

Early Childhood Iowa: Lakes Region Board Minutes

Thursday, May 1, 2014

Hartley Public Library – 91 1st 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. Joe Skow
2. Merlin Sandersfeld
3. Bill Leupold
4. Connie Olhausen
5. Mary Sloan
6. Dan Friedrichsen
- 7.
- 8.
- 9.
- 10.

Voting Members Absent

- * Paula Miller
- * Rich Mattison

Others Present (Nonvoting)

- Paulette Karolczak
- Travis Edwards
- Pam Juber
- Shakira Meyer
- Linda Daggett
- Jessie Hansen
- Carly Shaw
- Erin Binneboese

Quorum present. *Recorded excused absence.

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

Chair Merlin Sandersfeld called the meeting to order at **9:35** a.m.

- A. Adopt Agenda - Corrections to the agenda, By-Laws cannot be approved without 2/3 vote. **Connie Olhausen** approved the agenda. Second by **Bill Leupold**. All Ayes. Motion passed.
- B. Comments from the Public – Board members and public attendees introduced themselves. **Comments** from Paulette. In order to be more public friendly, community groups were welcomed to sit at the table with the approval of the board. Voting Board members were given name signs for the table.

Approval of Minutes:

Motion by **Mary Sloan** to approve the minutes of the April 3rd, 2014 meeting. Second by **Bill Leupold**. 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 March 2014. Motion by **Dan Friedrichsen** to approve the Treasurer's report. Second by **Bill Leupold**. All ayes. Motion passed.

Directors Report: Paulette Karolczak, Director.

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

Old Business:

- A. Hiring Committee update- Interviews are scheduled for next Tuesday with three applicants. Any last minute applicants can still apply. Interviews start at 1 pm with the last taking place at 4 pm. Any questions that would like to be asked of the applicant should be forwarded to Paulette. The position is a 20 hour position with a four year degree and/or related experience with part-time benefits.
- B. Policies and Procedures - Expanded language to include more public involvement. Insurance policy regarding the board requiring home policy coverage of \$300,000 for the Director to be provided annually. Still locating a backup attorney to represent the Board in legal proceedings or legal document review. Motion to approve by **Connie Olhausen**. Second by **Joe Skow**. All ayes. Motion carried.
- C. Board membership - The hiring committee does need time to look over membership applications. Applications have been submitted by Amy Jones. The faith, education, parent/grandparent, and

business components need to be filled for next year. The hope is by June this process will be completed. Applications are on the ECI Lakes Region website.

New Business:

- A. **By-Laws Updated** - By-laws need a 2/3 vote in order to have a motion. Not enough board members were present.
- B. **Board and Director Professional Development Plans** - This needs to be evaluated and completed on an annual basis and has been completed for FY 14. The Director's professional development activities, goals, and actions have been noted and will be evaluated and completed for FY 15. Mary Sloan suggested clarification on a professional development goals for leadership. The Board Development Plan have been developed based on the results of the evaluations that were completed. Goals and actions steps in relation to the evaluation are also included. The board made note of the lifelong learning and professional development goals. Motion to approve by **Bill Leupold**. Second by **Mary Sloan**. All ayes. Motion carried.
- C. **3rd Quarter Reports and Budget Update** - ECI funding is in School Ready funding and Early Childhood Support. The school ready money is at 76% and we are on target. Early Childhood Support is at 66%. Three of the BCBB programs are lower than ECI would like them to be. Letters of intent have been submitted. Next month will be the final/draft approval before carryover dollars. Best Care for Better Babies supervisory contracts are highlighted to separate them. Best Care asked for an additional \$15,000 if available, but the budget was the same from last year. Hand in Hand and KIDS asked for the same amount but with a pay raise. Last year Betsy received a draft budget in May however this has not been received this year. 3rd Quarter Reports for Best Care and KIDS complete data in the REDCap system, however the report has not been received and some of the programs have submitted reports through old methods. Shakiyra updated the Board regarding the emotional behavioral and professional development reports. Emotional behavioral is targeted at behavioral concerns with children in the classroom where as professional development is targeted at classroom training. KIDS and Hand in Hand have dual funding streams from ECI and it has to be proven that the money is only serving the age groups it has funding for. KIDS quarterly report was also submitted regarding the number of children, families and parents served.
- D. **Coordinated Update-** Coordinated intake was a requirement of the ECI by July 2015. There was no funding available for this project. At the last State meeting, it was reported it is no longer a requirement as no funding was attached and it is now a pilot project. Funding will now be attached in June or July 2015, for 5-7 pilot areas to hire a part time employee. There is a state system that is up and running which meets the legal requirements. The board does have concerns that there may be issues initially, the money may not be there in the future, and there may be another layer that may not be best served by this board. The board is not willing to take on this task at this time.
- E. **Analyzing Needs Assessment** – Child care was one of the top needs on the assessment. CCR&R was asked about this need and a report was given to Board members. The goal is to move toward our priorities which are then addressed by the board. Transportation is also a concern with those who do not have cars although vouchers for gas is able to be provided through CPPC and Clay County CAC. We are on track with the programs the board is funding as they meet many of the needs addressed in the assessment. Board members are encouraged to provide the needs assessment to groups they attend to help the community become aware of the needs and promote programs in their county.

Future Agenda Items:

- A. Approval of budget
- B New Board Members Election
- C Board Officers Elected

Adjourn:

Motion to adjourn made by **Mary Sloan**. Second by **Connie Olhausen**. All ayes. Motion passed. Meeting adjourned at **11:05**.

Respectfully Submitted,
Jessie Hansen
ECI LR Committee Member
Edited by Paulette Karolczak, ECI LR Director

The next board meeting is scheduled for Thursday, June 5th, 2014 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