

## MINUTES OF THE BOOST4FAMILIES BOARD

The meeting of Boost4Families was called to order by Sherry Ford, chairperson at 7:00 p.m. on February 5, 2009 in the Webster Elementary Board Room in Red Oak, Iowa.

The following were present:

<input type="checkbox"/> Nancy Gibson	<input type="checkbox"/> Eric Kutzli	<input type="checkbox"/> Dave Warren
<input checked="" type="checkbox"/> Sheri Bowen	<input checked="" type="checkbox"/> Val Jensen	<input checked="" type="checkbox"/> Sherry Ford
<input type="checkbox"/> Ray Buell	<input checked="" type="checkbox"/> Pat Simmons/ <b>Linda Hartcopf</b>	<input type="checkbox"/> Julie Williamson
<input checked="" type="checkbox"/> Ron Kohn	<input checked="" type="checkbox"/> Margo Magill	<input checked="" type="checkbox"/> Cheri Miner
<input type="checkbox"/> John Baker	<input type="checkbox"/> Malvern representative	<input checked="" type="checkbox"/> Amber Dyer
<input type="checkbox"/> Tamra Ruff	<input checked="" type="checkbox"/> Judy Kay	<input checked="" type="checkbox"/> Matt Perkins
<input checked="" type="checkbox"/> Tom Bouska	<input type="checkbox"/> Carol Robertson	<input checked="" type="checkbox"/> Kara Jedd Sherman
<input type="checkbox"/> Kim Spillers	<input type="checkbox"/> Dawn Witt	<input checked="" type="checkbox"/> Candace Johnson
<input checked="" type="checkbox"/> Duane McFadden	<input checked="" type="checkbox"/> Mary Perkins	<input checked="" type="checkbox"/> Laurine Price
<input checked="" type="checkbox"/> Dennis McClain	<input type="checkbox"/> Glen Benskin	<input checked="" type="checkbox"/> Carleen Brunung
<input checked="" type="checkbox"/> Jacquie Morrical		

Others present were: Marcus Johnson, IDPH, Empowerment State Technical Assistance Team

1. **Minutes:** Rohn Kohn made a motion to approve the minutes with name correction; 2<sup>nd</sup> by Mary Perkins; motion carried unanimously.
2. **Approval of the Agenda:** Duane McFadden moved that the agenda be approved as printed.. Motion was seconded by Cherie Miner. Motion carried unanimously.

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2. **Announcements** - Amy Chastain shared the following information. No Board action was required for these items. Day on the Hill – February 12<sup>th</sup>. Board members are encouraged to attend. Contact Amy to arrange rides. Prevent Child Abuse Conference – April 21, 22<sup>nd</sup> in Des Moines. This is an excellent conference opportunity. The Conflict of Interest Statement was reviewed by the group. It requires members to declare any areas of conflict prior to voting and abstain where necessary.
4. **Empowerment Update** – A) Sherry Ford reviewed the Re-designation letter we received from the State Empowerment Group. The review indicated numerous areas of strength as well as some areas to focus on for improvement. Our Empowerment Group is on a one-year plan to bring us fully into Re-designation status. Focus areas will include; posting minutes for all local planning groups on the website; review community-wide indicators to assure no program-specific indicators are included; work with Marcus Johnson, a member of the State Technical Assistance Team; update data for the state-required performance measures; complete Result Accountability training. Discussion of measures already taken to address these focus areas – minutes are being completed and posted as required for all groups; meeting scheduled for Result Accountability and Indicator Review on March 19, 2009, 5-9 p.m. led by Marcus Johnson. Board members are requested to select one of the following Indicator/Performance Measures as they relate to our area of expertise; Healthy Children, Children Ready to Succeed I School, Safe and Nurturing Families, Safe and Supportive Communities, Safe and Nurturing Childcare Environments. A sign up sheet was provided.

**5. Decat/CPPC overview.** Amy Chastain and Tom Bouska updated the Board regarding Decat funding. They believe Decat funding (\$47,000), will be decreased while CPPC funds (\$20,000), should remain status quo. Current Decat funding - \$47,000, Community Partnership for Protecting Children (CPPC) - \$20,000, Empowerment School Ready. The Board reviewed current projects including activities and their funding streams. Amy provided definitions of Acronyms Relating to Early Childhood in Iowa.

**6. Board Member Role-** Amy Chastain and Sherry Ford presented handout materials regarding our role as a Boost4Families Board Member. Members were asked to review the job description, membership roster and current terms. State Empowerment requires our members to meet specific representation requirements. All of us fulfill a specific requirement and our active participation is essential to the success of the organization. The Board reviewed current membership and how they meet the membership requirements.

**7. Election of Advisory Committee** members was conducted via written ballot. The Board reviewed the most recent Kindergarten Survey results while ballots were being tallied. Tom Bouska made a motion to approve the ballot results as follows:

Elected membership is as follows:

Cass County: Kimberlee Spillers, Nancy Gibson

Mills County: Sherry Ford, Sheri Bowen

Montgomery County: John Baker, Chair, Tamra Ruff

Motion was seconded by

Motion Carried unanimously.

**8. Election of Officers** – Rohn Kohn made a motion to approve John Baker as Chairman, motion seconded by Matt Perkins; motion carried unanimously. Cherie Miner made a motion to approve Kimberlee Spillers as the Vice-Chair, Dennis McClain seconded the motion. Motion carried unanimously.

**9. Adjournment** – Ron Kohn made a motion to adjourn the meeting at 8:10 p.m., second by Cherie Miner, motion carried unanimously.

**10. Meeting called to order** by Chair Protom, Sherry Ford. At 8:11 p.m.

**11. New Business:** **A) By-laws** – were presented for Board Review. The following amendment was proposed. Article 4, Section 1 - # of member minimum changed from 16 to 50% of membership +1. Margo McGill made a motion to approve the By-Laws as amended. Motion was seconded by Laurine Price; motion carried unanimously. **B) 1.5% Cut** – Amy reviewed the recent financial decrease announced by the State Empowerment Board. 1.5% of our funding has been cut from our current contract - \$8,800. Discussion. Dennis McClain made a motion to reduce our carry-over by \$8,800. Motion was seconded by Duane McFadden; carried unanimously. **C) Payment Vouchers/Stipends** – Discussion of the Board's past practice of providing mileage reimbursement and stipend to parent representative members. This has been a standard practice for some members; however, there is no written Standard Operating Procedure. Candace Johnson made a motion to end payment of stipends and mileage reimbursement for parent members, effective this date; motion was seconded by Matt Perkins; motion carried unanimously. Discussion. Board requests a subcommittee be used to provide guidance on

appropriate expenditure of Administrative funds. Volunteers for this committee should contact Amy Chastain.

**12. Date of next meeting:** Training/Development Meeting – March 19, 2009 from 5-9 p.m. at the Webster Building in Red Oak. The next regular meeting of the Board will be held on June 18, 2009 at 7:00 p.m.

**13. Adjournment:** Laurine Price made a motion to adjourn the meeting at 8:30 p.m. The motion was seconded by Cherie Miner; motion carried unanimously.

Board requests Name Tags for next meeting.