

"Security and success for children by strengthening families and communities."



**Board Meeting
November 10, 2011
Downstairs Conference Room
400 Central Ave NW, Orange City, IA
Thanksgiving Meal Noon
Meeting 1:00PM**

1. Welcome and introductions:

Rick welcomed all. Introductions were made and members present were: Jeanne Feeck, Janice R Carlson, Randy Bosch, Cheryl Van Beek, Joanne Smith, Mark Sybesma, Mark Leeds, Jim Henrich, Brenda Jenkins, Deb Bagenstos, Coleman McAllister and Bev Hanno. Staff present: Takysia Larsen and Joy Poppema. Those absent: Shane Walter, Kendra Loutsch, David Van Ningen. Guests present: Cheryl Van Beek.

2. Approval of Minutes September 12, 2011

The minutes were reviewed: corrections noted: it should be Sister "Lucille" instead of Sister Ruth and Judi Angst with an "i" instead of a y. Jim made a motion to approve the minutes with corrections. Joanne seconded, motion carried unanimously.

3. Board Membership

a. Current board membership

The document showing current board membership was distributed and reviewed. The board currently has 15 members. Lyon County has 2, Sioux County has 5, Cherokee County has 4, Plymouth County has 3 and there is one "at large" member. The State has changed the requirement from "Consumer" to "Parent/Grandparent" which requires "the guardian to be living with a child ages 0-5 years of age". Mark Leeds has children the ages of 0-5 and would qualify as Parent/Grandparent. The State also requires gender balance which will need to be dealt with when filling future board membership.

b. New board member (Cheryl Van Beek)

Cheryl Van Beek has agreed to serve on the NECI board as the Lyon County and Faith representative. The Nominating Committee made a motion to the full board to nominate Cheryl Van Beek to serve on the NECI board, Deb seconded. Motion carried unanimously.

c. Conflict of Interest

The Conflict of Interest policy was reviewed and signatures were acquired from board members present.

d. March 2012 changes

Takysia informed the board there will be a large turnover in membership due to term limits and members who cannot serve due to receiving funds from NECI. Board members who will be finishing their 4th term are: Jeanne Feeck, Shane Walter and David Van Ningen. Kendra Loutsch will be finished due to Mid Sioux receiving funding from NECI for Child Care Nurse Consultant.

e. Board member application

The Nominating Committee established a process for recruiting new board members. An application has been developed to assist those considering serving and also help the board in approving board members. The application will be on the website for easy access. A draft application was distributed for approval. It was suggested to add a question "asking if they have children ages 0-5". The Nominating Committee made a motion to the board to approve the board application, Mark Sybesma seconded, motion carried unanimously. Along with the application a program development book was created and is a good resource for people to become familiar with the functions of NECI. Rick instructed the board to give some thought

to future board members. Mark Sybesma suggested the NECI board should consider how much turnover the board can afford at one time and still make wise decisions. Discussion noted that within the next two years half of the board membership will be turned over. This advice will be considered at the Nominating Committee meeting.

f. Board member orientation

NECI will begin board member orientation as required by the state for Levels of Excellence. Any board member can attend the orientations and is not just those for new board members. The next orientation will be held at noon on January 12th before the regular NECI board meeting. There will also be another orientation before the March 2012 meeting.

4. Program

a. Child Care Nurse Consultant – Quality Steps

Takysia reported on the Quality Steps program for in-home daycare providers. This is an incentive program to assist them in moving forward with quality of childcare. The Quality Steps program is voluntary. Quality Steps rewards range from \$150 to \$1200 depending on improved quality items met. The Child Care Nurse Consultant program is contracted through Mid-Sioux, Inc. Deb Baldwin is the Nurse Consultant who manages this program and is doing a great job.

b. Preschool classroom grants

There are 31 preschools participating in the preschool tuition scholarship program. These preschools must maintain a QRS 3 star rating or higher in order to receive funding. There is \$14,972 in funding available and is awarded on criteria met and on a first come serve basis at \$500 per classroom.

c. Healthy Families – contract amendments

There was more carryover than predicted from the FY11 budget and the Healthy Family FY12 amendments show funding as follows: Cherokee County will be receiving \$59,911.44, Lyon County \$59,911.44, Plymouth County \$86,538.78 and Sioux county \$126,479.75. Mark Leeds made a motion to approve the amended amounts, Joanne seconded. Motion carried unanimously with Janice R. Carlson abstaining from the vote.

5. Financials as of September 30, 2011

The September 30, 2011 financials were distributed. We are 25% of the way through the fiscal year with 21% being expended for School Ready and 11% being expended for Early Childhood. Overall we are 20% expended for the year. Mark Sybesma motioned to approve the financials, Jim seconded, motion carried unanimously.

6. Staff Activity Log

The staff activity log was distributed to keep the board informed of staff activities.

7. ECI state update (the state requires this update for Levels of Excellence)

a. Audit requirements

The state is requiring an audit for our NECI area beginning with this fiscal year. The board should receive a copy of the audit and also the audit findings should be placed in the minutes.

b. Webinar information

The state is having a webinar the first Wednesday of every month. Board members that attend these webinars should report their attendance at the board meetings and have it noted in the minutes for reference for Levels of Excellence. Takysia will keep the board informed of these webinars.

c. FY11 Annual Report adjustments

The annual report template for FY11 was a new template this year and there have been changes to the FY11 Annual Report. Takysia informed the board of NECI changes as follows: \$9,695.01 is moved from NECI Director page to Preschool Support page; \$20,578.25 of Joy's salary moved from Indirect Service

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page to ECI Director page and moved Joy's wages of \$9,769.65 to Preschool Support page.

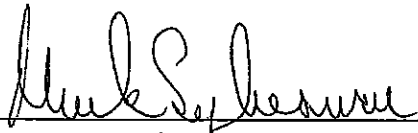
8. Other: New Business with opportunity for board and public to bring up new items for discussion: Nominations for new board members should be brought to the January meeting and all are encouraged to be proactive to help fill these positions within the required time to meet Level's of Excellence.

9. Board Meeting:

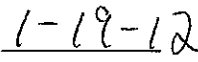
- a. Updated board meeting schedule: the new schedule for 2012 thru June 30th was distributed with an additional meeting in January set to help appoint new board members.
- b. Next meeting: January 12, 2012 – same time and place.

10. Adjourn: Meeting adjourned at 2:05 pm.

~Minutes submitted by Joy Poppema



Mark Sybesma, Sec'y



Date