



Board Meeting Minutes
Thursday, April 5th, 2018
 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 collaborative 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. Kristi Robinson
2. Edward Jones
3. Dan Friedrichsen
4. Carly Shaw
5. Bill Leupold
6. Derrick Okine
7. Barry Anderson
- 8.
- 9.
- 10.

Perspective

- Business Representative
- Board Supervisor
- Board Supervisor
- Human Services Representative
- Board Supervisor
- Faith Representative
- Board Supervisor

County

- O'Brien
- Osceola
- O'Brien
- Clay, Dickinson, O'Brien, Osceola
- Dickinson
- O'Brien (arrived 9:41 AM)
- Clay

Quorum present *Recorded excused absence

Voting Members that are absent

- *Mary Sloan
- *Paula Edwards
- *Luke Wynja

Perspective

- Education
- Health
- Parent Representative

County

- Clay, Dickinson, O'Brien, Osceola
- Dickinson
- O'Brien

Others Present (Non-Voting)

- Paulette Karolczak
- Carol Chicoine
- Jessie Hansen
- Shakira Meyer
- Holly Giesen
- Scott Schleis
- John Donovan
- Stacie Hurlburt
- Erin Binneboese

Agency

- ECI LR Director
- ECI Fiscal Agent- UDMO
- KIDS Program Coordinator
- UDMO Hand in Hand Director
- ECI Lakes Region Program Service Coordinator
- Best Care Better Babies-O'Brien
- United Healthcare
- Parent Partner
- SHIP/ Lakes DCAT

1. Call to Order/Adopt Agenda/Comments from the Public

Dan Friedrichsen called the meeting to order at 9:36 a.m.

Adopt Agenda: The agenda for the April 5, 2018 board meeting was sent out prior to meeting for the board members to review. Motion was made by Edward Jones to approve the agenda; Second was made by Barry Anderson; All ayes; Motion passed.

Comments from the Public: Board members and public attendees introduced themselves. They were asked to share what they are you looking forward to with spring and summer arriving?

Approval of Minutes:

The March 1, 2018 ECI Lakes Region's Board meeting minutes were e-mailed out to all the Board Members to review prior to the meeting. Motion was made by Kristi Robinson to approve the minutes; Second by Carly Shaw; All ayes. Motion passed.

2. Treasure's Report:

The financial report was emailed to Board members prior to the meeting. Kristi Robinson reviewed and reported the February 2018 financial report and expenditures. Motion was made by Barry Anderson to approve the Treasurer's report; Second was made by Edward Jones; All ayes; Motion passed.

3. Director & Program Director Reports:

Director's Report: Paulette Karolczak, Director

The Director's report was emailed to Board members for their review in advance of the meeting. Paulette briefly reviewed her director's report with the board.

Program Service Coordinator's Report: Holly Giesen, Program Service Coordinator

The Program Service Coordinator's report was emailed to Board members for their review in advance of the meeting. Holly briefly reviewed her coordinator's report with the board.

4. Old Business: No old business

5. New Business:

A. Internship: Paulette Karolczak, ECI LR Director talked about a student from ISU that contacted her about completing an internship of 325 hrs. Her internship would be May 7th through July 30th. Board discussed. They stated that it would be great to give her the experience and look at what ECI LR does. Jessie Hanson from KIDS is also meeting with the student, so there is a possibility of sharing the internship and giving her additional opportunities to gain experience.

B. Term Limits: Paulette Karolczak, ECI LR Director and board reviewed the By-Laws Section 2 on Terms requirement and Policies 2.2.8 on Terms of Office. The Board discussed the difficulty of tracking term limits due to the current terminology. The Board decided to table this for further discussion until May 3, 2018 meeting. Motion was made by Edward Jones to put on agenda for next month as an action item to discuss Policy changes to By-Laws Section 2 and Policy 2.2.8 on Term Limits. Second was made by Carly Shaw All ayes; Motion passed.

C. Parent Representative: Paulette Karolczak, ECI LR Director referred the board to review the By-Laws requirement for missed meetings under Section 2 Terms and the Policy 2.2.1. on Membership. Paulette Karolczak contacted Luke Wynja concerning his absence from four meetings and the policy requirement for replacement if five or more meetings are missed in a year. Luke stated he needed to be gone for the June meeting and had a funeral come up on this April date. He then sent his resignation letter into Paulette Karolczak ECI LR Director. Motion was made by Edward Jones to accept Luke Wynja's resignation letter. Second was made by Bill Leupold. All ayes; Motion passed. Edward Jones stated that he would like the Board to review the wording of this policy at the May 3, 2018 board meeting. Second was made by Bill Leupold. All ayes; Motion passed.

The ECI Lakes Region Board will begin looking for 2 female board members to fulfill gender balance expectations. The Board will need to fill the Parent position now upon Luke's resignation and the Education position when Mary Sloan's second term concludes in June.

D. New Board Member Committee: Paulette Karolczak, ECI LR Director stated that there needs to be a committee put together to review of new board applications. Barry Anderson, Bill Leupold, Dan Friedrich volunteered to be on the New Board Member Committee.

E. Board expectations/priorities for employees:

Dan Friedrichsen, Chair Board, stated that he wants the board to review the responsibilities and job duties of the Director and Program Service Coordinator.

*Board discussed how often the Family Support Directory is updated; it was discussed and decided to do a yearly update of the Family Support Directory.

*Board also suggested the possibility of developing a Facebook page to post current flyers.

*Board discussed if the quarterly report needs to be presented by Power point every quarter during the ECI Lakes Region Board Meeting. Board stated that they would like to see a mid-year power point and 3rd quarter power point of the funded program's quarterly reports. So agreed the 1st and 4th quarter written reports will just be emailed out to the board members via email. The funded programs would still need to send their quarterly report in to the Director and Program Service Coordinator to be reviewed and then they will be sent to the board members.

6. Future Agenda Items

- A. 3rd quarter reports
- B. FY19 Contracts

7. Adjourn

Motion to adjourn the meeting was made by Edward Jones; a second was made by Kristi Robinson; All ayes. Motion passed. Meeting adjourned at 11:28 AM.

Respectfully Submitted,

Holly J. Giesen,

ECI LR Program Service Coordinator

The next board meeting is scheduled for Thursday, May 3, 2018 at 9:30 a.m.

Board members are encouraged to access the

Early Childhood Iowa State website at www.earlychildhoodiowa.org

OR

Early Childhood Iowa Lakes Region local website at www.ecilakesregion.com