

Partnerships 4 Families

July 21, 2017

Meeting Took Place at New Opportunities in Carroll, Iowa

Members present: Chad Wittrock, Diane Riggert, Marilyn Tilley, David Brown, Sara Zach, Area Director Cindy Duhrkopf

Excused Keith Pedersen, Genelle Deist, Karen Gotto

Guest: Cathie Page

Quorum was met of current membership.

Chair, Diane Riggert called the meeting to order at 10:33 a.m. Members introduced themselves and welcomed new members and guests.

Wittrock made a motion to approve the agenda, Zach seconded the motion. The Agenda was approved.

Minutes of the previous meeting were reviewed by the Board. Tilley moved to approve the minutes as written and Wittrock seconded the motion. All voted in favor.

Public Input-none

AREA DIRECTORS REPORT

Statewide Area Directors Meeting: September 12, 2017

Will start having webinars between state meetings

July Webinar discussed child care programs for refugees

August Webinar topic is family support- HOPES staff is invited to listen in

State ECI Board Meeting: September 2017

Early Childhood Stakeholders Meeting: September 12 AM

Western Iowa Area Directors Meeting: October 26, 2017

Early Childhood Task Force meetings: Four county meeting in October

Early Childhood Formula: Phase in over 4 years (Base 5%, 0-5 Pop 35%, 185% of FPL 0-5 6-%)

Will begin in FY19

Social Media/Facebook: Continue to promote items every Tuesday or more often

Early Childhood Brochures: updated and being dispersed

1000 Books before Kindergarten: last of materials shared with libraries

Preschools:

- In process of getting agreements to preschools
- Will attend preschool meetings to streamline process for parents

H.O.P.E.S.:

- Encouraging programs to increase enrollment
- Annual Report was done in DAISEY

Child Care:

- Community Need Plan in Greene County moving forward, final presentation will take place soon.
- Working with any contacts regarding increasing child care slots

Board Support

- Change of fiscal agent, processing of vouchers and record keeping
- Electronic materials requirements

Area Director PD: Attending webinars, seeking training on electronic management of records.

Continue to increase utilization of Google platform more.

FY17: Closing out FY17 quickly, will have AUP performed August 22nd, change in fiscal agent is going smoothly, discussion within the meeting regarding process.

FY18: Budget shortfall in FY17 will affect FY18, expect cuts.

P4F Board PD: Financial

July will be spent discussing financial processes of the board.

Area Director Schedule: Reduced hours to 24, adjusting to what works best, three 8 hour days or time spread over 4 days.

Old Business

A motion was made to make two changes to the By Laws by Brown and seconded by Zach, they changes were as followed. Motion carried, a second reading of the change will be held in September.

Section 1 Qualification. The Board shall consist of a membership of ~~eleven~~ range of 7 to ~~eleven~~ voting members. All members of the Board shall reside or work in Audubon, Carroll, Greene and Guthrie Counties. Criteria for selection of candidates will provide for fair representation of the counties served. The Board shall comply with federal, state and local laws which prohibit discrimination on the basis of gender, gender identity, sexual orientation, age, race, disability creed or national origin and the mandates of Iowa Code Chapter 256I.

Section 2 Selection of Members. All of the members of the Board shall be elected officials or members of the public who are not employed by a provider of services to or for the Board. Membership shall include at least one local representative from each of the following areas: business, education, faith, health, human service and at least one parent, grandparent or guardian of a child zero though age five. Members can not represent more than one of these areas. The fiscal agent and the Board appointed contact will be non-voting members of the Board. ~~, making the Board comprised of thirteen members.~~

Meeting Schedule Fy18 was presented.

New Business

A motion was made by Wittrock to approve the FY17 Annual Report Financial Statements and seconded by Brown. All were in favor. The reports will be submitted to the state along with performance information from the programs.

Zach made a motion requesting New Opportunities release the final FY17 carry forward of \$62,417.00 to Central Iowa Juvenile Detention Center. Tilley seconded the motion. All were in favor. Duhrkopf will request the transfer be made as soon as possible.

Annual Report will be emailed to board members when complete. Duhrkopf asked that board members review and approve the report, with final approval coming at the September board meeting.

Motion to allow Duhrkopf to process claims that align with contractor's budgets, with the board reviewing at board meetings was made by Wittrock, seconded by Brown. All were in favor.

Motion was made by Wittrock to release a monthly amount of \$165 to Duhrkopf for electronic communication and office expenses as outlined in the Area Director and Board Support budget. Tilley seconded the motion. All were in favor, motion passed.

Evaluation of Area Director will take place at a later date. Duhrkopf will investigate other evaluation tools that are used by ECI boards.

Other Business-None

Financial Report and Business

Wittrock made a motion to approve the June 2017 vouchers and financial reports, Brown seconded the motion. All were in favor, items were approved.

Brown made a motion to adjourn the meeting, Wittrock seconded, meeting was adjourned at 11:16 AM.

Next Meetings

August No Meeting September 15, 2017 10:30-Noon New Opportunities Room D

October No Meeting unless called for action needed of the board

The meeting ended at 11:16 AM Minutes Respectfully submitted by: Marilyn Tilley