

Better Tomorrows Early Childhood Iowa Area Board
Minutes of Meeting: November 1, 2017
Tama County Extension office, 12:00 p.m.

Members Present: Rick Primmer, Becky Heeren, Frank Albertsen, Kecia Appleby, Jenny Hulme, Kathy Koehn and Melissa Smith.

Members Absent: Larry Vest, Richard Arp, Dean Close and Pastor Brian Oliver.

Others Present: Carrie Sodders – MICA, Laura Kopsa – Better Tomorrows Fiscal Agent, Lori Johnson – ECI Co-Director and Heidi Schminke – ECI Co-Director.

1. **Call to Order/Establish Quorum:** Vice-Chair Kecia Appleby called the meeting to order at 12:00 p.m. and introductions were made. Quorum achieved with 6 of 10 members present.
2. **Board Member Election:** Rick Primmer was introduced to the group as a potential new Citizen board member to replace Ron Buch. Frank Albertsen made a motion, seconded by Melissa Smith **to approve Rick Primmer as a Citizen board member.** Motion passed unanimously.
3. **Approval of Minutes:** Becky Heeren made a motion, seconded by Jenny Hulme **to approve the September 6, 2017 board meeting minutes as presented.** Motion passed unanimously.
4. **Financial Report:** Lori Johnson reviewed the financials. Discussion was held on remaining funds which should be 75% remaining and are currently 77%. Lori explained the budget process to new members of the group. Kathy Koehn made a motion, seconded by Melissa Smith **to approve the financials as presented.** Motion passed unanimously.
5. **By-Laws Revisions:** The group was unable to approve the by-laws revisions and there were not 2/3's of the board members present. This will be tabled until the February meeting.
6. **Employee Handbook Review:** The group reviewed the handbook noting that in one area hours are referred to as 30 or more as part-time and in another section it talks about hours being 32 per week. This will not be changed until further information is available on mid-year budget cuts is available.
7. **Co-Director Reports:** Heidi Schminke noted that there are five children on the waiting list for scholarships. Two others did not submit the required information for the approval. Discussion was also held on consideration of having a December meeting instead of a November meeting but was ultimately decided to leave the schedule as is. She also requested that those board members who had not yet signed their conflict of interest forms return them to her by the end of the meeting. Heidi noted that it is anticipated that we will receive another mid-year cut to our budgets in January, February or March. The group briefly discussed how these cuts may look but decided to wait until we have more information to make a decision at our February meeting.
8. **Horizons Report:** No report.
9. **MICA Report:** Carrie Sodders reported that their home visitation program will reflect less visits in October due to staff having to be on medical leave. The supervisor kept in touch with the families and also made visits during this time. The visits will pick up again now that the staff person is back at work.

10. **Tama County Nest Report:** No report.
11. **Tama County Public Health and Home Care Report:** No report.
12. **QECE Report:** Heidi Schminke reported that she has been making ECERS and ITERS visits for the past several months. She announced that Cynda Mehlert's 4 year old classroom in Atkins scored a 6.91 and Central Lutheran scored 6.71 on a 7 point scale. This is a huge achievement for both classrooms.
13. **Other Business:** No other business.
14. **Public Comments:** None noted.
15. **Adjourn:** Jenny Hulme made a motion, seconded by Kathy Koehn **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 February 7, 2018 at the Kirkwood Vinton Center.

Respectfully submitted,

Heidi Schminke
Co-Director