

**Better Tomorrows Early Childhood Iowa Area Board
Minutes of Meeting: April 4, 2018
Tama County Extension Office, 12:00 p.m.**

Members Present: Larry Vest, Becky Heeren, Richard Arp, Kecia Appleby, Jenny Hulme and Kathy Koehn.

Members Absent: Rick Primmer, Frank Albertsen, Dean Close, Pastor Brian Oliver and Melissa Smith.

Others Present: Royce Hickie– 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 12:11 p.m. Quorum achieved with 6 of 11 members present.
2. **Approval of Minutes:** Jenny Hulme made a motion, seconded by Richard Arp **to approve the February 7, 2018 board meeting minutes as presented.** Motion passed unanimously.
3. **Financial Report:** Lori Johnson reviewed the financials noting that we have expended 39% of our funds for the fiscal year. Becky Heeren made a motion, seconded by Kecia Appleby **to approve the financials as presented.** Motion passed unanimously.
4. **Review and Approve Policies and Procedures Manual:** The group reviewed the manual. Several changes to were made and each revision was discussed. Kathy Koehn made a motion, seconded by Jenny **to approve the Policies and Procedures Manual with the changes discussed.** Motion passed unanimously.
5. **Review Employee Handbook:** The group reviewed changes to the Better Tomorrows Employee Handbook. Several changes were made to the current handbook. In addition, discussion was held on adding language that was missing about confidentiality. Kathy Koehn made a motion, seconded by Richard Arp **to table approving the handbook until the next meeting.** Motion passed unanimously.
6. **Co-Director Reports:** Heidi Schminke asked the board about sending out fiscal assessments with including a self-addressed stamped envelope. The group decided to save money and note other options for responding to the request in the letter sent with the assessment. Heidi also reported to the board that the Benton County Supervisors have office space available for Better Tomorrows. The board discussed the pros and cons and determined that the current office situation was adequate and respectfully declined the offer. Lori Johnson mentioned that the new nurse consultant for the area would be Tara Berstler with MICA.
7. **Staff Evaluations/Self Evaluations:** Heidi reminded the group that it was time for staff evaluations. Board members will be sent a review form to complete and return.
8. **Board Evaluations:** Heidi mentioned the board would also need to complete a self-evaluation, which will be sent out via Survey Monkey. Programs will be asked to complete the survey as well.
9. **Other Business:** The group discussed the date of the next funding sub-committee meeting. It was decided the meeting would be held on May 23, 2018 at 1:00 p.m. in Vinton. Location to be determined.

10. **Public Comments:** Royce Hickie reported on the MICA Home Visitation program.

11. **Adjourn:** Richard Arp made a motion, seconded by Jenny Hulme **that the meeting adjourn.**
Motion passed unanimously. Meeting adjourned at 12:55 p.m.

The next meeting will be held at 12:00 p.m. on June 6 2018 at the Kirkwood Vinton Center.

Respectfully submitted,

Heidi Schminke
Co-Director