

Early Childhood Iowa: Lakes Region and Decategorization Board Minutes
Thursday, January 3, 2013
Hartley Public Library
91 1st Street SE
Hartley, Iowa

The mission of Early Childhood Iowa: Lakes Region is to provide services collaboratively to families and children birth to 18 years of age for the purpose of improving the quality of life for families with children.

Attending:

Voting Members Attending

1. Mary Sloan
2. Connie Olhausen
3. Barb Wilkerson
4. Jean Severson
5. Joe Skow
6. Daryl Streng
7. Joyce Kruse
8. Paula Miller
9. Rich Mattison
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.

Voting Members Absent

- Arlene Roemmich*
Cindy Barwick*

Others Present (Nonvoting)

- Betsy Moritz
Shakira Meyer
Linda Daggett
Linda Littlefield
Travis Edwards
Jamey Whitney
Erin Binneboese
Matt Ohman
Bill Glienke
Melissa Juhl
Dick Closter

Quorum present. *Recorded excused absence.

ECI

Call to Order/Adopt Agenda/Comments from the Public:

Chair Barb Wilkerson called the meeting to order at 9:00 a.m.

- A. Adopt Agenda – Mary Sloan made a motion to approve the agenda. Second by Jean Severson. All ayes. Motion passed.
- B. Comments from the Public – Board members and public attendees introduced themselves. There were no comments from the public.

Approval of Minutes:

The Board reviewed the December 6, 2012 minutes. Motion by Joe Skow to approve the minutes. Second by Daryl Streng. All ayes. Motion passed.

Treasurer's Report - ECI:

ECI Financials – Travis Edwards reviewed the ECI FY13 financials and expenditures through November, 2012. The report was emailed to Board members prior to the meeting. There were no bills paid in November, and the only activity was a small amount of interest received from the bank. However, many bills were paid during December and will be reflected on next month's report. Travis noted the small amount remaining in the Best Care for Better Babies Spencer Hospital/Clay county FY13 budget. Barb Wilkerson will meet with the Spencer Hospital CEO and BCBB administrator on January 14; Betsy Moritz will participate via conference call. Jean Severson made a motion to approve the treasurer's report. Second by Connie Olhausen. All ayes. Motion passed.

Director's Report - Betsy Moritz, Program Services Coordinator/Interim Director

The December 2012 report was emailed to Board members prior to the meeting for their review. Items discussed included the BCBB Iowa Family Support Credential conference call with Janet Horras, State Home Visitation Coordinator, Parent Summit plans, and Project LAUNCH's Community Conversation.

Old Business:

- A. Board Membership Committee Report – Board members received a copy of the meeting notes, and Paula Miller reviewed the committee’s discussion and recommendations. By legislation ECI local area boards are required to have six members to include representatives of education, health, human services, business, faith, and a parent, grandparent, or guardian of a child from zero through age 5. Members must be citizens or elected officials. The decision regarding separation of the ECI and DCAT boards will impact the structure of the ECI board. Please refer to DCAT, Old Business, A notes below.
- B. Future Business Model for ECI – The Board discussed tasks of the director, Betsy Moritz’s responsibilities/hours, possibility of a shared position with Woodbury/Ida ECI, and SHIP or UDMO as fiscal agent and handling day to day financial duties. It was decided to look at the ECI LR director and DCAT coordinator as separate positions with the ECI position at 80 hours per month. This would include maintaining Betsy in current position as Program Services Coordinator. Motion by Joyce Kruse to advertise for the ECI position. Second by Rich Mattison. All ayes. Motion passed.
- C. Contingency Plan – A contingency plan checklist for the time period Betsy Moritz will be gone was completed. Barb Wilkerson will be responsible for the board agenda and minutes, Travis Edwards will approve and process claims, and Joe Skow will be added to the state ECI list serve. Betsy will approve bills emailed to her and forward to UDMO.

New Business:

- A. Preschool Scholarships Draft Policies and Procedures – Postponed until February meeting.
- B. By-laws Review/Revision – Depending upon the Board’s final decisions regarding board membership numbers and representation, the ECI by-laws will need to be reviewed and amended or revised.
- C. FY14 RFP or Renewal – Betsy Moritz recommended that the Board begin to consider whether to renew current program contracts for FY14 (Policy and Procedure Manual Section V, 5.4 and dependent upon funding) or to issue a Request for Proposal, which should be done within the next 6-8 weeks. Motion by Mary Sloan that a FY14 Request for Application (renewal) be submitted by programs currently receiving ECI LR funding. Second by Jean Severson. All ayes. Motion passed.

Future Agenda Items:

- A. Preschool Scholarships Draft Policies and Procedures
- B. ECI Director and DCAT Coordinator Position Updates

DCAT

Treasurer’s Report - DCAT

Erin Binneboese reported minor expenditures for mileage and expenses for Family Team Meetings and Advocates (\$458.65) and wraparound (\$686).

Old Business:

- A. DCAT Committee Report/Business Model – Jean Severson reported that the committee looked at job description, available funding, responsibilities (e.g., SDMG/CPPC coordination, bill processing, state DCAT coordinator meetings attendance), and the possibility of sharing a DCAT coordinator with another cluster. The committee recommended 61 hours per month for the Lakes DCAT area at \$17,250 for the position. If the position would be shared with the Kossuth cluster, the hours would be increased to 85 per month with its contribution of \$5,000. DCAT allocations stay within the cluster. The committee also recommended separation of the ECI and DCAT boards. The DCAT board would be required to have six board members – a representative from each county’s Board of Supervisors, and a Department of Human Services and a Juvenile Court Services representative. Motion by Jean Severson to separate the ECI and DCAT board for Lakes Area with the DCAT board having six members. Second by Joe Skow. There was further discussion regarding collaboration and coordination between the two boards. Mary Sloan called for a vote. All ayes. Motion passed.

New Business:

- A. Designation and Transfer of Funds – Tom Bouska, DHS Service Area Manager, submitted a letter regarding designation and transfer of child welfare funds. Motion by Jean Severson to accept the transfer of additional funds of \$52,198 with \$25,320 designated to support family team meetings in the service area in FY14. Second by Paula Miller. All ayes. Motion passed.

Other:

- A. DCAT/DHS Updates – A part time DCAT position was filled in November.

- B. Parent Partner – The Parent Partner Performance Measures report was provided to the Board. Bill Glienke provided an update on activities and reported that dollars are used to serve families with the most critical needs.

Adjourn:

Motion to adjourn the meeting by Jean Severson. Second by Joe Skow. All ayes. Motion passed. Meeting adjourned at 10:57 a.m.

Respectfully Submitted,
Betsy Moritz
Program Services Coordinator

The next board meeting is scheduled for Thursday, February 7, 2013 at 9:00 a.m.
at the Hartley Public Library, 91 1st Street SE, Hartley IA.

Board members are encouraged to access the Early Childhood Iowa website at www.earlychildhoodiowa.org
and the local website at www.ecilakesregion.com