made a motion, seconded by Larry Vest **to approve Kecia Appleby as Vice-Chair.** Motion passed unanimously.
7. **Conflict of Interest Forms:** Those present signed and returned the Conflict of Interest forms for FY '18.
8. **Co-Director Reports:** Heidi Schminke reviewed the results so far of the Community Survey which has been distributed in both counties and will have final results at the end of June. Most of the population responding are employed white people. The highest areas of concern are: bullying, health insurance and affordable housing. Final results will be presented at the September meeting. Lori

Johnson mentioned to the group that there are no longer carve outs for preschool or home visits. These funds will now be part of General Use dollars.

9. **State Director Meeting Report:** Heidi Schminke updated the group on conversations that took place at the State Director Meeting, State Board Meeting and the ECI Stakeholders Meeting.
10. **Horizons Report:** No report.
11. **MICA Report:** Carrie Soddors reported that the program has been busy gathering family surveys. These results will be shared at future meetings. The program is also involved with monthly family engagement activities.
12. **Tama County Nest Report:** Lori reported that there were 17 registered participants for the last Nest class which was on Natural Family Planning. There will be a babysitting Clinic on June 8th.
13. **Tama County Public Health and Home Care Report:** Lori reported that there were three new families enrolled in May. There continues to be a growing need for pre and post-partum visits in Tama County. Interpreters have been used to assist families and this has been a good resource.
14. **Kirkwood Report:** No report.
15. **QECE Report:** Heidi distributed copies of the aggregate results from both ITERS and ECERS. Scores continue to improve for the most part in all programs. Those that did not improve were typically classrooms with new teachers.
16. **Funding Sub-Committee Recommendations:** The group reviewed the minutes from the funding sub-committee meeting which was held June 5th. Those recommendations included:
 - Fund Heidi's position/office expenses at \$61,035.11 and Lori's position/office expenses at \$17,254.34.
 - Fund the Scholarship program at \$20,000.00 with a deadline of October 31, 2017 for applying and continue to fund scholarships at \$100 per month/\$900 per year maximum..
 - Fund the Tama County Home Visitation program at \$18,262.94 and the Nest program at \$10,431.32.
 - Fund MICA's Home Visitation program at \$64,779.98 and Horizon's Home Visitation program at \$124,297.77.
 - Fund the QECE program at \$21,000.00 for incentives which would provide \$500 per classroom to be used to make improvements to their program.
 - The committee determined that there were not sufficient dollars available in FY '18 to fund the request for Provider Professional Development offered by CCR&R.

Discussion was held. Larry Vest made a motion, seconded by Frank Albertsen **to approve the Funding Sub-Committee recommendations as noted in the minutes.** Motion passed unanimously.

17. **Approve FY '18 Budget:** The group reviewed the budget for FY '18. Discussion was held. Frank Albertsen made a motion, seconded by Kathy Koehn **to approve the FY '18 budget as presented.** Motion passed unanimously.

18. **Approve and Authorize Chair to Sign Employer of Record Contract and Program Contracts:** Becky Heeren made a motion, seconded by Richard Arp **to approve the Chair to Sign Employer of Record and Program Contracts.** Motion passed unanimously.
19. **Approve and Authorize Chair and Fiscal Agent to Sign Fiscal Agent Agreement and Compliance Assurances:** Kathy Koehn made a motion, seconded by Becky Heeren **to approve the Chair and Fiscal Agent to Sign Fiscal Agent Agreement and Compliance Assurances.** Motion passed unanimously.
20. **Approve and Authorize Chair to sign FY '18 Agreement Between Better Tomorrows and Early Childhood Iowa State Board:** Kathy Koehn made a motion, seconded by Pastor Brian Oliver **to approve the Chair to sign FY '18 Agreement Between Better Tomorrows and Early Childhood Iowa State Board.** Motion passed unanimously.
21. **Staff Evaluations/Self-Evolution Results:** Larry updated the board on staff evaluations. Both staff received perfect scores from the evaluations that were returned by the board members.
22. **Board Evaluation Results:** Heidi reviewed the scores from the board self-evaluation's and the evaluations completed by programs. For the most part the scores matched in all areas that both the board and programs rated. Funding continues to be a concern and an issue for the board and programs.
23. **Site Visit Review Results:** Heidi noted that the site visits were nearly complete. There are just two left to finish and those would be done later today. Overall the programs did well at the site visits with no major concerns.
24. **Other Business:** No other business.
25. **Public Comments:** The board offered Ron Buch a huge thank you for his years of service on the board and he will be missed.
26. **Adjourn:** The meeting adjourned at 12:50 p.m.

The next meeting will be held at 12:00 p.m. on September 6, 2017 at the Kirkwood Vinton Center.

Respectfully submitted,

Heidi Schminke
Co-Director