

<b>Policy ID: 1.1.1</b>	<b>Title: BOARD Membership Requirements</b>
<p><b>Policy:</b> The BVCS EARLY CHILDHOOD IOWA 3-COUNTY BOARD commits itself to a policy of BOARD inclusiveness to ensure a BOARD comprised of individuals with diverse perspectives, life experiences, and personal and professional backgrounds. The BOARD is composed of people who are committed and have the attributes, abilities, and skills to move the organization toward achieving its goals and objectives. The BOARD shall also meet all membership requirements as stated in Iowa Code for the local Early Childhood Iowa Area (ECIA) BOARD.</p>	
<p><b>Definitions:</b> <i>Per Iowa Code, Chapter 256I.7:</i> The members of an area BOARD shall be elected officials or members of the public who are not employed by a provider of services to or for the area BOARD. In addition, the membership of an area BOARD shall include representation from early care, education, health, human services, business, and faith interests, and at least one parent/grandparent, or guardian of a child from zero through age five. In addition to the Early Childhood Iowa state code the board representation will include elected officials, and law enforcement. Board representatives will have an elected official from each county; the remaining board members will be equally represented on the board.</p> <p><i>Per Iowa Code, Chapter 69.16A:</i> All appointive BOARDS, commissions, committees, and councils of the state established by the Code, if not otherwise provided by law, shall be gender balanced.</p> <p>Definitions:</p> <ul style="list-style-type: none"> <li>- Citizen Members of the public/citizen representative - an individual that is not an elected official or paid staff member of an agency whose services fall under the plan or purview of the community BOARD either directly or indirectly.</li> <li>- Education, Health, Human Services - individuals that have knowledge in these areas. These individuals are not required to be an employee of a State of Iowa department.</li> <li>- Elected official - a member of a BOARD or governing body elected through the means of a public election.</li> <li>- Business - an individual representing the required perspective of business.</li> <li>- Faith - an individual representing the required perspective of faith.</li> <li>- Parent, guardian, grandparent - a parent or primary caregiver of a child, including grandparents or other relatives of the child, and foster parents, who are serving as the child's primary caregiver from birth to kindergarten entry, and including a noncustodial parent who has an ongoing relationship with, and at times provides physical care for the child.</li> <li>- Program Director will be a non-voting member of the BOARD.</li> </ul>	

**Procedures:**

- The BOARD shall be composed of 10 members. Nine (9) voting representatives and one (1) non-voting representative.
- Members will be representative of: One- education, One -health, One - human services, One - business, One - faith, One - parent, guardian, or grandparent, and three - county supervisors (one from each county) and the Program Director.
- BOARD composition shall be reviewed at least annually to ensure that the BOARD reflects knowledge, experience, skills, and diversity required for the BOARD to fulfill its duties.
- Vacancies in BOARD membership for required representation will strive to be made within 60 days of the BOARD recognizing the vacancy.
- Out-going board members will recommend one or two possible replacements in the spring of the year when their membership expires. Possible members will meet the equivalent qualifications of those members going off the board or missing requirements of members on the board. The outgoing board member will contact the possible member prior to the Program Director contacting them.

<b>Effective Date:</b> 3/26/14	<b>Approved by:</b> BVCS Early Childhood Iowa Board
<b>Revisions:</b>	8/27/14; 10/30/16; 9/26/18; 9/25/2024
<b>Reviewed</b>	2/23/2023, 8/28/2024
<b>Bylaw Reference</b>	Article III, Section 2
<b>Tool Kit Reference</b>	Tool LL



Policy ID: 1.1.4	Title: <i>BOARD Officers' Roles and Responsibilities</i>
<b>Policy:</b> BOARD Officers shall be confirmed by the BOARD at the first meeting of each fiscal year.	
<b>Definitions:</b> BOARD Officers shall include Chairperson, Vice-Chairperson, and Financial Officer.	
<p><b>Procedures:</b></p> <p>The Chair must conduct the meeting in a fair and equitable manner. Because the chair is presiding over the meeting, he or she should maintain an aura of neutrality and refrain from making any motions. In addition, the chairperson should vacate the chair if he or she wishes to debate any motions. The chair does not vote unless to break a tie or cause a tie.</p> <p>The responsibilities of the Chairperson are as follows:</p> <ul style="list-style-type: none"> <li>• Preside at all meetings</li> <li>• Serve as official representative of the organization along with the Director</li> <li>• Sign documents on behalf of the organization</li> <li>• Assist the Director as needed to prepare meeting agendas; and</li> <li>• Serve as the communication linkage, along with the Director, between the ECI State BOARD and the local BOARD.</li> <li>• In the absences of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson.</li> </ul> <p>The responsibilities of the Vice Chairperson are as follows</p> <ul style="list-style-type: none"> <li>• The Vice Chair presides when the chair is absent or must vacate the chair and fills a vacancy in the office of chairperson.</li> <li>• The Vice Chairperson is to be familiar with the chairperson's duties so that if the chair becomes unable to serve, the vice chairperson is prepared to step in and take over.</li> <li>• The Vice Chairperson will elevate and assume the role of Chairperson for the next year.</li> </ul> <p>The responsibilities of the Financial Officer are as follows:</p> <ul style="list-style-type: none"> <li>• Review monthly expenditures presented to the Fiscal Agent for payment.</li> <li>• Meet with the Program Director and Fiscal Agent to review the annual financial report.</li> </ul> <p>The Program Director will be responsible for secretarial duties including the taking of minutes of meetings of the Board.</p> <p>Basic information the minutes must contain:</p> <ul style="list-style-type: none"> <li>• Date and location of the meeting</li> <li>• Name of the board</li> <li>• Start time of the meeting and each agenda item (actual time)</li> <li>• End time of the meeting (actual time)</li> <li>• Name of the recording secretary</li> </ul>	

- Attendance record of members present, members absent, staff present and absent, and any other guests present.
- Date, time and location of the next board meeting
- Motions and the decisions of the board
- The member that made the motion and the member who seconded the motion
- How each member voted on all decisions

<b>Effective Date:</b> 3/28/12	<b>Approved by:</b> BVCS Early Childhood Iowa Board
<b>Revisions:</b>	4/22/13; 10/30/16
<b>Reviewed:</b>	2/23/2023
<b>Reference:</b>	By-Laws Article IV

<b>Policy ID:</b> 1.32	<b>Title:</b> <i>Conflict of Interest</i>
<b>Policy:</b> 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.	
<b>Definitions:</b> <u>Conflict of Interest</u> – 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.	
<b>Procedures:</b> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• The “Disclosure of Potential Conflicts of Interest” policy will be reviewed by members annually.</li> <li>• 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”.</li> <li>• During the Board Members service, the member will notify the Program Director of any change in status that results in a conflict and sign a new “Conflict of Interest Statement”.</li> </ul>	
<b>Effective Date:</b> 3/28/12	<b>Approved by:</b> BVCS Early Childhood Iowa Board
<b>Revision:</b>	11/28/18; 9/25/2024
<b>Reference:</b>	By-Law Article V; Section II

<b>Policy ID:</b> 1.24	<b>Title:</b> <i>Public Input – Community</i>
<b>Policy:</b> Each County shall establish County Coalitions for the purpose of gathering information, committee volunteers, evaluating needs and setting priorities of the community, and collaborating with other entities, both public and private.	
<b>Definitions:</b> Community Coalition Membership: Anyone who is living in or an agency representative serving the BVCS ECI Area interested in the investment of young children age zero through five years of age. 3-County BVCS ECI Board members will be invited to attend the Advisory Coalition Meetings.	
<b>Procedures:</b> <ul style="list-style-type: none"> <li>• Community Coalitions will be the source of community input for the needs of children 0-5 years of age.</li> <li>• Community members are welcome to attend the BVCS ECI board meetings and give input to the meetings at appropriate times.</li> <li>• Community members can also contact the board chair or program director to request time on the agenda for an item dealing with Early Childhood Iowa business.</li> </ul>	
<b>Effective Date:</b> 3/28/12	<b>Approved by:</b> BVCS Early Childhood Iowa Board
<b>Revisions:</b>	8/27/14; 9/30/15; 10/30/16; 9/25/2024
<b>Reference:</b>	By-Laws Article VII, Section 2



Policy ID: 2.18	Title: <i>Telecommute</i>
<b>Policy:</b> To provide guidelines for the employees engaged in the telecommuting program.	
<p><b>Definitions:</b></p> <p>Telecommuting is an arrangement in which an employee performs work at their home, for a specified portion of the work week, or the entire work week. Telecommuting is at the BVCS Early Childhood Iowa Board's discretion and not an employee benefit or right.</p> <p>It is the employees' responsibility to ensure that they are fully able to complete their work assignments and to interact with providers/clients over the phone in a professional environment.</p> <p><u>Intention</u></p> <p>Telecommuting is intended to create flexible conditions that will help the organization accomplish its services more effectively. Successful work at home arrangements will serve the needs both of the individual employees and BVCS Early Childhood Iowa Area.</p>	
<p><b>Procedures:</b></p> <p>Eligibility to participate in telecommuting program is conditional upon agreement from the employee that he or she shall provide a proper work environment.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>▪ Other obligations do not interfere with work. Telecommuting is not to be used as a substitute for personal responsibilities. It is expected that the employees who telecommute will devote all of their efforts to BVCS Early Childhood Iowa business during their work hours.</li> <li>▪ Personal disruptions such as non-BVCS Early Childhood Iowa telephone calls and visitors are not acceptable.</li> <li>▪ Productive and organized work habits.</li> <li>▪ Strong verbal and written communication skills.</li> <li>▪ Ability to adhere to assigned work hours.</li> <li>▪ Acceptable performance evaluations.</li> <li>▪ Good time utilization.</li> <li>▪ Ability to provide an appropriate work environment at home.</li> <li>▪ Adherence by the employee to all BVCS Early Childhood Iowa policies, procedures and guidelines.</li> <li>▪ Return BVCS Early Childhood Iowa equipment and files when work from home is terminated by either the employee or BVCS Early Childhood Iowa.</li> <li>▪ The employee is responsible for notifying the designated person/s when he/she takes leave (vacation or sick leave, etc.) during times scheduled for working at home.</li> <li>▪ The employee is responsible for alerting the board chair if external circumstances are likely to interfere with performance under the telecommuting arrangement.</li> </ul> <p><b>Tax Implications</b></p> <p>It will be the telecommuting employee's responsibility to determine any income tax implications of maintaining a home office area. BVCS Early Childhood Iowa will not provide tax guidance nor will BVCS Early Childhood Iowa assume any tax liabilities on a telecommuting employee's</p>	

behalf. Telecommuting employees are encouraged to consult with a qualified tax professional to discuss these implications.

### **Performance Standards**

Telecommuting employee/s participating in the telecommuting program, shall complete necessary job duties and responsibilities assigned for their position, as defined in their job description. If an employee's behavior or performance is not satisfactory, the Board Chair will convene an Executive Committee meeting, the committee will present recommendations to the BVCS ECI Board, terminating the work from home or impose disciplinary action up to and including termination of employment in accordance with BVCS Early Childhood Iowa policy.

### **Confidentiality**

Any BVCS Early Childhood Iowa materials taken home by or sent to the home of the telecommuting employee shall be kept secure and confidential and not be accessible to others.

### **Workspace/Work Site Inspection**

The telecommuting employee must ensure that the home office is just that: a space set aside for the employee to work. Personal responsibilities must be arranged so as not to interfere with work time.

By participating in telecommuting, the employee agrees to permit BVCS Early Childhood Iowa, Board Chair or designated board member, the right to visit your home to ensure that your designated work location meets safety, ventilation, and ergonomic standards. Such visits will not be scheduled without giving the telecommuting employee 24 hours prior notice and be conducted during normal business hours.

Annually complete an "Office Safety Checklist" that proclaims the home safe for an official home office. The goal is to ensure that all requirements to do official work are met in an environment that allows the tasks to be performed safely. See Appendix A.

BVCS Early Childhood Iowa does not pay for costs associated with working at home apart from a set monthly reimbursement cost for:

- home internet access
  - You will be reimbursed for a portion of your home internet cost. It is preferred that you have high speed connection instead of dial-up. If this is not possible, please visit with the board.
  - Monthly internet cost documentation will be attached to a completed expense sheet.

### **Equipment/Office Supplies/Use of BVCS Early Childhood Iowa Equipment**

BVCS Early Childhood Iowa will provide the necessary equipment-computer, communications and software needed to perform the employee's daily work assignments. All of these items remain the property of BVCS Early Childhood Iowa and must be returned to BVCS Early Childhood Iowa upon request, in case of extended illness, upon the employee's resignation or termination, or if the program ends. When they are to be returned, the employee agrees to return them themselves, or to allow BVCS Early Childhood Iowa to arrange to pick them up from their homes.



Usernames and passwords are not to be shared with any unauthorized individuals in the employee's home or elsewhere. If the telecommuting employee's computer is not working properly, the same reporting requirement remains the same as the office employee.

### **Accidents and Injuries**

Employer of Record will be responsible for any work-related injuries under Iowa Workers Compensation laws, but this liability is limited to injuries resulting directly from work and only if the injury occurs in the designated work area, during the assigned work hours. Any claims will be handled according to the normal Employer of Record procedure for Worker's Compensation claims.

### **Insurance**

Telecommuting employees are expected to take reasonable precautions to protect BVCS Early Childhood Iowa equipment from theft, damage or misuse. Iowa Communities Assurance Pool covers the liability pertaining to the employees work with BVCS Early Childhood Iowa. Iowa Communities Assurance Pool will cover the equipment listed on the policy.

Telecommuting employees must consult with their insurance company or broker to purchase a business pursuits type rider on their homeowner's or renter's insurance policies. Current policies may be null and void without these riders or endorsements.

### **BVCS Early Childhood Iowa Right to End a Telecommuting Status**

Telecommuting is a privilege, not a right, and the employer can take away the privilege at any time. BVCS Early Childhood Iowa has the right to end telecommuting arrangement at their sole discretion and without prior notice.

**Effective Date:** 6/26/19

**Approved by:** BVCS Early Childhood Iowa Board

**Revisions:**