

Early Childhood Iowa: Lakes Region and Decategorization Board Minutes
Thursday, September 6, 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. Rich Mattison
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.

Voting Members Absent

- Arlene Roemmich
Cindy Barwick*
Mary Sloan*
Emily Waund*
Rob Olsen

Others Present (Nonvoting)

- Cyndee Dather
Shakira Meyer
Dick Closter
Linda Littlefield
Betsy Moritz
Phyllis Slawson
Lauri Carlson
Mary DeYoung
Travis Edwards

Quorum present. *Recorded excused absence.

ECI

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

Vice Chair Joe Skow called the meeting to order at 9:00 a.m.

- A. Adopt Agenda – Leroy Riemer made a motion to approve the agenda. Second by Connie Olhausen. All ayes. Motion passed unanimously.
- B. Comments from the Public – There were no comments from the public.
- C. Comments from the Chair – Chair Barb Wilkerson reported on comments from Shanell Wagler, ECI State Coordinator and ECI Lakes Region technical assistance provider, regarding physical arrangements for Board meetings. Following what the state ECI Board does, it was decided to have Board members seated at the table, and community partners, guests, and the public seated around the room. This will make it easier to track Board discussion, motions, votes, and other formal business.

Approval of Minutes:

The Board reviewed the June 7, 2012 minutes. Motion by Leroy Riemer to approve the June 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 July expenditures, which were emailed to Board members prior to the meeting. Barb noted that as fiscal agent, UDMO is responsible to pay bills after the bills have been processed according to the ECI Lakes Region Policy and Procedure Manual; UDMO maintains the financial records. Travis notifies Cyndee or board member if he finds a “red flag,” an item of concern or question. Checks and balances of funds is the Board’s responsibility. Barb suggested that as new Board members are needed members look for persons with financial/business backgrounds. It was also suggested that the Board form a finance committee. Jean Severson made a motion to approve the treasurer’s report. Second by Joyce Kruse. All ayes. Motion passed unanimously.

Phyllis Slawson requested clarification of the Friends of Foster Care funds. Cyndee stated that the Board is the vehicle for holding funds, but does not have decision making authority; the Friends of Foster Care committee approves requests. Phyllis requested that the funds be available for children in foster care from the four county area even if placed outside of the area.

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

The Executive Director's September 2012 report was emailed to Board members prior to the meeting for their review. Since then Cyndee was notified of a 2012 Dickinson County Endowment Fund Grant awarded to ECI: Lakes Region/Decat to offer "Parenting with Love and Logic" classes for Dickinson County families and people working with children in the communities (approximately 30 to 50 people). The classes will consist of two, ten to twelve hour courses presenting basic parenting techniques designed to help parents raise responsible children through instruction, discussion, and video presentation by the authors of the program. The grant award is \$4,090. There were no further comments or questions about the Report.

Old Business:

- A. Levels of Excellence Update Conference Call – Barb discussed the LOE conference call held August 22, 2102 including Shanell Wagler, the Executive Committee (Barb Wilkerson, Joe Skow, and Leroy Riemer), Cyndee, and Betsy Moritz. Probationary status began July 1, 2012. Once all requirements are met, compliance status will be awarded retroactive to July 1, 2012. Shanell/review team will meet with Board members the afternoon of October 18 from 1:00-3:00 at 110 1st Street SE (south door), Hartley. Connie Olhausen, Barb Wilkerson, Leroy Riemer, Jean Severson, Paula Miller, Pam Jordan, and Rich Mattison are available to meet. Board members are asked to notify Cyndee if able to participate. Shanell joined the Board meeting by telephone at 9:30 and reviewed her role as technical assistance provider as a result of the probationary status. The reason for the probationary rating is that the Community Plan was not submitted in its entirety by the due date, so the LOE review could not be completed. The state team assigned to ECI Lakes Region is currently reviewing the Community Plan. A Corrective Action Plan is required (template has been provided to Cyndee) and is not due until after the October 18 meeting with Shanell. Items noted on the LOE matrix may be best practice ideas, things to do differently/improve upon, but not necessarily items that must be corrected. Shanell can help the Board with anything in the spirit of continuous quality improvement and can work on items other than plan. Shanell informed the Board that ECI designed Board Development training about five years ago and suggested that as a technical assistance activity. The training could be provided to the Board, possibly via webinar. The Board will discuss at the October meeting. The Board had no further questions for Shanell. She reminded board members to look at her as resource. On October 18, Shanell will meet with providers and community partners in the morning and with the Board members at 1:00. The conference call ended at 9:45 a.m.
- B. Virtual Office – Barb reviewed the August 17, 2012 conference call meeting and decision to approve a virtual office space for the Executive Director position. Cyndee checked requirements regarding file maintenance. ECI records are required to be kept for three years following the last audit. Since DHS requires longer file maintenance, those files will be housed in the DHS office. The office copier, four drawer file, and computer will go with Cyndee. Friday, September 28 is the last day in the current office location. There was discussion regarding liability insurance. Cyndee added business liability to her homeowners insurance. The Board requested a copy. Leroy Riemer made a motion to approve the August 17, 2012 minutes. Second by Connie Olhausen. All ayes. Motion passed unanimously.

New Business:

- A. Insurance D & O – Cyndee followed up on Board request to obtain quotes from a Council Bluffs agency and was informed it was not able to provide insurance coverage to ECI LR because of the organization's quasi-governmental status. The quote from Jester, part of EMC Insurance Companies and the current provider of the Board's D & O insurance, is \$2853 per year in comparison to \$3033 last year. \$2500 was allocated in the FY13 budget. Cyndee proposed using \$353 from Other Unobligated funds to cover the additional cost. Petersen Insurance Agency, Graettinger, is the Board's insurance agent. Motion by Leroy Riemer to accept the quote from Jester and use \$353 from Other Unobligated funds along with the \$2500 budgeted. Second by Pam Jordan. All ayes. Motion passed unanimously.
- B. Financial Review – Cyndee reviewed the Financial Reviews form (see also Tool UU-Financial Agreed Upon Procedures - http://www.earlychildhoodiowa.org/files/toolkit_tools/Tool_UU.pdf). The Board discussed forming a finance committee. Barb noted that the Board can solicit volunteers (non-board members) to serve on ad hoc/advisory committees. It was recommended that persons/a Board

member have experience with nonprofits and state and federal funds. Motion by Leroy Riemer to form a finance committee. Second by Daryl Strenge. All ayes. Motion passed unanimously. Please notify Cyndee or Barb if interested or know of someone (non-board member) who might be interested.

- C. Marketing Programs and Services – There was discussion regarding marketing programs and services of ECI. Linda Littlefield shared that KIDS has developed a new brochure which is placed at laundromats, grocery stores, libraries, etc. Already the program is seeing increased referrals. Targeted times to contact/promote were also discussed. Cyndee will present a marketing plan. Interested members can contact Cyndee or Barb if interested in helping with a marketing plan or to share ideas.
- D. FY12 Annual Report – The FY12 Annual Report which was emailed and provided to Board members was reviewed. Motion by Roger Sixta to approve the Annual Report. Second by Paula Miller. All ayes. Motion passed unanimously.

Decat

Treasurer's Report - Decat

Cyndee is still waiting for the year-end report.

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

Please refer to the Executive Director's report in the ECI section of minutes. No questions or comments.

Old Business:

- A. FY13 Fund Allocation – Please refer to Fund Request in New Business

New Business:

- A. Fund Request CFA/FTM – Paula Miller reviewed the FY13 Decat Contracts/Fund Categories form which was provided to Board members prior to the meeting. She proposes increasing the CFA/FTM positions from 2 to 2.5 FTE, with the .5 FTE CFA/FTM position for O'Brien County. She also noted that more funds are needed in the Family Assistance category. Paula proposed moving \$10,000 from FY13 allocation to CFA/FTM category and moving \$8,000 from FY13 allocation to Wrap Around for Family Assistance. Jean Severson commented that family assistance funds cannot be used for Juvenile Court Services children and requested \$1,000 for the four county area to assist with clothing for juveniles placed in Toledo or other facilities. Jean will talk with Tom Bouska regarding using these funds for JCS children. Paula Miller made a motion to allocate funds from the FY13 allocation:
 - \$10,583.80 for .5FTE CFA/FTM
 - salary increases of 3% for Family Facilitator and 2% increase for other staff
 - \$8,000 to Wrap Around/Family Assistance
 - \$1000 for Family Assistance for JCS

Second by Daryl Strenge. All ayes. Paula abstained. Motion passed.

- B. CPPC Annual Report/Budget – The document was provided to Board members prior to and at the meeting. It has been submitted to the state.

Other:

- A. DECAT/DHS Updates – Paula provided the August Decat Activity Report including protective service assessments, foster care placement rates, and family team meeting/advocate position activities. Lack of foster care homes continues to be a major issue for this area.
- B. Parent Partner – Rich reminded Board members the federal grant will end September 30 and beyond that date no funding is available. Services will end September 30. The program is heavily utilized by DHS. Former clients continue to contact PP for support after services have ended. Rich spoke of the connection between PP and clients because of similar life experiences as addicts. No word until end of September or early October about the two grants submitted.

Adjourn:

Motion to adjourn the meeting by Jean Severson. Second by Joyce Kruse. All ayes. No nays. Motion passed unanimously. Meeting adjourned at 11:50 a.m.

Respectfully Submitted,
Betsy Moritz
Program Services Coordinator

The next board meeting is scheduled for Thursday, October 4, 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