

# Early Childhood Iowa: Lakes Region Board Minutes

Thursday, November 6<sup>th</sup>, 2014

Hartley Public Library – 911<sup>st</sup> Street SE – Hartley, Iowa

**Vision:** *Every child, pre-birth through age 5, will be healthy physically, emotionally, intellectually and spiritually.*

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

## Attending:

### Voting Members Attending

1. Angie Mitchell
2. Paula Miller
3. Bill Leupold
4. Neil Wehmas
5. Linda Swanson
6. Susan Christiansen
7. Merlin Sandersfeld
- 8.
- 9.
- 10.

### Voting Members Absent

- \* Mary Sloan
- \* Dan Friedrichsen
- \* Jan Monahan

### Others Present (Nonvoting)

- Paulette Karolczak
- Travis Edwards
- Carly Shaw
- Paige Duncan
- Lori Dingel
- Linda Daggett
- Kim Larsen
- Pam Juber

Quorum present. \*Recorded excused absence.

## Call to Order

### Adopt Agenda/Comments from the Public:

Chair called the meeting to order at 9:30 a.m.

- A. Adopt Agenda – Motioned by Bill Leopold to amend the agenda by added a hiring committee report. Second by Susan Christensen. All Ayes. Motion passed.
- B. Comments from the Public – Board members and public attendees introduced themselves.

### Approval of Minutes:

Motion by Susan Christensen to approve the minutes of the October 2, 2014 meeting. Second by Angie Mitchell. All ayes. Motion passed.

### Treasurer's Report:

The financial report was emailed to Board members prior to the meeting.

Board Treasurer and Travis Edwards reviewed the ECI LR expenditures through September 2014. Motion by Linda Swanson to approve the Treasurer's report. Second by Bill Leupold. All ayes. Motion passed.

### Directors Report: Paulette Karolczak, Director.

The report was emailed to Board members for their review in advance of the meeting. No questions were asked.

### Old Business:

- A. **Professional Development Plan for Board** – Revised plan was presented to the Board. Motion to approved Linda Swanson seconded by Susan Christensen. All ayes. Motion passed.
- B. **Professional Development Plan for Director** – Revised plan was presented to the Board. Motion to approve by Paula Miller seconded by Bill Leupold. All ayes. Motion passed.
- C. **Strategic plan** – Revised plan was presented to the Board. Motion to approve Strategic Plan by Angie Mitchell seconded by Linda Swanson. All ayes. Motion passed.
- D. **Equipment inventory-** Motion to approve by Susan Christensen. Seconded by Bill Leupold. All ayes. Motion passed.

### New Business:

- A. **Hiring committee report-** Offered position to one of the candidates (Katie Cook) at \$20 per hour for 20 hours per week. Motion to accept this recommendation pending background checks. Motion to

approve by Paula Miller. Seconded by Angie Mitchell. All ayes. Motion passed.

**B. BCBB (Osceola) presentation by Pam Juber** – Best Care tries to make contact within 48 hours of the referral. They market the program by seeing mothers in the hospital and speaking to prenatal classes. Pam hopes to present to the Doctors in the first of the new year. There is also a good relationship with the school nurse for referrals. Best Care utilizes other funding sources such as Medicaid, Title XIX and private insurance. The challenge remains that the program is voluntary and not ordered by Doctors. Board members suggested offering baby items as incentives. The credentialing process is going well and they are seeing the benefits of standardized the program.

**C. Updated Board Member Sheet** - Informational. Note addition of Angie's information, change of Dan's email and KIDS email change.

**D. FY15 ECI LR meeting schedule** – Informational. Posted on website.

**E. ECI LR Board Job Description** – No changes made or questions asked. Motion to approve by Paula Miller. Seconded by Linda Swanson. All ayes. Motion passed.

**F. Program Quarterly Reports** – Highlights shared from Director's Report. CCR&R reported that they have awarded all 11 Quality Incentive Program awards contracted for and Lori Dingel is starting to work with the recipients. There was a high request rate and the providers are very thankful.

**G. Amended program budgets** – Revised budget sheets were emailed out. Hand in Hand will use their additional money for updating their technology and offering a training for the Preschool and Child Care providers in the spring. Best Care will use additional money for the credentialing process and for additional training for their nurses. KIDS will use their money to purchase new Parents As Teachers curriculum. ECI LR Director carryover money will be used to help fund a grant writer to assist with the LOE process.

**H. Policies and Procedures reviewed and updated**

1. Policy 1.5 Succession Plan
2. Policy 4.4 Approval and Payment of Bills

Motion to approve the policy and procedure manual. Motion to approve by Angie Mitchell. Seconded by Neil Wehmas. All ayes. Motion passed.

**I. Bylaws Reviewed (first review) and updated.** Motion to approve by Susan Christensen. Seconded by Bill Leupold. All ayes. Motion passed.

**J. LOE Update**

1. Fiscal Assessment calls- agency matrix – board members will assist with agency calls to get info
2. LOE review plan for December - discussion

**Future Agenda Items:**

- A. By-Laws final approval
- B. Event/Activity calendar
- C. New Program Service Coordinator
- D. LOE approval
- E. Approval of new attorney Andrea Smook

**Adjourn:**

Motion to adjourn made Bill Luepold. Second by Susan Christensen. All ayes. Motion passed. Meeting adjourned at 11:43 AM.

Respectfully Submitted,  
Paula Miller  
ECI LR Board Treasurer

The next board meeting is scheduled for December 4<sup>th</sup>, 2014 at 9:30 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)