**Quad Counties 4 Kids Board Meeting Minutes**

**October 25, 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 Jodi Rushing X Scott Marcum X Bob Brown E

Don Gee X Vacant Karen Shawler E Kathy Ralston X

Angie Mullen X Vacant Jenny Robinson X Vacant

**Others Present:** Jenny Moon, CCR&R; Kristie Nixon, Meghan Emerson and Taylor Pettit SWCC Parents as Teachers Program; Lori Henrichs, Taylor County GSF; Vicki Sickels, Director

**Additions/Approval of Agenda**

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

**Approval of Minutes of August 23, 2017 Meeting**

Jenny Robinson moved that the minutes of the August 23, 2017 meeting be approved as presented. Kathy Ralston seconded the motion which passed unanimously.

**Report from the finance Committee**

Vicki asked if there were any questions from the September 8, 2017 email clarifying the balancing of cash at the end of the fiscal year. There were no questions.

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

* School Ready Expenses for FY2018 since our last meeting
	+ Total for approval = $52,781.02
	+ Cash balance = $77, 222.80
* Early Childhood Expenses for FY2018 since our last meeting
	+ Total for approval = $994.63
	+ Cash balance = $14,249.08

Jodi Rushing moved to approve the financial reports as presented. Don Gee seconded the motion which passed unanimously.

**Request for CCNC Training Funding**

A medication management training for day care centers and providers is schedule for Saturday, October 28. There is currently no funding for the required training from CCR&R who setup the training. Discussion on what our role should be and how this could be paid for followed. Karla Hynes at MATURA was agreeable to including the training as a line item in the CCNC contract to cover required training. Jodi Rushing moved to amend the MATURA CCNC Contract to add training line items without additional funding. The motion was seconded by Kathy Ralston. The motion passed unanimously. Vicki was instructed to forward the amendment to MATURA per the motion.

**First Quarter Program Reports**

Due to technical difficulties with the DAISEY system the 1st quarter reports are not available. These reports will be reviewed at a later date.

**Mid-designation period contact file review**

October 19, 2017, Shanell Wagler met with Vicki to conduct the contract review. She requested the files for SWCC Parents as Teachers, SWCC Fall Conference, MATURA CCNC and MATURA Dental Program. This was a strength based review. We were complemented on our contract language and the file checklist we use. A written report will be available at a later date.

**Proposed By-Law Changes**

The following changes to the by-laws were present for review:

**Section B: Terms**

~~All terms of office shall be three years and terms shall be staggered. The maximum number of full terms a member is allowed to serve is two. At the completion of two full terms,~~ The term of office for all Board members shall be three years and the terms shall be staggered to the extent possible. An officer or member of the Board of Directors shall be eligible for re-election with no limits on the number of terms an individual may serve as an Officer or Director. Board members are encouraged to seek a replacement member. ~~In the event any Board member is appointed to fill an unexpired term, he/she shall complete that term and be eligible for two full terms.~~

~~The above shall apply with the exception of the initial organizational board makeup. Terms shall be staggered with each county having one representative serving a one year term, one representative serving a two year term, and one representative serving a three year term. Board members that serve one and two year terms will be eligible for two full three year terms following completion of their initial term.~~

The board will act on the change at the January meeting per by-laws.

 **Director Report**

A written report that included the following:

* Calendar of meetings and visits was shared.
* Scholarship updates including Hearts and Hugs
* Prevent Child Abuse funding changes and Regional Meetings. Adams, Ringgold, Taylor and

 Union Counties will be combined for application purposes. Creston Cluster CPPC might be the

 fiscal agent for the application. Looking at audit costs associated with that route.

* Nurtured Hearts Approach Training
* Early Childhood Alliance and Early Childhood Iowa State Director Meeting
* Child Care and Development Block Grant Final Rules were shared via a separate handout
* Paper Tigers was screened October 11 at the Princess Theater with 80 attending from the

 Mount Ayr and Diagonal Schools. That same evening 25 community members attended

* Vicki will begin attending the Adams and Taylor County Coalition meetings next momth

**Professional Development**

Taylor Petti, SWCC PAT Parent Educator, introduced herself and told the board some of the trainings she has participated in (Parent Café. Protective Factors for Families, Life Skills Progression Instrument, ACES, Poverty Training, etc.) Currently has a case load of 13 families in Union County.

Megan Emerson, SWC PAT Parent Educator, introduced herself and gave a little background information. She has been involved with the Parents as Teachers program personally for 10 years. She had a child with hearing issues who was later diagnosed with autism. She also did in-home day care prior to joining the program.

Kristie Nixon, SWCC PAT Supervisor and Early Childhood Education gave an update on some of the group activities planned:

* + Sponsoring a 6-week parenting series that starts Monday, October 30
	+ Fall into Reading
	+ February 5 is Rumble Tumble
	+ Four new families enrolled in PAT with two added in October

 **Public Comments**

Board Member Kathy Ralston has taken on the role of Executive Director at the Learning

 Center. She shared information on the Adaptive Dance and Tumbling Classes which will be held

 Monthly beginning in November.

 **Meeting Schedule**

The next meeting of the board will be January 24, 2018 at 6:00 at Creston Elementary

 School.

 **Adjourn**

 Angie Mullen moved the meeting adjourn. Scott Marcus seconded the motion, which

 passed unanimously. The meeting adjourned at 7:00 p.m.

 Respectfully submitted,

 Angie Mullen, Secretary Don Gee, Chairperson