

Policy ID: 1.1.2

Title: BOARD Members Roles and Responsibilities

Policy: Members will be aware of their role and responsibilities to the BOARD they serve. Board members will be given the *Board Member Job Description* upon joining the Board.

Definition: The purpose of the 3-County BVCS ECI Early Childhood Iowa area is to enable local citizens to lead collaborative efforts involving early care, education, health and human services programs on behalf of the children, families, and other citizens residing in the area (Iowa Code Chapter 2561).

A BVCS ECI board is responsible with the following **leadership** functions:

- Strategic Planning
- Oversight and Management of Programming
- Oversight and Management of Funding.

A BVCS ECI board is **legislated** to have responsibilities and authority as follows:

- *Promote and demonstrate community collaboration*
- *Coordinate community assessment and planning*
- *Enhance comprehensive services for young children*
- *Support families and communities*
- *Coordinate program/funding to meet needs and priorities*

Procedures:

Members will be provided with a copy of this policy and the *Board Member Job Description* during their initial BOARD orientation and will be reviewed periodically.

Full Board Responsibilities

- Designate a public agency of Iowa, as defined in Section 28E.2, to be the fiscal agent for grant money and for other monies administered by the 3-County BVCS ECI Board.
- Advise the Fiscal Agent in writing of the identity of BVCS ECI 3-County Board personnel authorized to approve and submit payment request for Early Childhood Iowa grant funds to the Fiscal Agent and to receive and review expenditures and other reports for the Fiscal Agent as required.
- Maintain separate accounting records for each funds received related to School Ready Children Services payment and for each Early Childhood Programing received from the State, payments authorized to be paid by the Fiscal Agent.
- Review on a monthly basis at Board meetings, the monthly expenditure reports that have been reconciled with the Fiscal Agent with the records maintained by the BVCS ECI Board. The BVCS ECI board and the Fiscal Agent shall work together to resolve any discrepancies and take any necessary corrective action.
- Determine overall program plans and priorities for the BVCS ECI area including provisions for evaluating progress against performance.
- Make final approval of all program proposals and budgets, based on availability data.
- Enforce compliance with all conditions of any funding source grants.
- Determine, subject to funding source policies, rules and procedures for the governing board.
- Designate a Financial Officer for oversight of grant monies awarded to the Early Childhood Iowa area, to accomplish the mission of the BVCS ECI Area.
- Function as a coordinating body for services offered by different entities directed to similar purposes within the early childhood Iowa area.

- The officers shall be responsible for reviewing the Annual Report prepared by the Program Director. The 3-County BVCS ECI board shall submit an annual report on the effectiveness of the grant program in addressing school readiness and children's health and safety needs to the Iowa early childhood board and to the local governing bodies. The annual report shall indicate the effectiveness of the community board in achieving state and locally determined goals.
- Develop neighborhood bodies (Community Coalitions) for community-level input to the ~~community~~ 3-county board and implementation of services.
- Appoint the BVCS ECI Program Director.
- Develop and implement the community plan with identified priorities, based on community assessments, which address human services, education and health needs to support the children and their families to reach desired results.
- Members of the 3-County Board will be well versed in the mission of the Early Childhood Iowa Area and be capable of sharing the mission and goals in the community settings.
- Assume other responsibilities established by law or administrative rule.
- Ensure that interest on earnings from the early childhood Iowa funds be used for services in the community plan.
- Any Early Childhood Iowa grant funds allocated to the BVCS ECI board remaining unexpended at the end of the state fiscal year shall be retained for use in the next state fiscal year and shall be treated as an advance of the Early Childhood Iowa grant funds allocated to the Local Board for the next state fiscal year.

Individual Board Member's Responsibilities:

- Attend all meetings of the 3-County Board, including assigned committees and task forces. Notify the Program Director of any absences in advance, if possible.
- Thoroughly review the agenda and all background support material and come to all meetings prepared to contribute to the discussion of issues and business to be addressed.
- Consider serving on at least one committee.
- Represent the area board in a positive and supportive manner.
- Keep the board chairperson informed about any community concerns or issues that are relevant to this board.
- Recognize conflicts of interests between position as a board member and personal and professional life. If such a conflict does arise, declare that conflict before the board and refrain from voting on matters in which a conflict exists.

Effective Date: 3/9/12	Approved by: BVCS Early Childhood Iowa Board
Revisions:	3/1/13; 9/30/15A-1.3; 10/30/16; 1.26.2022
Reviewed:	2/23/2023 Review 1/28/2026
Reference:	BVCS Early Childhood Iowa; By-laws Article II
Reference:	Early Childhood Iowa Initiative: Iowa Code 2561.8

Policy ID: 1.14

Title: *Telephonic or Electronic Meetings*

Policy: In-person participation is the preference for BOARD meetings. BVCS ECI 3-County Board may conduct a meeting by electronic means is an acceptable method following the BVCS ECI 3-County Board comply with all of the following procedures.

Definition: The quorum for a meeting of the 3-County BVCS ECI Board shall be one half the current voting members plus one Board member shall constitute a quorum at any meeting (51%).

Procedures:

- A governmental body shall provide for hybrid meetings, teleconference participation, virtual meetings, remote participation, and other hybrid options for the members of the governmental body to participate in official meetings.” The use of the word “shall” requires that electronic meetings, in at least one of the forms identified by the new law, be made available to members of the governmental bodies.
Definitions of meeting types:
 - ☐ *Hybrid meeting*, means a meeting involving both remote participation and in-person participation by members
 - ☐ *Remote participation*, means real-time participation by a remotely located individual in a meeting which is being held in a different physical location using integrated audio, video, and other digital tools.
 - ☐ *Teleconference participation*, means participation using audio conference tools involving multiple participants in at least two separate locations.
 - ☐ *Virtual Meeting*, means a meeting involving real-time interaction using integrated audio, video, and other digital tools, in which participants do not share physical location.
- Provides public access to the conversation of the meeting to the extent reasonably possible.
- A meeting by electronic means may be conducted without public access to if conducted in accordance with all the requirements for a closed session (*Iowa Code 21.8 closed session*).
- Minutes are kept of the meeting. The minutes shall include a statement explaining why a meeting in person was impossible or impractical.
- All members participating in this manner shall be reflected in the 3-County BVCS ECI Board minutes.
- The board members will need to give prior notice for the director to set up a location that will accommodate the use of a teleconference line.
- Upon the call being made and anyone joining the meeting via telephone, notation will be made in the meeting minutes.
- Roll call votes will be taken if there is anyone participating in the meeting via phone and if there is a dissenting vote. Roll call voting maintains the identity of each voting member for anyone on the phone.

Policy ID: 1.17	Title: <i>Meeting Agenda/Minutes</i>
<p>Policy: The Program Director or designated person is responsible for creating the agenda and receives approval of the Board Chair.</p> <p>Order of business for board meeting: introduction, order of business, approval of agenda, approval of minutes, financial report, business for meeting and information sharing.</p> <p>Board members will receive a draft agenda at least 24 hours before any regular or special meetings of the BVCS ECI board.</p>	
<p>Procedures:</p> <ul style="list-style-type: none"> • Common practice of the director will be to deliver a draft agenda with board meeting notice five calendar days prior to any regular or special meeting of the ECI Board, unless for good cause such notice is impossible or impractical. • Board Members can contact the Program Director or designated person to add items to the agenda prior to or before the agenda if approved at the Board meeting. • Written minutes for each meeting of the Board will be maintained in which a record of votes on all motions will be entered. • Minutes of the previous meeting shall be distributed to all members prior to the next meeting. Minutes will be made available to the public after approval by the Board, on the Board's website or in writing, or email or in person. • Secretarial duties refer to Policy & Procedure A-1.4. <p>The following shall be the order of business to be conducted at regular meetings of the BVCS ECI 3-County Board for the BVCS Early Childhood Iowa Area.</p> <ul style="list-style-type: none"> • Call to Order • Introduction of attendees • Public Comment • Approval of Agenda • Approval of Minutes from previous meeting <ul style="list-style-type: none"> ○ Financial Reports ○ School Ready ○ Early Childhood • Agenda Items • Directors Update • Adjournment • Community Input <p>The above regular order is established as a guide. Item may be rearranged, taken in a different order, or additional item inserted.</p>	
Effective Date: 3/28/12	Approved by: BVCS Early Childhood Iowa Board
Revisions:	10/30/16; 9/27/17;
Reviewed:	4/26/2023
Reference:	By-Laws Article V: Section 5 & Section 6

Policy ID: 1.20	Title: <i>Committees</i>
<p>Policy: The 3-County BVCS ECI Board may establish such standing or ad hoc committees and work groups as the board believes will help to carry out its responsibilities. Iowa Code, Chapter 28 for required representation on the board, the board cannot delegate decision-making authority to another group such as an executive committee.</p>	
<p>Procedures: Subcommittees may include By-laws, Community Plan, Request for Proposals/Renewals, Indicator/Outcomes, Annual Report, finance etc.</p> <ul style="list-style-type: none"> • Ad Hoc Committees will be made up of board members. May include members of Community Coalitions, for additional input, as needed. • Board members will volunteer to serve on subcommittees at board meetings. • Every attempt will be made to have representation from each county. • The committee will take minutes and report back to the 3-County BVCS ECI Board with their recommendation. • All Committee meetings will follow open records and open meeting laws. <p>The Executive Committee shall be comprised of the elected board members of the 3-County BVCS ECI Board. The committee shall provide the following:</p> <ul style="list-style-type: none"> • Guidance to the 3-County BVCS ECI Board, • Program Director support and oversight, • Assure compliance with operating policies and procedures, • Review contract performance and compliance and issues, • Oversee all Board finances including the Early Childhood Area funds and other grants received by the board and maintain fiscal accountability, and • Assist in establishing the meeting agenda. 	
Effective Date: 3/28/12	Approved by: BVCS Early Childhood Iowa Board
Revisions:	4/22/13; 9/30/15; 10/30/16
References:	By-Laws Article VII; Section 1

Policy ID: 1.21	Title: Annual Reports
<p>Policy: The officers shall be responsible for reviewing the annual report prepared by the Program Director. The 3-County BVCS ECI board shall submit an annual report on the effectiveness of the grant program in addressing school readiness and children's health and safety needs to the Iowa early childhood board and to the local governing bodies. The annual report shall indicate the effectiveness of the community board in achieving state and locally determined goals.</p>	
<p>Definitions: The Early Childhood Iowa Annual Report is a prescribed document of reporting requirements as determined by the State Early Childhood Iowa BOARD and Office.</p>	
<p>Procedures:</p> <ul style="list-style-type: none"> • The Program Director will compile the annual report with reports from each contracted program. • Each contracted program is required to report a summary along with state required data. • Each contracted program will submit required data to the program director as stated in the contract for services (example: monthly or quarterly). • Each contracted programs will submit complete year-end report with required data for the final report is due by August 1st. • The Program Director will request final budget reports from the fiscal agent to complete the expenditure reports for the state. • The Program Director will complete the Financial Statements and set a meeting with the Fiscal Agent to Reconcile of the Expenditures with Financial Records financial expenditures. • The Program Director (acting on behalf of the officers) will complete the data and narrative portion of the annual report with assistance from the local programs and the BVCS ECI local board. • The annual report includes a Board Matrix. • The annual report will include an update from the community plan, if required. • A two-page executive summary will be completed about the BVCS ECI area for a quick overview of the area. This summary will be sent to legislators, board members, and community members. • The annual report data and finance information will be presented to the BVCS ECI board at the last meeting before September 15th of each year for the final approval. This meeting will be scheduled before September 10th of each year to allow time for the report to approved, signed, and submitted to the state. • The board chair and fiscal agent will need to sign the Fiscal Year financial statement. annual report before it is submitted to the state. • Annual Reports data and financial information, will be approved by the BOARD and will be submitted by the due date set by the state, using the required submissions provided by the State Technical Assistance Team. 	
Effective Date: 3/28/12	Approved by: BVCS Early Childhood Iowa Board
Revisions:	10/30/16; 11/28/18; 1/26/2022

Policy ID: 1.23	Title: <i>Signature Authority</i>
Policy: Official documents requiring BOARD signature shall be signed by the BOARD Chairperson or Vice Chairperson.	
Definitions: Official documents could include, but are not limited to: Program Contracts, Annual Reports, and State Contracts.	
Procedures: <ul style="list-style-type: none"> • The BVCS ECI board chair has the authority to sign contracts, state reports, and other board required forms. <ul style="list-style-type: none"> ○ First option for signature shall be for the Program Director to contact the Chairperson. ○ If the Chairperson is unavailable, authority for signature shall be under the auspice of the Vice-Chairperson. • The Program Director has the authority to sign off on claims for payments to be made by the fiscal agent to contracted programs. • These Claims for payments shall be emailed to the financial officer for be-reviewed by the Financial Officer when submitted to the Fiscal Agent. • The Program Director may sign off on all office related work, insurance, and paperwork not requiring the Board Chair's signature. • The Program Director will sign any Memorandums of Understanding and/or Letter of Agreement related to items in the Contact Declaration and Execution for Board Supports – Program Director – and any additional program services listed in the contract. 	
Effective Date: 3/28/12	Approved by: BVCS Early Childhood Iowa Board
Revision:	11/28/18
Reference:	Policy & Procedure Manual Financial Policy 3.2, 3.3

Policy ID: 1.27	Title: Confidentiality
Policy: All board, committee, and program reports are open to the public under the Public Records Law and Open Meetings Law.	
Definition: <i>Iowa Code</i> section (22.7) provides for 65 exceptions to the rule. Exceptions of Confidential Records include, but are not limited to student information, investigative reports by law enforcement, personnel information, trade secrets, criminal identification files, security protocols and critical asset protection. BVCS ECI the lawful custodian of the record will state the statutory authority for not releasing a record.	
Procedures: <ul style="list-style-type: none"> • The following confidentiality clause is in effect with service providers funded by BVCS Early Childhood Iowa. <ul style="list-style-type: none"> ○ Confidentiality. Information of the BVCS Early Childhood Iowa BOARD which identifies clients and services is confidential in nature. The Contractor and its employees and agents shall be allowed access to such information only as needed for performance of their duties related to the Contract. The Contractor shall not use confidential information for any purpose other than carrying out the Contractor's obligations under this Contract. The Contractor shall establish and enforce policies and procedures for safeguarding the confidentiality of such data. The Contractor may be held civilly or criminally liable for improper disclosure. The Contractor shall promptly notify the BVCS Early Childhood Iowa BOARD of any request for disclosure of confidential information received by the Contractor. • All BOARD members, Director, and funded contractors will adhere to this policy on confidentiality. • Families will agree to sign a statement for Release of Information to share with the Program Director for program contract site reviews, file reviews and/or data collection. All shared information will be kept confidential by the Program Director and only non-identifying information will be shared with the BOARD for reporting purposes. 	
Effective Date: 3/28/12	Approved by: BVCS Early Childhood Iowa Board
Revision:	11/28/18
Reference:	

Policy ID: 1.37	Title: <i>Security – Storage of Back-up Files & Sensitive Data</i>	
Policy: All files are backed up on an external disk drive and/or a removable source.		
Procedures: <ul style="list-style-type: none">• 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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Revised:	11/28/18	