

**DHLW Early Childhood Area**  
*Des Moines, Henry, Louisa, Washington*  
November 17<sup>th</sup> 2015 5:00pm  
Danville Community HS, Choir Room

**Minutes**

**Members Present:** Stan Stoops, Dave Helman, Melody Raub, Mary Campbell, Jacque Hessletine, Matt Latcham, Mike Steele, Tricia Lipski, Sergio Ayala, Chad Reckling

**Members Absent:** Paula Buckman, Jim Cary, June Morgan

**Advisory members present:** Tasha Beghtol

Meeting called to order at 5:05pm by Mary Campbell (Secretary)

**Motion** to approve the agenda

**Moved:** Melody Raub    **Seconded:** Stan Stoops

**Motion carried unanimously**

**Motion** to approve the minutes from September 15<sup>th</sup> 2015 meeting with change noting that Chad was absent.

**Moved:** Melody Raub    **Seconded:** Chad Reckling

**Motion carried unanimously**

**Financial Report**

Members reviewed the current financial report and financial summary. Stan Stoops shared information about the current financials and how programs are doing on spending their funds. The dental programs do not typically generate expenses until a few months into the fiscal year so the 0% spent is not troubling. The same is true for CCR&R contract. The Henry/DSM Co Head Start Transportation program has provided a bill, but Tasha is waiting on contract signatures. Stan noted that the 'summary by contract' total expenditures are less than the fiscal agent's total. Tasha explained that she tracks programs in her own spreadsheets and then compares with the overall total as provided by the fiscal agent. She has not yet been able to determine where the \$423.82 difference is yet, but is confident that the totals by the fiscal agent are correct. It is likely an input of data error in her spreadsheets, but she will continue to compare records until the difference is explained.

**Motion** to approve the financial report as submitted with efforts to reconcile the difference.

**Moved:** Melody Raub    **Seconded:** Mary Campbell

**Motion carried unanimously**

Tasha Beghtol shared an update on the planning committee for the Southeast Iowa Early Childhood Summit to be held April 15 and 16<sup>th</sup> in Mt. Pleasant. Several agencies have committed funds to support the event. Tasha noted that it would be helpful to have one agency act as the fiscal designee for the event. All bills could be paid for by DHLW and then the other agencies committing funds would reimburse the DHLW Board. DHLW would still only be contributing a maximum of \$5000 as previously approved.

**Motion** to approve the use of DHLW Early Childhood Area as the fiscal designee to funnel expenses of the SE IA Early Childhood Summit.

**Moved:** Mary Campbell                    **Seconded:** Chad Reckling

**Motion carried unanimously**

Sergio Ayala and Tricia Lipski arrived at 5:20pm

### **Board Operations Committee (Nominations, Policy and Procedure, and bylaws)**

#### Membership

Members reviewed the list of names presented to the committee for new members of the board. Tasha shared that the process for nominations is outlined in the board bylaws. A nominating committee convenes in October, shares the list for approval in November and new members are seated in January. The board currently needs a new member who can represent the 'parent/grandparent/guardian' role. Jacque Hessletine was present introduced herself. Jacque is one of the 3 people already recommended by the committee and can fulfill the role of parent and grandparent of a child 0-5yrs of age.

**Motion** to approve Jacque Hessletine as a new member of the board effective immediately.

**Moved:** Mary Campbell                    **Seconded:** Matt Latcham

**Motion carried unanimously**

Tasha shared that she has met with all nominees and provided additional information about the board and ECI. Mandy Grimm is still interested in joining the board in January, but Kim Earnest is not able to commit to membership at this time.

**Motion** to approve the nominee list as recommended by the committee with expectations to seat Mandy Grimm as a member in January 2016.

**Moved:** Mary Campbell                    **Seconded:** Mike Steele

**Motion carried unanimously**

#### Policies

Tasha reviewed the new policies relating to contract monitoring. Both policies were reviewed and revised by the Board Operations and Program Committees in October. Committee members felt that these two policies needed to be considered for approval as soon as possible. All other new policies will be on the January agenda.

**Motion** to approve the new *Contract Monitoring – deadlines for claims and reports* policy as submitted

**Moved:** Melody Raub                    **Seconded:** Stan Stoops

**Motion carried unanimously**

**Motion** to approve the new *Contract Monitoring – quarterly reports* policy as submitted

**Moved:** Mary Campbell            **Seconded:** Chad Reckling

**Motion carried unanimously**

Official meeting adjourned at 5:30pm.

Special meeting started at 5:30

Guests included program staff, community members, DHLW Board members, Lee Van Buren Board members, Danville CSD staff, and Legislators (Rep. Dave Heaton, Rep. Tom Sands, Rep. Dennis Cohoon, Sen. Kevin Kinney, and Rep. Curt Hanson.)

Presentations were provided by the Title V agencies serving Henry, Des Moines, Lee, Van Buren, Louisa, and Washington counties. Program staff shared information about the dental programs in each county and the Child Care Nurse Consultants serving Des Moines, Lee, Van Buren, and Louisa Counties. Presenters took questions from the audience and local legislators.

Next meeting will be January 19<sup>th</sup> in Washington

Minutes submitted by Tasha Beghtol, Director

Approved on \_\_\_\_\_

Secretary \_\_\_\_\_