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| Policy ID: 1.29 | Title: *Expense Reimbursement for BOARD Members* |
| **Policy:** Board expenses set aside in School Ready Funds or Early Childhood Funds, Administration, can be used for reimbursement for board members travel, training, other board events, or board related early childhood activities.  |
| **Procedures:*** The board will decide at the beginning of the year if there are funds in the budget to set aside funds for expense reimbursement.
* A written request for reimbursement must come to the board from the board member prior to travel, training, or the board activities.
* Receipts will be required for reimbursement and mileage will be reimbursed at the employer of record set rate.
* The claim will then be submitted following all current fiscal policies for payment to the incurring BOARD member(s).
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| **Effective Date:** 3/28/12 | **Approved by:** BVCS Early Childhood Iowa Board |
| **Revision:**  | 11/28/18  |

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| Policy ID: 1.30 | Title: *Lobbying* |
| **Policy:** The BVCS ECI 3-County Boards binding agreement that – no federal appropriated funds have been paid or will be paid on behalf of any party hereto to any person for influencing or attempting to influence an officer or employee of any agency, state or local elected officials, a Member of Congress, an officer or employee of Congress, or an employee of a Member of congress in connection with the awarding of any Federal contract, the making of any Federal grand, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, state or local elected officials, a Member of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan or cooperative agreement, the BVCS ECI 3-County Board shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.  |
| **Procedures:**The above two paragraphs apply only when the agreement involves federal funds.  |
| **Effective Date:** 3/28/12 | **Approved by:** BVCS Early Childhood Iowa Board |
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| **Reference:** | Early Childhood Iowa State Board -Annual Agreement  |

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| Policy ID: 1.31 | Title: *Political Support/Endorsements* |
| **Policy:** Guidelines for Political Activity: The Hatch Act restricts the political activities of Individuals employed by state or local agencies with programs financed wholly or in part by federal loans or grants. Prohibited activities include running for partisan office, use of official authority to influence the results of an election, and solicitations of contributions. The BVCS EARLY CHILDHOOD IOWA BOARD will not provide political support or endorsements on behalf of the BOARD to individuals seeking election or re-election to public office.  |
| **Procedures:*** County governmental resources – telephones, copy machines, office space, staff time, etc. – are prohibited from political use (supporting or opposing a candidate or ballot issue). “Not on county time, not with county property”.
* If the Program Director and/or a BOARD member is approached by an individual seeking election or re-election to public office for political support or endorsement from the BVCS EARLY CHILDHOOD IOWA BOARD, the Program Director or member is to simply state the BOARD policy of not providing support or an endorsement.
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| **Effective Date:** 3/28/12 | **Approved by:** BVCS Early Childhood Iowa Board |
| **Revision** | 11/28/18 |
| **Reference** | Buena Vista County Handbook |

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| Policy ID: 1.32 | Title: *Conflict of Interest*  |
| **Policy:** BOARD members shall acknowledge when their personal or professional circumstances create a conflict-of-interest situation, and refrain from discussion and voting on those items of business. |
| **Definitions:** Conflict of Interest – situation in which a person has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties as a BOARD member.  |
| **Procedures:*** A possible/potential conflict of interest on the part of a BOARD member or their spouse will be disclosed to the other members and made a matter of record through an annual procedure and when the interest becomes a matter of BOARD action.
* A BOARD member or their spouse with a possible/potential conflict of interest on any matter will not vote or use personal influence on the matter. The minutes of the meeting will reflect a disclosure and the abstention from voting.

 * The “Disclosure of Potential Conflicts of Interest” policy will be reviewed by members annually.
* BOARD Members will agree each year as evidenced by signature on the “Conflict of Interest Statement”.
* A new BOARD Member will be advised of the policy upon becoming a member of the BOARD and agree as evidenced by signature on the “Conflict of Interest Statement”.
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| **Effective Date:** 3/28/12 | **Approved by:** BVCS Early Childhood Iowa Board |
| **Revision:** | 11/28/18  |
| **Reference:** | By-LawArticle V; Section II |

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| Policy ID: 1.33 | Title: *Compliance with Open Records Laws and Record Accessibility* |
| **Policy:** An open session is a meeting to which all members of the public have access. The public may use cameras or recording devices at any open session. Reasonable rules of conduct may restrict interference or interruption by spectators. |
| **Definition:** All meetings of early childhood area boards are subject to the Open Meetings Law. Iowa Code § 28.6(5) states in part as follows: “All meetings of an early childhood area board or any committee or other body established by a community board at which public business is discussed or formal action taken shall comply with the requirements of chapter 21 [Open Meetings Law]. A community board shall maintain its records in accordance with chapter 22 [Open Records].” |
| **Procedures:*** Public notice must be provided at least 24 hours prior to the meeting, absent an emergency.
* Notice must be reasonably calculated to advise the public of the date, time, place and tentative agenda.
* Notice must be provided to news media who have filed a request for notice, and posted on a bulletin board or other prominent place easily accessible by the public at the principle office of the body holding the meeting.
* Any member of the community may request access to BVCS ECI public documents from the BVCS ECI office with a written request submitted to the board chair or director.
* Will respond to all requests, with an acknowledement of receipt, within ten working days of the request. Refer to A – 1.27 Confidentiality.
* All records, documents, or other information stored including computer records developed, received, or maintained by the BOARD shall be considered a public record.
* If someone from the public has a request for a public record, they should contact the BVCS EARLY CHILDHOOD IOWA office.
* Examination and copying of records will be done under the supervision of the BOARD Chairperson and/or Program Director.
* A fee of $1.50 per page copied may be charged to the recipient.
* Public records will be provided as soon as reasonably practical by the BOARD Chairperson and/or Program Director.
* A request for public records needs to be made in writing.
* Records containing information that should not be disclosed to members of the public pursuant to Iowa Code section 22.7 or other provisions of the code shall be kept confidential.
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| **Effective Date:** 3/28/12 | **Approved by:** BVCS Early Childhood Iowa Board |
| **Revisions:**  | 11/28/18  |

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| Policy ID: 1.34 | Title: *Liability Insurance* |
| **Policy:** The BVCS ECI is a unit of local government for purposes relating to tort liability of governmental subdivision. Every municipality is subject to liability for its torts and those of its officers and employees, acting within the scope of their employment or duties. Liability insurance will be maintained for the board and employees through administration funds. |
| **Procedures:*** The BVCS ECI board receives notification of liability insurance at the end of the State fiscal year payment annually upon due date.
* The board will review the insurance information every spring during a board meeting. Necessary paperwork will be approved and signed by the board chair and or Program Director representing the board.
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| **Effective Date:** 3/28/12 | **Approved by:** BVCS Early Childhood Iowa Board |
| **Revised:** |  |

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| Policy ID: 1.35 | Title: *Record Retention & Storage* |
| **Policy:** All records and contracts will be kept following the State/Federal guidelines.  |
| **Procedures:*** The BVCS ECI 3-County Board shall maintain books, records, and documents which sufficiently and properly document and calculate all moneys expended under an agreement with the Office of Early Childhood Iowa throughout the term of the agreement.
* Record will be stored for a period of at least five (5) years following the date the final payment or completion of any required audit, whichever is later.
* The BVCS ECI 3-County Board shall permit the Auditor of the State of Iowa or any authorized representative of the State, and where federal funds are involved, the Comptroller General of the United States or any other authorized representative of the United States government, to access and examine, audit, excerpt and transcribe any directly pertinent books, documents, paper, electronic, or optically stored and created records or other records of the BVCS ECI 3-County Board relating to orders, invoices, or payments or any other documentation or material pertaining to the Agreement with the Office of Early Childhood Iowa.
* Records will be stored within the locked office of the BVCS Early Childhood Iowa board.
* BOARD records including but not limited to annual reports, financial statements, contracts, minutes, funding proposals, and program files will be retained by the BVCS EARLY CHILDHOOD IOWA office.
* Records will be retained at the office or in the designated storage area.
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| **Effective Date:**  3/28/12 | **Approved by:** BVCS Early Childhood Iowa Board |
| **Revision:**  | 11/28/18  |
| **Reference:**  | Agreement with the Early Childhood Iowa State Board |

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| Policy ID: 1.36 | Title: *Record Disposal* |
| **Policy:** All records being disposed of after the State /Federal guidelines. |
| **Procedures:*** Records being disposed of will be shredded by a reputable/secure shredding company. Example: Take records to Buena Vista County Fiscal Agent, and use the shredding company they utilize.
* Receive a signed notice the material has been properly disposed.
* Disposal of records will occur only after verification of policy and time limitations.
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| **Effective Date:** 3/28/12 | **Approved by:** BVCS Early Childhood Iowa Board |
| **Revised:** | 10/28/15; 11/28/18  |

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| Policy ID: 1.37 | Title: *Security – Storage of Back-up Files & Sensitive Data* |
| **Policy:** All files are backed up on an external disk drive and a removable source.  |
| **Procedures:*** An external disk drive will be used for backup.
* A removable disk drive/CD shall be utilized. Removable disk drive/CD will be stored off location with the program director.
* All files with sensitive data will be locked in a file in the locked in the BVCS Early Childhood Iowa office.
* Regularly scheduled backup will occur monthly.
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| **Effective Date:** 3/28/12 | **Approved by:** BVCS Early Childhood Iowa Board |
| **Revised:** | 11/28/18  |

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| Policy ID: 1.38 | Title: Technology & Electronic Communications |
| **Policy:** BVCS ECI will provide staff with the equipment needed to perform their jobs. |
| **Procedures:*** None of this equipment should be used for personal use.
* Incidental and occasional personal use of computers and electronic communications is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages.
* Electronic mail should be used only for conducting business.
* Incidental and occasional personal use of computers and electronic mail is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages.
* Computer equipment is the property of the BVCS ECI and will be disposed by the BVCS ECI Board as they determine.
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| **Effective Date:** 3/28/12 | **Approved by:** BVCS Early Childhood Iowa Board |
| **Revised:** | 3/26/14; |

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| Policy ID: 1.39 | Title: Technology & Website |
| **Policy:** The Buena Vista Crawford Sac Early Childhood Iowa area (BVCS ECI) will use the “**www.bvcsearlychildhoodiowa.org**” website as the primary communication tool for the area. Monitoring and selection of items to be put on the website will be performed by the Program Director. |
| **Procedures:*** A web hosting company will be retained. The annual budget will reflect a hosting fee that will be built into the budget and may include other miscellaneous fees as determined.
* The website will be reviewed and updated by the Program Director on a monthly basis.
* The Program Director has the authority to solicit articles from members or other individuals with expertise or information pertinent to the association. The Program Director may solicit other BVCS ECI members to assist with responsibilities.
* The Program Director will review and edit articles submitted and then update the website.
* For those members who do not have access to the web, BVCS ECI will make available a copy of the website information upon request. The Program Director will be the contact person to copy and mail this information.
* The website may include, but not limited to, the capacity for e-newsletters, minutes, agendas, events, and funded programs.
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| **Effective Date:** 3/28/12 | **Approved by:** BVCS Early Childhood Iowa Board |
| **Revised:** | 3/26/14; |