

Early Childhood Iowa: Lakes Region and Decategorization Board Minutes
Thursday, November 1, 2012
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. Leroy Riemer
2. Connie Olhausen
3. Barb Wilkerson
4. Jean Severson
5. Joe Skow
6. Daryl Streng
7. Roger Sixta
8. Paula Miller
9. Pam Jordan
10. Joyce Kruse
11. Arlene Roemmich
12. Emily Waund
13. Cindy Barwick
14. Rich Mattison
- 15.
- 16.
- 17.

Voting Members Absent

Mary Sloan*

Others Present (Nonvoting)

Cyndee Dather
Shakira Meyer
Dick Closter
Linda Littlefield
Betsy Moritz
Phyllis Slawson
Travis Edwards

Quorum present. *Recorded excused absence. Cindy Barwick left the meeting at 11:00; quorum maintained.

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 – Barb Wilkerson informed the Board of a conference call scheduled for November 8 by Tom Bouska, Department of Human Services, regarding DCAT which may impact today's agenda (New Business, ECI/DCAT - Director). Barb stated that Joe Skow asked for time in that portion of the agenda and asked Pam if she still wanted to address the Board as noted on the agenda, given the scheduled conference call. Pam said she did. Barb noted Joe as ECI/DCAT Director #1 and Pam as #2. Pam requested time to share information about the medical marijuana conference sponsored by Compass Pointe. Jean Severson made a motion to approve the amended agenda. Second by Leroy Riemer. All ayes. Motion passed unanimously.
- B. Comments from the Public – Board members and the public attendees introduced themselves. There were no comments from the public.

Approval of Minutes:

The Board reviewed the October 4, 2012 and October 18, 2012 minutes. Motion by Leroy Riemer to approve the October 4 and 18, 2012 minutes. Second by Jean Severson. All ayes. Motion passed unanimously.

Treasurer's Report - ECI:

- A. ECI Financials – Travis Edwards reviewed the ECI FY13 financials and expenditures through September 2012. The report was emailed to Board members prior to the meeting. Joyce Kruse made a motion to approve the treasurer's report. Second by Roger Sixta. All ayes. Motion passed unanimously.

Executive Director's Report – Distributed and Presented by Cyndee Dather:

The Executive Director's November 2012 report was emailed to Board members prior to the meeting for their review. Responding to a question from Pam Jordan, Cyndee provided additional information about the Parent Summit event and the planning meeting that was held October 24.

Barb thanked Connie Olhausen for hosting the October 18 meeting with Shanell Wagler at the Hartley historic house.

Old Business:

- A. Marketing/FY13 Draft - Activities highlighted in yellow are required by the ECI Levels of Excellence. Cyndee requested Board members' ideas and input for the plan and suggested that the Board determine what activities/topics should be prioritized and promoted. Jean Severson suggested including the marketing activities in the monthly Executive Director's report. Leroy Riemer suggested that each quarter emphasize/focus on one program or service, such as preschool scholarships.
- B. Board Vacancies – There is one board vacancy with the Board's goal to find an individual with a financial background or abilities. The name of someone who is a CPA and lives within the ECI LR was given to Cyndee who reported she had made contact. There is the possibility of a second person who also has a financial background.

New Business:

- A. Policy and Procedure Manual – Cyndee presented proposed updates to the PPM sections that are affected by the move to a virtual office, Executive Director changes as a result of Board requests, and changes due to state requirements. Equipment disposal was discussed. It was suggested that broken equipment be donated as possible and that equipment in good working condition, but no longer used, be sold (e.g., place on county auction). Travis Edwards stated that money received from sale should go back to the original budget category/funding source. Motion by Leroy Riemer to approve updates of PPM 1.5, 2.3.1, 2.3.1.1, 3.2.2, 3.2.4, 4.3, and add "by donation" for broken equipment and "shall be disposed of by sale" for equipment no longer in use in 2.9. Second by Daryl Streng. All ayes. Motion passed unanimously.
 1. Office Address (2.3.1, 2.3.1.1)
 2. Succession Plan Updated (1.5)
 3. Executive Director/Certificate of Insurance (3.2.4)
 4. Executive Director/Performance Measures (3.2.2)
 5. Financial (4.3)
 6. Equipment Disposal (2.9)
- B. ECI/DCAT – Director
 1. Joe Skow made a motion that Mike Houchins, Clay County Attorney, send a letter to SHIP to terminate the SHIP contract for the position of director for not meeting the Board's performance measures. Second by Jean Severson. Pam Jordan and Leroy Riemer reported no knowledge of this intended action and expressed that this should be postponed to another meeting. Cyndee requested a closed session and an explanation for this action. There was discussion of open meeting laws and closed session requirements. Joe called for a vote. Mike Houchins stated that the motion is to terminate contract with SHIP for the director's position. Board voted by roll call. Ayes: Daryl Streng, Roger Sixta, Rich Mattison, Paula Miller, Emily Waund, Joe Skow, Jean Severson, Cindy Barwick, Connie Olhausen, Joyce Kruse, Barb Wilkerson. Nays: Leroy Riemer, Pam Jordan. Abstain: Arlene Roemmich. Motion passed. Mike Houchins will notify Jim France, SHIP Executive Director, by letter of Board decision.
 2. Pam Jordan stated that she planned to ask Cyndee for input regarding the percentage of time spent on ECI duties and on DCAT duties with discussion/consideration of separation of ECI and DCAT boards. Pam noted the amount of paperwork and expectations for DCAT and that until recently ECI funds have paid for DCAT coordination through the Director's position and budget, which has benefited DCAT. Pam suggested a Lean event for future planning.

Board members will receive an email from Barb about the November 8 teleconference meeting regarding DCAT.

Quarterly Reports – ECI Programs

Betsy Moritz reviewed and answered question about the first quarter reports provided by ECI funded programs. She noted that although all programs experienced staff changes/roles this fiscal year they continued to provide quality services and to do a very good job of compiling the quarterly reports – a new

activity for many of the Project Directors. Betsy followed up with each of the programs to express appreciation and for follow up discussion as needed. Barb thanked the programs on behalf of the Board.

DCAT

Treasurer's Report - DCAT

Cyndee reviewed DCAT expenditures. Jean Severson discussed a spreadsheet for the Lakes Area DCAT JCS Wrap Around contract (\$1,000 from DCAT, \$1,000 from JCS) which was emailed to Board members. There was one expenditure in October. Motion by Paula Miller to approve the treasurer's report. Second by Jean. All ayes. Motion passed unanimously.

Executive Director's Report – Distributed and Presented by Cyndee Dather:

The Executive Director's November 2012 report was emailed to Board members prior to the meeting for their review. Cyndee noted that 45 people attended the CPPC event. There were no further questions or comments. Pam Jordan reported on the medical marijuana conference held at Compass Pointe October 31. It was suggested that Mary Sloan do a brief presentation for the Board about the information shared.

Old Business: No old business

New Business: No new business

Other:

- A. Parent Partner Proposal – Bill Glienke distributed and reviewed the Parent Partner proposal and budget request for funding to continue the program from October 29, 2012 through June 30, 2012 in Clay, Dickinson, O'Brien, and Osceola counties. The proposal was emailed to Board members prior to the meeting. Bill stated he feels confident that state funding will be in place effective FY13. Daryl Strenge asked if Parent Partner receives any funding from UDMO. It does not. It was noted that the ECI board previously approved funding for a one month period (10/1-26/12) in the amount of \$6,000. Bill reported that Buena Vista ECI is unable to provide funding for that area. Pam Jordan proposed using a combination of unobligated funds and DCAT funding. There was discussion of whether funding could flow through UDMO or SHIP (which has the contract with the Sioux Cluster). Barb requested that Bill explore cost effectiveness of joining the Sioux Cluster contract or continue with UDMO. Because Parent Partner has not sought funds from UDMO, Barb asked that Bill investigate submitting a funding request. Motion by Pam to approve funding from unobligated funds for two months at \$3,000 per month, total of \$6,000, with the expectation that Bill will report back on joining the Sioux Cluster and on a funding request to UDMO. Second by Connie Olhausen. Rich Mattison abstained because he serves as a Parent Partner (Sioux County), although funded by AmeriCorps. All ayes. Motion passed.
- B. DCAT/DHS Updates – Paula Miller reported there is still a social work vacancy in Buena Vista County and does not know when it will be filled.

Adjourn:

Motion to adjourn the meeting by Jean Severson. Second by Roger Sixta. All ayes. No nays. Motion passed unanimously. Meeting adjourned at 11:01 a.m.

Respectfully Submitted,
Betsy Moritz

Program Services Coordinator

The next board meeting is scheduled for Thursday, December 6, 2012 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