

# BooSt Together for Children Board Meeting Minutes

Human Services Building Ames, Iowa

Date: February 1, 2022. 5:40 pm - 7:06 pm

Meeting options for public space and zoom due to COVID-19

Meeting called to order at 5:40 PM

**Board members in attendance:** Celeste Mortvedt -Chair Person, Eric Gebhart - Vice Chair Person, Kelly Polich - Secretary, Latifah Faisal, Ed Gillott, Jack Friend, Shanell Wagler ECI Administrative Director, Anita Claman Area Director

**Public in attendance:** CCR&R-Gina Wells, Brianne Gerwulf (CCR&R)

## Approve Agenda

Motion, Latifa Faisal

2nd: Laura Phipps

Unanimous vote: Yes

## Approve Minutes January Minutes

Motion: Laura Phipps

2nd: Jack

Unanimous vote: Yes

## Director's Report:

- January 2022 Auditor's months end Report has not been received at this time. All financial reports are updated and distributed to the finance committee for approval and the BooSt Board of Directors.

Funding from 4 areas of the FY22 budget is being requested by the BooSt Director to be reallocated to ensure the funding is used in accordance with the State of Iowa contract and BooSt remains within a 20% or less Carry forward on all funds. (Please see Revised 2022 Budget).

- The BooSt Director and Board Member Ed Gillott met with Brett Gillen, CPA Senior Auditor from the State of Iowa Auditor's Office. Mr. Gillen reviewed some concerns regarding the FY21 State Audit. He submitted his findings with comments. (Please see attachments). The State is not taking any formal action at this time, but would like internal corrections with in BooSt Quick Book system. The BooSt Director is reviewing last year's records and will meet with the Story County Auditor to complete follow up on funding balance and then final review with the BooSt Financial committee to present to BooSt Board of Directors.

Jack asked about discrepancies in budget due mostly because of Staff retention. Anita encouraged board members to look at the FY22 budget and revised budget side by side.

## Finance Committee

The Finance Committee reviewed appropriations and spending so far this year. The Finance Committee recommendations to decrease amounts of some grants because they are not using the appropriated funds [spending down].

- Shanell Wagler from Early Childhood Iowa State Administrative Director is meeting with the BooSt Board of Directors to further discuss funding options for carry forward funds from FY21. (please see agenda).

- Lora Patton was contacted following the January 24, 2022 BooSt Board of Director's meeting to relay the Board will determine action on CCR&R Grant proposal. In addition, Board Member Kelly Polich discussed the possibility of BooSt hosting an Ages and Stages Seminar for Professionals to attend and receive ages and stages kits as proposed by Laura Phipps. Lora Patton from CCR&R is working with her team to develop an additional proposal for BooSt Board.

- The Director of BooSt and Ed Gillott are working on updating Public Relations materials and reviewing website.

- Reviewing all BooSt Contracts including contract with Story county and the ECI contract to ensure meeting all contractual guidelines.

- Obtaining information on hot spots to determine most economical options. Contacted Story County IT to have phone placed in story county office: Story County uses the sheriffs account. Verizon is the service provider. Will not affect this year's budget, but will next years.

- Received new computer at a cost of \$1,555.00 (\$55.00 over budgeted price). Purchased 2 office chairs (One for Boone office and one for Ames office). Total cost of office furniture \$330.00. Combined cost of computer and office furniture was \$1885.00).
- Reviewing Contractors first and second quarter reports with Children Service Committee
- Initiating Site Visit Schedule, encouraging BooSt Board members to attend site visits with Director.

**Budget and Finance:**

Review Budget

Revised FY 22 Budget:

Approve Revised FY 22 Budget: (includes amendments to contracts and CCR&R childcare grant contract)

Motion: Eric Gebhart

2nd: Ed Gillott

Unanimous: Yes

Contract Amendments:

Parents as teachers: Decreasing to \$106,000.00

Healthy Futures: Decreasing to 95,000

Preschool Scholarships: Decreasing to \$90,000

LSI Crisis Care: Decreasing to \$31,600.00

Motion: Ed motioned to make the 4 contract amendments

2nd: Eric

Unanimous vote: Yes

Contracting with CCR&R to provide Grant Services

Motion: Ed Gillott motioned to approve childcare grant proposal

2nd: Eric Gebhart

Unanimous vote: Yes

**Discuss Grant process:** Discussion of contracting out mini-grant process. Possibly CCR&R Child committee could make a list of who the grants should go out to.

Motion: Eric motioned to authorize the executive director with the assistance of

the children's committee to research and choose an entity to distribute unallocated supplemental funds and then bring it to the board for ratification for the next board meeting "

2nd: Ed

Unanimous vote: Yes

**Ages & Stages Seminar:** CCR&R researching options for the Boone & Story County area

**Finance Committee meeting February 21, 2022 @ 5:30 PM. Location – Story County Building.**

**Shanell Wagler State of Iowa ECI Administrative Director:** supports working with ECI directors for budget, ideas on how we might fund other projects, Ed asked about Boost asking for a waiver for funds that were not allocated. Needs to be completed by March 4th? We want to make sure our books are up to date and correct before we apply for the waiver.

Eric recommended we make a list of how Boost supports Boone and Story County residents. Then request a phone. Process board committee has the power to do this and also contact Shanell about the waiver.

**Children Service Committee:** Reviewed quarterly report

**Public Relations Committee:** Update on the Brochure & PR Packet. Updating Website

**Old Business:**

New Board Members: Motioned by Ed to contact Alex Gustafson as she has missed 3 meetings. She will be dismissed from the board. 2nd: Latifah Faisal. Unanimous: yes

- **Computer & office furniture approved and received.**

**New Business:**

BooSt Together for Children will need at least 4 new board members. **Information/Announcements:** YSS participated in PIP a pilot program for pregnant woman. Participation in the piloting program was beneficial to participants and further knowledge and research was gained by YSS participating in the Pilot program.

Adjourned at 7:06

