**Quad Counties 4 Kids Board Meeting Minutes**

**August 23, 2017 –6:00 p.m.**

**Creston Elementary School, 805 Academic Avenue, Creston, Iowa**

Chairman Don Gee Called the meeting of the Quad Cities 4 Kids ECI Board to order at 6:00 p.m. at the Creston Elementary School.

Members Present are marked with an X, Excused with an E, absent with an A and Conference Call with a C:

**Adams Ringgold Taylor Union**

Vacant A Jodi Rushing E Scott Marcum X Bob Brown A

Don Gee X Norma Wolfe E Karen Shawler X Kathy Ralston A

Angie Mullen X Vacant Jenny Robinson X Vacant

**Others Present:** District 11 State Senator Tom Shipley; Danielle Robinson, Jenny’s daughter; Jenny Moon, CCR&R; Joan Gallagher, Taylor County Public Health; Vicki Sickels, Director

**Additions/Approval of Agenda**

Scott Marcum moved that the agenda for the meeting be approved as presented. Jenny Robinson seconded the motion which passed unanimously.

**Approval of Minutes of June 28, 2017 Meeting**

Scott Marcum moved that the minutes of the June 28, 2017 meeting be approved as presented. Angie Mullen seconded the motion which passed unanimously.

**Report from the finance Committee**

The vouchers were reviewed by the finance committee prior to the meeting as follows:

* School Ready Expenses for FY2017
	+ Previously signed by Don Gee and submitted for payment--$32,587.06 (Paid in June) + **$31,721.52 + $987.20** (Paid after 6/30)= $65,295.78 Total expenses for approval.
	+ Cash balance at end of June = $100,969.92- **$32,708.72** expenses from above + $42.80 Interest = Accrual balance $68,304.00
* Early Childhood Expenses for FY2017
	+ Previously signed and submitted for payment --$10,307.51 (Paid in June) + **$2,571.74** (Paid after 6/30)=$12,879.25 Total expenses for approval.
	+ Cash balance June 30 = $10,881.47 - **$2,571.74** expenses from above + $4.76 Interest =

Accrual balance = $8,314.49

Total carryover for both funds is $76,618.49. There were questions about the accuracy of the reconciliation. Vicki will double check and get back to the board after it is verified. (This was verified and emailed to the board on 9/8/2017.

* School Ready Expenses for FY2018
	+ Total for approval = $23,607.16
	+ Cash balance = $44,696.84
* Early Childhood Expenses for FY2018
	+ Total for approval = $1793.48
	+ Cash balance = $15,240.54

Karen Shawler moved to approve the financial reports. Scott Marcum seconded the motion which passed unanimously.

**FY2017 Annual Report**

The Annual Report for FY2017 was distributed to the board for review. Only sections that were funded by the board were included in the bound copy of the report to make it less cumbersome for review. This printed copy included the financial reports approved in the previous agenda item. Each page of the report was reviewed and questions were answered. Scott Marcum moved to approve the FY2017 Annual Report for submission. Angie Mullen seconded the motion which passed unanimously.

**Request from I Think I Can**

Kasey Nernes, Director of Union County Child Care Center DBA I Think I Can Childcare, submitted a request totaling $1,443.90 to attend National Administrator’s Credential training in Sioux City October 20-November 3. All expenses meet the guidelines set in the RFP’s earlier in the year. We currently have a source of funding. Jenny Robinson moved that we approve the funding for this training. The motion was seconded by Angie Mullen. The motion passed unanimously.

**Board Membership**

I contacted Norma Wolfe about remaining a member of the board. She had missed all meetings during the last fiscal year. She chose to vacate her position on the board but might be available a later time in her life. The members discussed the difficulty with filling the open board positions with State Senator Shipley. Gender balance makes it even more difficult. Vicki will send out an application to all board members for recruitment efforts. We currently have the required 8 board members on the roster. We do still need to find are placement for Bob Brown. Scott Marcum has agreed to continue to serve until a replacement is found.

 **Director Report**

A written report that included the following:

* Calendar of meetings and visits was shared.
* Specific program information on Growing Strong Families re-credentialing attended by Karen Shawler, Jenny Robinson and Vicki
* Prevent Child Abuse funding changed planned for FY2019
* SWCC Parents as Teachers staff update
* Family Support Update from August 18 webinar
* Children at Home Program for ages birth to 21. Must have a developmental disability. Funding is available.

**Professional Development**

The new guidelines for re-designation were handed out. These are to be approved at the November state board meeting. It is currently planned to have everyone on a 4-year cycle with a “mid-term” contract file review. Our contract file review will be this year and our re-designation will be in the fall of 2019.

 **Public Comments**

Senator Shipley thanked the board for the invitation to attend the meeting this evening. He

 spoke briefly concerning his committee work and answered questions from board

 members. The board thanked him for his support of early childhood issues.

 **Meeting Schedule**

The next meeting of the board will be October 25 at 6:00 at Creston Elementary School.

 **Adjourn**

 Scott Marcum moved the meeting adjourn. Jenny Robinson seconded the motion, which

 passed unanimously. The meeting adjourned at 7:30 p.m.

 Respectfully submitted,

 Angie Mullen, Secretary Don Gee, Chairperson