

# Early Childhood Iowa: Lakes Region Board Minutes

Thursday, August 4, 2011

Hartley Public Library

91 1<sup>st</sup> 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. Arlene Roemmich
4. Joe Skow
5. Daryl Streng
6. Roger Sixta
7. Joyce Kruse
8. Paula Miller
9. Tom Naviaux
10. Emily Waund
11. Pam Jordan
12. Barb Wilkerson
13. Mary Sloan
- 14.
- 15.
- 16.
- 17.

### Voting Members Absent

- Cindy Barwick\*  
Jean Severson\*  
Rob Olsen

### Others Present (Nonvoting)

- Cyndee Dather  
Betsy Moritz  
Travis Edwards  
Linda Littlefield  
Keisha Netten  
Jeanne Feeck  
Phyllis Slawson

Quorum present

\*Recorded excused absence

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

Chair Barb Wilkerson called the meeting to order at 9:00 a.m. Leroy Riemer made a motion by to approve the agenda. Second by Connie Olhausen. All ayes. No nays. Motion passed with a unanimous vote. No comments from the public.

## Approval of Minutes:

Board members reviewed the June 23, 2011 minutes. Betsy Moritz noted that Keisha Netten's name should be added to the Others Present (Nonvoting). Paula Miller raised questions regarding decat administrative/ coordinator expenses as reported in New Business, item A – FY12 Decat Budget. Following board discussion, Leroy Riemer made a motion for a small committee (to include Jean Severson, Paula Miller, Jeanne Feeck, Daryl Streng, Joe Skow, and Barb Wilkerson) to do preliminary fact finding and prepare a report for Barb to present to the board. Second by Mary Sloan. All ayes. No nays. Motion passed with a unanimous vote. Motion by Daryl Streng to approve the June 23, 2011 minutes with correction noted by Betsy. Second by Mary Sloan. All ayes. No nays. Motion passed unanimously.

## Treasurer's Report:

Travis Edwards distributed hard copies which reflected changes to the final FY11 ECI: Lakes Region financials emailed to Board members prior to the August 4, 2011 meeting. Travis reviewed final expenses. There is \$107,872.09 in carryover which is within the allowable carryover of \$115,000. Cyndee discussed credit card late fees and interest issues due to short turnaround time between time the bill is received, the completion of the ECI: Lakes Region bill payment process, and the credit card due date. There was discussion of possible options to expedite the process such as obtaining verbal approval, having the bank pay electronically, or scanning/emailing bills. Paula Miller raised questions on several expenditures. It was agreed this could be reviewed by the committee noted in section above. Leroy Riemer made a motion by to approve the treasurer's report. Second by Roger Sixta. All ayes. No nays. Motion passed with a unanimous vote.

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

- A. FY12 ECI Allocation Increase – Initial estimates provided by ECI state office were increased (in School Ready funds), and a budget amendment was provided to reflect the final allocation of \$527,070. Motion by Mary Sloan to approve the budget amendment. Second by Leroy Riemer. All ayes. No nays. Motion passed with a unanimous vote.
- B. Outdoors: Let's Explore Update – Over 120 early childhood educators attended the April, 2011 training. No FY11 ECI: Lakes Region funds were utilized, with funding provided by other partners and private funds. The committee will assess whether to continue the training.
- C. D and O Insurance Increase – The carrier no longer provides this coverage. The ECI: Lakes Region agent was able to locate another carrier at an increased cost from \$1,088 in FY11 to \$2,963 in FY12. The majority of ECI local boards uses this carrier and is experiencing the rate increase.
- D. Levels of Excellence Update – Cyndee continues to work on the seven required LOE areas. The ECI: Lakes Region policy and procedure manual is completed and ready for board review and action.
- E. FY12 ECI Contracts – All contracts are completed with the exception of Hand in Hand due to change in services.
- F. FY12 Board Meeting Schedule (PPM 2.3.1) – The schedule had been emailed and hard copies distributed. Hard copies were provided at today's meeting for those needing them. The schedule is posted on the website.
- G. Fiscal/Program Monitoring Review (PPM 4.7) – This is a new state ECI policy requirement for model status for the levels of excellence. Reviews of Best Care for Better Babies (BCBB), Hand in Hand, and the KIDS program have been completed. Cyndee summarized results. Copies of reviews are available; please notify Cyndee if you would like a copy. Cyndee requested a committee to review BCBB's current structure for service provision, assess needs and identify any gaps in services/populations served, and solicit input from the hospitals (current contractors). Mary Sloan, Barb Wilkerson, Cyndee, and Betsy Moritz will serve on the committee.
- H. Centralized Intake – State ECI is encouraging local areas to develop centralized intake; no timelines for implementation have been given. Two ECI areas are in the pilot process.
- I. Review v. Audit – Discussion is ongoing.
- J. State Website – The state ECI website has been changed to [www.earlychildhoodiowa.org](http://www.earlychildhoodiowa.org)
- K. State Quarterly Reports – Beginning in FY12 financial reports are required quarterly rather than semiannually.
- L. FY12 Decat Contracts – FY12 contracts were approved for renewal at the same FY11 amount at the April 7, 2011 board meeting. This was done to ensure that services could continue. Cyndee provided additional financial information received to date.
- M. CBCAP (Community Based Child Abuse Prevention) Grant – Cyndee reviewed the grant requirements and the encouragement that sites utilize evidence based or evidence informed programming. ECI: Lakes Region has used this grant to fund Love and Logic classes. The classes have been extremely well received over the years. After discussion of evidence based curricula, board consensus was that although Love and Logic is not an evidence based curriculum, it should continue for FY12 given its success. Pam Jordan made a motion to support continuation of Love and Logic classes. Second by Connie Olhausen. All ayes. No nays. Motion passed unanimously. Other evidence based/evidence informed programming will be researched for FY13.
- N. CPPC (Community Partnerships for Protecting Children) – Cyndee will coordinate FY12 CPPC.
- O. FY11 Progress Report – This is due by December 1, 2011 and will be available for review and action at the November board meeting.
- P. Decat Plan FY12 – The annual service plan describing programming and funding is due October 1, 2011. The draft will be available for board review and action at the September board meeting.
- Q. Decat Training – Senate File 2088 requires Decat coordinators to attend contract training every year after completing the six core courses. Cyndee has completed several of the core courses and anticipates completing the remainder this year.
- R. Love and Logic Report – Tabled until final financial report is received.

**Old Business:** None

## **New Business:**

- A. Policy and Procedure Manual / Sections II (part 2), III, IV, V – The PPM was emailed to board members for review. Action tabled until September.

- B. Board Professional Development Plan (PPM 2.2.10) – Utilizing results of the Board Self Evaluation, the professional development committee (Leroy Riemer and Mary Sloan) will make suggestions and recommendations for board professional development topics.
- C. Appoint Review Team (PPM 4.3) (By-Laws Article VIII, Section 4) – This addresses financial review for years when there is not a formal audit. Paula Miller and Daryl Strenge will serve on a committee to present fiscal responsibility ideas and recommendations.
- D. Approval of FY11 Annual Reports - Tabled until September board meeting.

### **Other:**

- A. DECAT/CPPC/CBCAP Update – Paula Miller reported the FY12 plans include three Family and Child Advocate positions at 36 hours per week. Initial family team meetings will be facilitated by the DHS social workers with the FC Advocates providing follow up family team meeting facilitation. Phyllis Slawson reported planning to bring providers, civic organizations, etc. together to develop an organized system to address poverty issues, specifically for families who need help with tangible items (rent, food, diapers, etc.)
- B. Parent Partners – Tom Naviaux reported that PP has received many new referrals within the past 6-8 weeks, particularly in O'Brien County. PP has a few new part time staff who have been able to assist with the new referrals.

### **Adjourn:**

Motion by Leroy Riemer to adjourn the meeting. Second by Paula Miller. All ayes. No nays. Motion passed unanimously. Meeting adjourned at 10:32 a.m.

Respectfully Submitted,  
Betsy Moritz  
Service Coordinator Assistant

The next board meeting is scheduled for Thursday, September 1, 2011 at 9:00 a.m.  
at the Hartley Public Library, 91 1<sup>st</sup> Street SE, Hartley IA.

Board members are encouraged to access the Early Childhood Iowa website at [www.earlychildhoodiowa.org](http://www.earlychildhoodiowa.org)  
and the local website at [www.ecilakesregion.com](http://www.ecilakesregion.com)