



BOARD MINUTES – 09/09/2021

LINKING FAMILIES AND COMMUNITIES (Early Childhood Iowa Area) met on Thursday, September 9, 2021 at 12:30 p.m. in the 2nd floor conference room of the Wells Fargo Building, Fort Dodge, IA.

Members present:

- Clarence Siepker
- Bob Thode
- Justin Daggett
- Scott Becker
- Tammy Varland
- Kati Swanson

Members absent:

- Paul Beneke
- Kristin Teske
- Mark Egli
- Tabitha Acree

Community members present:

- Elizabeth Stanek
- Rebekah Hungate
- Jami Huster
- Stacy Kraft
- Megan Sprecher

The meeting was called to order by Vice Chair, Clarence Siepker at 12:30 p.m. Quorum was met.

Approval of Agenda

Mr. Siepker asked if there were any changes or additions to the agenda. No changes were suggested.

MOTION: Ms. Varland moved to approve the agenda as presented.

SECOND: Ms. Swanson

Discussion: None

ACTION: Motion passed unanimously.

Approval of Minutes

Mr. Siepker asked for a motion to approve the minutes of the June 10, 2021 Board Meeting.

MOTION: Mr. Becker moved to approve the minutes as printed.

SECOND: Mr. Daggett

Discussion: None

ACTION: Motion passed unanimously.

Public Comment

None.

Board Questions

None.



Presentation: Child Health Specialty Clinics (CHSC)

Megan Sprecher, from the Child Health Specialty Clinic's Fort Dodge office, provided information on the gap filling services performed in the Fort Dodge office. Sprecher stated that the office has 4 staff who provided the gap-filling clinical services, care coordination and family to family support for those age 0-21 have special health care needs. Currently, 20% of youth have or are at-risk of having a special health care need, which include chronic conditions like asthma or diabetes, mental, behavioral or developmental disorders, like anxiety or autism, and complex medical diagnoses like spina bifida or cerebral palsy.

Currently CHSC in Fort Dodge is serving 108 individuals and their families, of which 50% are children under the age of 5 years. Sprecher stated that there are 20 children on the waiting list and more referrals come in every day. Sprecher noted that they received 5 referrals that morning.

Sprecher noted the following gaps in the community:

- Child care
- Applied Behavior Analysis (ABA) services
- Early detection of Developmental Delays
- Socialization for children with special needs
- Speech services
- Respite funding
- Supportive community living

Report: Child Care Nurse Consultant (CCNC)

Child Care Nurse Consultant, Stacy Kraft, from Webster County Health Department, provided a brief report on her work with child care providers in the area. Kraft stated that as the CCNC, her focus is on health and safety in child care environments and she has been dealing mostly with COVID and RSV questions and issues with providers.

Financial Statements

Board members reviewed the May and June 2021 financial statements.

MOTION: Mr. Thode moved to approve the May 2021 and June 2021 financial statements as prepared by Bowser and Richman.

SECOND: Mr. Daggett

Discussion: None

ACTION: Motion passed unanimously

Agreement with 4R Kids ECI Board

Board members reviewed an agreement with the 4R Kids ECI Board, which serves Adair, Dallas, Madison & Warren County. The agreement specifies that Linking Families and Communities would agree to assist 4R Kids ECI in the event of an emergency loss of the director and vice versa and requires annual sharing of information between the respective directors. Ms. Stanek stated that this is a more formalized agreement than we have ever had in place, noting that Ms. Debra Schrader, Director of the 4R Kids Board has always been listed as a potential contact for the board in case of an unexpected vacancy of the executive director in our board policy under **Chapter 12 Vital Instructions**.

MOTION: Ms. Varland moved to approve the agreement with the 4R Kids ECI Area Board.

SECOND: Mr. Becker

Discussion: None

ACTION: Motion passed unanimously



FY 21 Annual Report & Program Trends

Board members reviewed the following:

- FY21 State ECI Annual Report & Financial Statements
- FY 21 ECI Annual Report Data Dashboard with Budgets
- FY21 Program Trends

FY22 Budget Update

Ms. Stanek reviewed the FY22 budget that included the actual FY21 carry-forward amounts. Ms. Stanek stated that the board has approximately \$32,000 to allocate for the purpose of child care.

Allocation of Early Childhood Funds

Ms. Stanek reviewed options for the funding that is available for allocation.

MOTION: Mr. Thode moved to table the agenda item and move it to the end of the meeting agenda.

SECOND: Mr. Daggett

Discussion: None

ACTION: Motion passed unanimously

Board Member Resignation

Ms. Stanek reported that Board Chair, Mr. Paul Beneke, called stating that he needed to resign from the board. Board members expressed their appreciation for Mr. Beneke's long-time commitment to the board and the organization. Ms. Stanek expressed her thankfulness for Mr. Beneke's guidance over the years and noted that he had been on the board since the start of Decategorization in 1998.

MOTION: Ms. Varland moved to accept Paul Beneke's resignation .

SECOND: Mr. Becker

Discussion: The board should seek addition board members with an eye toward increasing the diversity of members. Ms. Stanek will send out the current board make-up, identifying membership needs.

ACTION: Motion passed unanimously

Board Evaluation

Ms. Stanek reminded everyone to complete the board evaluations by either printing off the form and mailing in or completing the form online. The link for the online form can be found at the top of the Board Evaluation Form. This will be compiled and reviewed at the next board meeting.

Invoice Approval & Payment

Ms. Stanek provided a copy of **Board Policy 5.2 Invoice Approval and Payment** with proposed changes. Ms. Stanek reported that the changes stemmed from recent conversations with staff at Bowser and Richman in regard to making timely payments for invoices and increasing efficiency. Ms. Stanek reviewed the current procedure and the procedure of the revised policy (5.2) as presented. CPA staff at Bowser and Richman did not express concerns with the proposed changes as the board approves the budget items, utilizes an outside firm to reconcile bank statements and has an independent audit annually.

MOTION: Mr. Daggett moved to accept and approve the changes to Board Policy 5.2 Invoice Approval and Payment as presented.

SECOND: Mr. Thode

Discussion: None

ACTION: Motion passed unanimously



Closed Session per Iowa Code 21.5 (i)

MOTION: Mr. Daggett moved to enter into closed session at 1:45

SECOND: Mr. Becker

Discussion: None

ACTION: Motion passed unanimously

MOTION: Mr. Thode moved to adjourn closed session at 2:00 p.m.

SECOND: Ms. Varland

Discussion: None

ACTION: Motion passed unanimously

Community Role

The board held a discussion on their role in the community.

Allocation of Early Childhood Funds

Board members reviewed the options for allocating funds as provided by Ms. Stanek and discussed the re-opening of the child care center in Rockwell City. Ms. Stanek reported talking to the new owner who stated that she has some furnishing needs as some of the shelves, rugs and tables need to be replaced.

MOTION: Mr. Thode moved provide up to \$10,000 for center furnishings for the new center in Rockwell City.

SECOND: Ms. Swanson

Discussion: Ms. Stanek will request a budget and item information and provide it to the board by email.

ACTION: Motion passed unanimously

Adjournment

With no further business, Mr. Siepker asked for a motion to adjourn the meeting.

MOTION: Ms. Daggett

SECOND: Mr. Becker

Discussion: None

ACTION: Motion passed unanimously

Meeting adjourned at 2:20 p.m.

Respectfully Submitted By: Elizabeth Stanek

Next Meeting: December 9, 2021 at 12:30 p.m. in the 2nd Floor Conference Room of the Wells Fargo Building, Fort Dodge, Iowa.