



**BVCS EARLY CHILDHOOD IOWA
3 –COUNTY BOARD MEETING MINUTES**

August 31, 2016 time: **10:00 am – 11:30 am** Trinity Lutheran Church 612 S Dewey, Odebolt

TOPIC	DISCUSSION, CONCLUSION, RECOMMENDATION, EVALUATION, ACTION	ACTION
I. Introductions and Call to Order	Ranell Drake called the meeting to order at 10:00 am.	
<p>Attendees: Janette Clausen, Faith, Crawford County; Ranell Drake, Elected Official, Sac County; Doug Noble, Law Enforcement, All Counties; Cathie Page, Human Services, Sac County; Jane Pertick-Loux, Grandparent, Sac County; Rhonda Ringgenberg, Elected Official, Buena Vista; Tracy Terry, Health, Buena Vista;. Quorum Met</p> <p>Absent Excused: Mike Bunde, Education, Crawford; Randall Kuhlmann, Elected Official, Crawford; Gale Randall, Early Childhood, Buena Vista;</p> <p>Community: Annette Koster, Program Director; Retta Mitchell, CCR&R; Jackie Duffy, Sac County Health Services; Pam Bogue, BV Co. Public Health; Kim Fineran, Crawford County Health Hospice & Public Health/HCCMS Family Health Services</p>		
II. Approval of Agenda Approval of Previous Minutes	<p>Motion to approve agenda made by Jane P, seconded by Janette C, a vote was held, all in favor.</p> <p>Correction to minutes Rhonda R from Buena Vista County. Motion by Rhonda R, seconded by Tracy T to approve minutes with correction, a vote was held, all in favor.</p>	<p>Motion Carries</p> <p>Motion Carries</p>
III. Early Childhood Iowa		
Financial Reports: School Ready/Early Childhood	<p>Annette K shared the June 2016 Financial Report. She gave explanations for budget adjustments. Conversation about Calhoun County Child Care Nurse Consultant over spending for year, adjustments made on invoice from Early Childhood and Preschool silos. In review questioned some of the expenses as allowable. Billing for Saint Mary’s preschool billed incorrectly, underpaid, fixed final payment. Tracy T made a motion to approve the financial report, seconded by Janette C a vote was held, all in favor.</p>	<p>Motion Carries</p>
Approve New Board Member	<p>Annette K read a request from Mona Schulte to join the BVCS ECI 3-County Board. Concern was voiced about substitute teaching interfering with attendance. Annette K reminded board of the three meeting attendance policy. Make sure to clarify at orientation. Rhonda R made a motion to approve Mona S as a Board member, seconded by Tracy T, a vote was held. All in favor.</p>	<p>Motion Carries</p>
Annual Report	<p>Annette K shared with the board the draft of the SFY 16 Annual Report. Executive Summary, Board Composition; Community Plan Updates (including updated area indicators); Board and Contact Information (correct address for board chair); Dental – Direct Services; Transportation – Direct Service; Child Care Nurse Consultant –Indirect Service; Quality Improvement - Indirect Service; Professional Development Conferences –Indirect Service; Professional Development Training – Indirect Service; Technical Assistance Consultation, Mentoring, Coaching – Indirect Service; Family Support; Administrative Staff; Administrative Expenses; School Ready Funds; and Early Childhood Funds. The Board reviewed each section and expenditure, and revenue. BVCS ECI Early Childhood .03 off from the start of the year compared with the Annual Reports starting number. Board had question comparing the year end expenditure report with School Ready Annual Report numbers. BVCS ECI report reviewing not showing interest added, may be reason not able to compare figures. Recommended to have a committee review the figures in further detail. Rhonda R made a motion to approve the year end annual report, based on committee findings to reconcile the reports, seconded by Tracy T, a vote was held, all in favor.</p>	<p>Motion will carry, based on committee result. If no problem found will be approved.</p>

Carry Forward Allocations	Annette K asked the Board if they wanted to allocate carry forward funds into underfunded program. Sac County Health Services brought to Annette's an error with PCA calculation, they had already taken out the PCA funds. Other under funded programs: Provider Development, Child Care Nurse Consultants, Child Care Consultant, Preschool Scholarships, Program Director Supplies and Quality Improvement Program which was not funded. Tabled until September, provide original request.	Tabled
Hunzelman, Putzier & Co., PLC Audit	Annette K shared the results of the Hunzelman, Putzier & Co., PLC audit report for SFY15.	Reviewed
Review By-Laws	Review of By-Laws tabled.	Tabled
Director Update	Scholarships have been allocated for the year, currently have a wait list. Family STEPS had a mock trial for the Family Support Credential. They continue to work with the technical assistance person on policies and procedures. Coalition meetings were held in all three Counties this month. Had a meeting with Child Care Resource & Referral to review Provider Development plan for FY16. Attended the SHE Matters group in Storm Lake. Interesting data all eight counties that participated had the same concerns but in different order. Storm Lake top priority was lack of quality child care. Other issues employment, education/vocational training, housing, food and transportation. Attended ACE Interface – Connection Matters – Paper Tiger event at Storm Lake School Professional Development Day. Observe how Dawn Sickela presented the Connection Matters 20 minutes material.	Informational
IV. Sharing	Retta M shared Ready-Set-Grow child care center in Alta is looking at a September 6 th start date. Mustang Day Care in Newell has opened. Melisa Juhl is working on presentation related to opening a center. Emergency Management meetings with early care and education environments are being held in all three counties. These meeting are to assist in the writing of emergency preparedness plans for their businesses.	Informational
V. Adjournment	Tracy t made a motion to adjourn, seconded by Janette C, a vote was held, all in favor. 11:30 a.m.	Motion Carries