

Better Tomorrows Early Childhood Iowa Area Board
Minutes of Meeting: March 7, 2012
Tama County ISU Extension Office, 12:00 p.m.

Present: Ron Buch, Larry Vest, Nancy Farmer, Richard Arp, Kathy Koehn, Darla Thiessen, Sue Gates, Cindy Skopec, Tim Sanderson, Frank Albertsen, Lori Johnson and Heidi Schminke. **Absent:** Nathan Hesson. **Special Guests:** Kate Pergande and Tony Reed.

1. **Call to Order:** Larry Vest called the meeting to order at 12:00 p.m. and introductions were made.
 - Ron Buch assumed Chair duties upon his arrival at 12:03 p.m.
2. **Approve Minutes:** The minutes of the January meeting were reviewed. Nancy Farmer moved and Kathy Koehn seconded to approve the minutes as presented. Motion passed unanimously.
3. **Appoint Co-Directors:** The group determined it would be best practice to appoint the co-directors for the Better Tomorrows ECI area. Discussion was held. Larry Vest moved and Tim Sanderson seconded that Lori Johnson and Heidi Schminke be appointed as the co-directors. Motion passed unanimously.
4. **Funding Sub-Committee Recommendations:** The group reviewed the minutes from the funding sub-committee meeting.
 - The sub-committee recommended the fiscal agent RFP score sheet for approval. Kathy Koehn moved to approve the score sheet as presented. Richard Arp seconded the motion. Motion passed unanimously.
 - The committee recommended selecting the Tama County Auditor as the fiscal agent for the Better Tomorrow Board. Discussion was held. Sue Gates moved and Richard Arp seconded that the Tama County Auditor be selected as the fiscal agent. Motion passed unanimously with Larry Vest abstaining due to conflict of interest.
 - Discussion had been held regarding staff salary and benefits, it was felt further research should take place before decisions were made. Nancy Farmer moved to table discussion of salary and benefits for staff until the May meeting. Frank Albersten seconded the motion. Motion carried unanimously.
5. **Fiscal Agent Agreement:** It was noted that the Board Chair needs to be authorized to sign the fiscal agent agreement. Discussion was held. Larry Vest moved and Sue Gates seconded that the board chair be authorized to sign the fiscal agent agreement. Motion passed unanimously. This would be for a period of 1 year.
6. **Co-Directors Job Descriptions/Duties:** The group reviewed the job descriptions/duties document presented. Discussion was held. Frank Albertsen moved and Kathy Koehn seconded that the document be approved as presented. Motion passed unanimously.
7. **Organizational Chart:** The group reviewed the organization chart. Discussion was held. Tim Sanderson moved and Sue Gates seconded that the chart be approved as presented. Motion passed unanimously.

8. **501C3:** Ms. Schminke is working with Attorney John Fischer to find out fees for the 501C3 process. Discussion was held. Tim Sanderson moved to have staff pursue becoming a 501C3 organization. Kathy Koehn seconded the motion. Motion passed unanimously. A deadline will need to be noted to the attorney to ensure the document is submitted in time for the merger.
9. **28E Agreement:** Heartland Risk Pool hired legal consultant to determine if we needed to have a 28E Agreement. It was determined that the Board would be required to have a 28E Agreement as part of the merger process. Discussion was held. Frank Albertsen moved that the 28E Agreement be carefully drafted by Heartland Insurance attorney's to ensure that the Board has the necessary immunity. Tim Sanderson seconded the motion. Motion passed unanimously.
10. **Board Professional Development Plan:** The group reviewed the proposed Board Professional Development Plan. Discussion was held. Kathy Koehn moved that the plan be approved as presented. Sue Gates seconded the motion. Motion passed unanimously.
11. **Board Self Evaluation:** The group reviewed the proposed Board Self Evaluation. Discussion was held. Richard Arp moved that the evaluation be approved as presented. Nancy Farmer seconded the motion. Motion passed unanimously.
12. **Liability Insurance:** Discussion was held on the board's options for liability insurance. Tim Sanderson moved that we remain with Heartland Risk Pool Insurance for the first year of the merger. Frank Albertsen seconded the motion. Motion passed unanimously.
13. **Other Business:** The group discussed program RFP's that had incorrectly submitted their budgets. It was determined that any RFP submitted on time would be notified of the error and allowed the opportunity to resubmit the budget correctly.
 - It was noted that the State Team would be attending the May meeting to review merger documents with the board. This review would take place after the regular Board meeting.
14. **Public Comments:** None noted.
15. **Adjourn:** Tim Sanderson moved and Richard Arp seconded that the meeting be adjourned. Motion passed unanimously. Meeting adjourned at 12:50 p.m.

The next meeting will be held at 12:00 p.m. on May 2, 2012 at the Kirkwood Vinton Center.

Respectfully submitted,

Heidi Schminke
Co-Director