**Quad Counties 4 Kids Board Meeting Minutes**

**October 24, 2018 –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**

Kristyn Mercer E Jodi Rushing E Scott Marcum X Callie Anderson X

Don Gee X Vacant Karen Shawler X Kathy Ralston E

Angie Mullen X Vacant Jenny Robinson E Vacant

**Others Present:** Sharon Campbell, CCNC MATURA and Vicki Sickels, Director.

**Additions/Approval of Agenda**

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

**Approval of Minutes of August 29, 2018 Meeting**

Following review Angie Mullen moved to approve the minutes of the August 29, 2018 meeting. Scott Marcum seconded the motion which passed unanimously.

**Report from the finance Committee**

Don Gee reported that the FY 2019 vouchers were reviewed by the finance committee as follows:

* School Ready Expenses for FY 2019 since our last meeting = $45,008.71. Total cash balance = $83,156.57
* Early Childhood Expenses for FY 2019 since our last meeting = $2,664.03. Total cash balance = $9,606.66

Callie Anderson moved to approve the financial reports as presented. Scott Marcum seconded the motion which passed unanimously.

**Amendment of Family Support Program Contracts in Taylor and Adams County**

The Adams Taylor Behavioral Health Coalition has been able to fund a portion of the Adams and Taylor County Parents as Teachers programs. This enables us to reduce our contract amounts for these programs which will allow us to carryover funds into FY2020 to sustain the programs without prevent child abuse funds.

Scott Marcum moved to approve contract amendments as follows:

* Taylor County Extension reduction of $11,129.32 for a new total of $41,249.68
* SWCC reduction of $11,129.33 for a new total of $152,973.35. This is for Adams County only.

Karen Shawler seconded the motion, which passed unanimously.

**MOU for Nurtured Heart Approach**

Liz Timmerman and Darcy Dalton have agreed to provide Nurtured Heart Approach training in Creston and Mount Ayr at cost of $600 plus mileage of 0.39 and the cost of books ($15 each). Creston dates will be November 12 & 19. Mount Ayr dates are November 26 & 29. Registration is thru SWCC with 5 hours of contact time available for Nursing and Social Work CEUs. Child Care Provider training credits will also be issued.

 Angie Mullen moved to issue a MOU to Darcy Dalton and Liz Timmerman to facilitate the two locations as stated including expenses. Callie Anderson seconded the motion which passed unanimously.

**Re-designation Process**

Our area is slated for re-designation in calendar year 2019. The process is a continuous improvement process that reviews board operations and expectations within the following categories throughout the designation period. The ECI Designation Matrix identifies which items are submitted annually and which are during the designation cycle.

* The following are submitted annually:
	+ Annual report, including the comprehensive community plan update
	+ Annual budget
	+ Annual contract
	+ Contract monitoring schedule
	+ Fiscal audit
* The following documents are year of designation submissions, due by October 31, 2019:
* Comprehensive community needs assessment
* Comprehensive Community Plan
* Area board strategic plan (if different from community plan)

Methods of gathering information for the community needs assessment were discussed. It was the consensus of the board that we should invite providers to participate in a SWOT analysis similar to what we did during the last community planning process. Vicki will contact Steve Adams, ISUE, to see if he is available, and secure a location.

**Director Report to the Board**

The following items were presented in written form and discussed as needed:

* Director calendar
* Scholarship Report. Currently only 45 scholarships are in place. The balance can be used for quality improvements.
* CCNC—a of this meeting Marion County Public Health has not filled the position
* Calendar of onsite reviews was shared. If anyone would like to accompany Vicki please let her know.
* Early childhood Systems Summit had a trac for business and one for early childhood educators. Lori Henrichs and Kim Brantner from our area programs attended.
* State Director meeting was held in Ankeny. Topics included literacy and pre-literacy and how we track data. Many of these efforts are embedded in the programs we fund.
* Precious People in Lenox has a new director, Lana Beardon

**Agency Updates/Board Members Activities/Public Comments**

 Sharon Campbell, RN, CCNC is doing “Healthy Habits Start Early” in East Union Early Childhood Center and

 Hearts and Hugs. Training was the first part of October on assessment for the QRIS system scheduled to

 begin January 1. They are using California Guidelines since they are standardized.

**Future Meeting Dates**

January 30, March 27 and May 22. We will only meet in June if there is business that requires action. The RFP committee will meet in April.

**Adjournment**

Scott Marcum moved and Angie Mullen seconded that the meeting adjourn. The motion passed unanimously. The meeting adjourned at 7:15 PM.

Respectfully Submitted,

 Angie Mullen, Secretary Don Gee, Chairperson