



FY16 Monthly Calendar of Board Activities

July – Beginning of fiscal year (7/1)

Board orientation for new members (Policy 2.8)

Board members affirm willingness to carry out the duties in their job description (Policy 2.2)

Board is given a proposed schedule of meetings for the coming year (Policy 2.16)

Board approves annual goals for executive director (Policy 3.4)

Submit budget to state for approval (DUE 7/15)

Submit agreement and fiscal agent agreement to state

End of month funded programs complete Scorecard reporting

- ✓ Ongoing contract monitoring
- ✓ Monthly financial expenditure report

August

Review end of year financials included in Annual Report and reflected in FY16 Expenditure Report

Annual Report to board (Policy 1.2)

- ✓ Ongoing contract monitoring
- ✓ Monthly financial expenditure report

September

Annual Report to state (DUE 9/15) (Policy 1.2)

Past fiscal year final financial report due to state (DUE 9/15)

Board shall approve a contract monitoring schedule for the fiscal year if they have not yet done so. (DUE 9/30) (Policy 5.7)

ECI State Board Meeting

Regional ECI Area Directors Meeting

- ✓ Ongoing contract monitoring
- ✓ Monthly financial expenditure report

October

Program performance reviews of year data

- ✓ Ongoing contract monitoring
- ✓ Monthly financial expenditure report

November

Receive and review UWCI audit information

ECI State Board Meeting

- ✓ Ongoing contract monitoring
- ✓ Monthly financial expenditure report

December

Quarterly ECI Area Directors Meeting

- ✓ Ongoing contract monitoring
- ✓ Monthly financial expenditure report

January

Midyear financial report to state (DUE 1/15)

End of month funded programs complete Scorecard reporting for first half of fiscal year

ECI State Board Meeting

Release of ECI State Annual Report

Beginning of legislative session

- ✓ Ongoing contract monitoring
- ✓ Monthly financial expenditure report

February

Beginning of annual program reviews (Policy 5.8)

Approve program reapplication forms, process, timeline

Communicate reapplication details to funded programs

Early Childhood Iowa Day on the Hill

Advocacy and legislative update

- ✓ Ongoing contract monitoring
- ✓ Monthly financial expenditure report

FY16 Monthly Calendar of Board Activities

March

Chair appoints Governance Committee if not already done (Policy 2.4)

Board shall discuss fiscal agent and contact (Policy 4.3)

Board shall approve the program application process if it hasn't yet done so. (Policy 5.1)

Reapplication process completed by programs

Advocacy and legislative update

ECI State Board Meeting

- ✓ Ongoing contract monitoring
- ✓ Monthly financial expenditure report

April

Board will do self-evaluation each spring (Policy 2.12)

Chair shall appoint a Governance Document Review Committee if not already done. (Policy 2.15)

Board performs annual evaluation of executive director (Policy 3.4)

Chair shall appoint a committee to review executive director compensation (Policy 3.6)

Board members review applications of all programs

Board completes Executive Director performance review

Quarterly ECI Area Directors Meeting

Legislative session – 100th day per diem ends

- ✓ Ongoing contract monitoring
- ✓ Monthly financial expenditure report

May

Governance document review committee will report on their findings (Policy 2.15)

Board reviews the job description of the executive director (Policy 3.2)

As part of annual review, executive director informs board of pending issues they need to be aware of in case of her/his sudden departure (Policy 3.5)

Learn budget from legislature (tentative) after ECO and HHS appropriation bills pass both legislative chambers

Budget recommendations to Board reflecting information gathered during program review, staff performance review and community needs throughout year

May - continued

Board reviews results of Self-Evaluation

Review results of Executive Director performance review

- ✓ Ongoing contract monitoring
- ✓ Monthly financial expenditure report

June – Annual Meeting – End of fiscal year (6/30)

Quarterly ECI Area Directors Meeting

Executive Director completes staff evaluation(s) (Policy 3.8)

Annual Board Meeting:

- ✓ Notify board of legislation affecting community plan (Policy 1.1) or board make-up (Policy 2.1)
- ✓ Nominations for board members presented by Governance Committee (Policy 2.4)
- ✓ Nominations for officers presented by Governance Committee (Policy 2.7)
- ✓ Nominees for chair and vice-chair affirm their willingness to carry out the duties in their job description (Policy 2.6)
- ✓ Conflict of interest forms filled out and signed by all board members and staff (Policy 2.9)
- ✓ Chair shall note any committees or task forces which will carry over to the coming year. All others are dissolved at end of fiscal year (Policy 2.13)
- ✓ Board shall vote on any recommendations made by the Governance Document Review Committee (Policy 2.15)
- ✓ Board shall approve annual budget and program funding (Policy 4.1 and Policy 5.1)
- ✓ Board shall approve fiscal agent agreement (Policy 4.3)

*Non-annual events:

- Comprehensive review of executive director by partners/contractors completed at least every 3 years. Next due Spring 2018. (Policy 3.4)
- D&O insurance needs bids in Spring 2017. (Policy 3.14)
- Levels of Excellence materials due December 2017.