

DHLW Early Childhood Area
Des Moines, Henry, Louisa, Washington
November 15th 2016 5:00pm
Danville High School Choir Room
419 S Main St., Danville IA

Minutes

Members Present: Stan Stoops, Mary Campbell, Tricia Lipski, Melody Raub, Dina Saunders, Chad Reckling, Mike Steele, Matt Latcham

Members Absent: Jacque Hesseltine, Jim Cary, Paula Buckman,

Advisory members and guests present: Tasha Beghtol, Ginger Knisley and Brad Quigley

Meeting called to order at 5:00pm by Tricia Lipski

Motion to approve the agenda

Moved: Melody Raub **Seconded:** Mary Campbell

Motion carried unanimously

Motion to approve the minutes of the September 20th 2016 meeting with correction of date (201 should read 2016)

Moved: Chad Reckling **Seconded:** Matt Latcham

Motion carried unanimously

Financial Report

Stan Stoops reviewed the financial summary prepared by Tasha Beghtol and the monthly postings report from Central Iowa Juvenile Detention Center. The postings report has a narrative error in numbers coded 312. The amounts are correct, but they are identified with another ECI area board. Tasha will request a new report with the corrected name. Several contracts have spent less than expected. 4Cs and Stepping up to Success typically spend down more during the last quarter of the year due to incentives. Home Visitor contract has submitted bills, but some additional information has been requested before payment is authorized. Transportation and dental contracts got a late start to the contract year, but are expected to be on track.

Motion to approve the financial report and postings as submitted

Moved: Melody Raub **Seconded:** Mike Steele

Motion carried unanimously

Members reviewed a request for a budget amendment from Henry County ISU Extension for the Family Connection program. Amendment request is for line item adjustments due to staff changes and is not an increase to the overall contract.

Motion to approve the budget amendment request as submitted by Henry County ISU Extension for the Family Connection Program.

Moved: Mary Campbell **Seconded:** Dina Saunders

Motion carried unanimously

Executive Committee

Members reviewed and discussed revisions to policy 4.4 regarding budget amendments from providers. The policy now has a final date allowed for amendment requests with some exceptions possible.

Motion to approve the revised policy 4.4 *Provider Budget – Amendment Process* as presented.

Moved: Chad Reckling **Seconded:** Melody Raub

Motion carried unanimously

Members reviewed and discussed the first reading of revisions to the board bylaws. The only changes made were to clarify the nominating committee on page 5. Second reading will be at the next meeting.

Motion to approve the first reading of changes to the DHLW Early Childhood Area Bylaws as presented.

Moved: Mary Campbell **Seconded:** Stan Stoops

Motion carried unanimously

Nominating Committee

Members reviewed and discussed the list of potential new members from the committee along with recommendations for officers of the board. Tasha shared that she had contacted most of the identified people on the list and several have declined. Jake Tanumihardjo from Great River Medical Center and Ryan Olson from KPI Concepts both expressed interest. Paula Buckman will not be taking a second term and a nomination is needed for Vice Chair. Mike Steele accepted a nomination from members. Jacque Hesselstine's seat will be vacant in January as well due to lack of attendance policies as noted in the bylaws. Tasha noted that based on the expected new member list and the requirement for gender balance, the board will need to focus on gaining new members from Louisa County who are women.

Motion to approve the nominations for board officers and new members as presented by the committee.

Moved: Mary Campbell **Seconded:** Stan Stoops

Motion carried unanimously

Officers nominated beginning January 2017

Chair – Melody Raub

Vice Chair – Mike Steele

Secretary – Tricia Lipski

Treasurer – Stan Stoops

Administrative Update

Tasha provided a written update and noted that it included screenshots from the new family support web-based system (DAISEY). 2nd quarter reports will be pulled from DAISEY and available for review in January. Several programs have lost staff and are currently planning for new hires.

Official meeting adjourned at 5:30

5:30-7:00pm

Special joint event with Lee/Van Buren ECIA including presentations from 4Cs, Iowa Association for the Education for Young Children, and Danville Early Learning Center. Brief discussion and Q&A was held with guests and Iowa Legislators. Legislators present included: Sen. Rich Taylor, Sen. Kevin Kinney, Rep. Dennis Cohoon, and Rep Curt Hanson.

Minutes submitted by Tasha Beghtol, Director

Approved on _____

Secretary _____