

Early Childhood Iowa: Lakes Region Board Minutes

Thursday, September 5, 2013

Hartley Public Library – 91 1st Street SE – Hartley, Iowa

Vision: *Every child, beginning at birth, will be healthy and successful*

Mission: *Early Childhood Iowa: Lakes Region will provide services collaboratively to families and children birth through five years for the purpose of improving the quality of life for families with children.*

Attending:

Voting Members Attending

1. Rich Mattison
2. Mary Sloan
3. Bill Leupold
4. Paula Miller
5. Connie Olhausen
6. Dan Friedrichsen
7. Merlin Sandersfeld
8. Barb Wilkerson
- 9.
- 10.

Voting Members Absent

Joe Skow*

Others Present (Nonvoting)

Paulette Karolczak
Betsy Moritz
Travis Edwards
Erin Binneboese
Shakira Meyer
Russ Beckendorf
Melissa Cunningham

Quorum present. *Recorded excused absence. Barb Wilkerson left the meeting at 10:58 a.m.; quorum maintained.

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

Chair Rich Mattison called the meeting to order at 9:40 a.m.

- A. Adopt Agenda – Motion by Merlin Sandersfeld to approve the agenda. Second by Barb Wilkerson. 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:

Motion by Mary Sloan to approve the minutes of the September 5, 2013 meeting. Second by Dan Friedrichsen. All ayes. Motion passed.

Treasurer's Report:

The financial report was emailed to Board members prior to the meeting. Travis Edwards reviewed the ECI FY14 financials and expenditures through August 2013. Motion by Barb Wilkerson to approve the Treasurer's report. Second by Connie Olhausen. All ayes. Motion passed.

ICAP Presentation:

Russ Beckendorf, MHR Insurance, described Iowa Communities Assurance Pool (ICAP) which is the ECI LR new carrier. ICAP was established in 1986 as a group self-insurance program for Iowa public entities under Iowa Code. Russ noted that as long as it is funded with public funds, an entity can be eligible for ICAP. ECI LR is classified as a "public entity." Russ reviewed the ECI LR policy and addressed the automobile liability insurance of the ECI contract, explaining hired/non owned vehicles coverage. He had contact with the agencies which had concerns, and those are resolved.

Old Business:

- A. FY14 Contracts – Hand in Hand and KIDS contracts have been signed and returned. Paulette reported that no contracts have been returned by the Best Care for Better Babies agencies. Some had questions about contract wording, and some are in process of approval within the agency's system. Specific concerns communicated to Paulette include:
 - Wording of 3.1.3 of contract which states: "FY14 grant amount shall be budgeted to ensure provision of services from July 1, 2013 through June 30, 2014." Some BCBB agencies did not like the word "ensure." Motion by Barb Wilkerson to change to wording to indicate intent rather than ensure. Second by Mary Sloan. All ayes. Motion passed.

- Wording of 3.1.6 of contract which states: "Nurse managers/administrators (or designee) will participate in ECI Lakes Region Project Directors meetings." Some BCBB project directors questioned quarterly meetings. There was Board discussion regarding face to face meetings and the possibility of utilizing technology. The Board felt the quarterly meetings should continue. Current contract language will remain.
 - Wording of 4.2 which states: "The Service Provider will be paid for the services described in the Section 3.0 a fee not to exceed _____ for the Agreement period." (Note: the FY14 BCBB total annual budget is \$140,210 - \$35,052 Clay and Dickinson and \$35,053 O'Brien and Osceola as determined by BCBB project directors.) There was a request that a clause be added that if a BCBB agency has a surplus, it could be reallocated to the other agencies. After Board discussion, Barb Wilkerson made a motion that budgets be reviewed during the third quarter and may be amended. Second by Connie Olhausen. All ayes. Motion passed. Current contract language regarding budge amounts will remain.
 - Contract section 7.2 which set automobile insurance liability at \$1million. Russ Beckendorf clarified this with those concerned, and the issue has been resolved. Current contract language will remain.
- B. Board Membership – Merlin Sandersfeld contacted more than 10 individuals for the Osceola member vacancy, and one person has the board membership application. Paulette contacted two people, one of whom is interested and has the application.

New Business:

- A. FY14 Amendments – Betsy Moritz updated the Board on the FY14 budget amendments pertaining to use of FY13 carry forward funds for 3% "allowable growth" and program enhancement. The 3% funding is ready to be allocated via contract amendments. Because we are still determining the travel and other expenses (office supplies, computers, etc.) of the director position when DCAT funds were also utilized to support the position, the release of enhancement dollars is on hold. We need to ensure adequate funds are budgeted for those work related expenditures.
- B. Audit – Paulette updated the Board on the ECI LR annual Financial Agreed Upon Procedures audit which will be conducted with the Upper Des Moines Opportunity audit. Wipfli will conduct the audit at the same cost as last year. Motion by Dan Friedrichsen to approve completion of the audit. Second by Merlin Sandersfeld. All ayes. Motion passed.

Director's Report: Paulette Karolczak, Director and Betsy Moritz, Program Services Coordinator

The reports were emailed to Board members for their review in advance of the meeting. No further questions from the Board.

ECI LR Program Highlights:

Shakira Meyer, Hand in Hand Director, reported there has been much collaboration with Child Care Resource and Referral (CCRR) which has made referrals to Hand in Hand. Training in seven classrooms is scheduled to begin next week. Shakira noted that some centers have had significant changes, and Hand in Hand staff will be working with them on Positive Behavioral Supports and Interventions (PBIS).

Future Agenda Items:

By-laws amendment regarding board composition and membership
 Hand in Hand presentation at November meeting
 Family Support FY15 performance measures updates
 FY14 first quarter program reports

Adjourn:

Motion to adjourn by Dan Friedrichsen. Second by Merlin Sandersfeld. All ayes. Motion passed. Meeting adjourned at 11:08 a.m.

Respectfully Submitted,
 Betsy Moritz
 Program Services Coordinator

The next board meeting is scheduled for Thursday, November 7, 2013 at 9:30 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