

**DHLW Early Childhood Area**  
*Des Moines, Henry, Louisa, Washington*  
May 16<sup>th</sup> 2017  
Iowa Wesleyan University – Chadwick Library  
Mt. Pleasant IA

**Minutes**

**Members Present:** Stan Stoops, Sheila Temple, Jim Cary, Dina Saunders, Mike Steele, Tricia Lipski, Chad Reckling, Melody Raub, Matt Latcham

**Members Absent:** Brad Quigley

**Advisory members and guests present:** Tasha Beghtol, Christa Poggemiller, Fabiola Manyi-Orellana, Amanda McKee, Linda Cavazos, Sandy Hill, Cheryl Flaatten, Ginger Knisley, Jeanie Wade-Nagel, Susan Gray

Meeting called to order at 5:00pm by Melody Raub

**Motion** to approve the agenda

**Moved:** Jim Cary      **Seconded:** Stan Stoops

**Motion carried unanimously**

**Minutes**

**Motion** to approve the minutes from March 21, 2017 meeting as submitted

**Moved:** Mike Steele      **Seconded:** Stan Stoops

**Motion carried unanimously**

**Financial Report**

Stan Stoops reviewed the financial summary and the monthly postings report from Central Iowa Juvenile Detention Center. Stepping Up to Success and Dental (Henry/Washington) are expected to have more than 20% unspent funds. The contract by summary report is \$30 less than the CIJDC reports. Tasha will review the excel sheets used to track each program to identify the discrepancy.

**Motion** to approve the financial report and postings as submitted

**Moved:** Dina Saunders      **Seconded:** Matt Latcham

**Motion carried unanimously**

Tricia Lipski arrived at 5:10

**Program Presentation**

Sandy Hill, Child Care Nurse Consultant (CCNC) with Unity Point - Muscatine Public Health, shared information and answered questions about the dental program and CCNC services provided in Louisa County. Children receive 2-3 dental screenings/varnishes each year. Educational events are done at preschools and centers. Sandy noted that

she and Rikki (dental hygienist) work together to provide services. CCNC services help providers with health and safety assessments and completion of the QRS. There are currently 11 providers in Louisa County. 3 providers have a QRS level 2 and 2 providers have a QRS level 4.

## **Executive Committee**

### Policy updates

Melody Raub shared highlights from the Executive Committee meeting held April 18<sup>th</sup>. The policies were reviewed and a performance evaluation was completed for Tasha Beghtol. The committee is recommending changes to policies 1.4 (Open Meetings Procedure), 3.3 (Indirect Cost Rate), and 4.4 (Provider Budget – Amendment Process). The changes reflect general updates and clarification of details and intention of policies.

**Motion** to approve revisions to policies 1.4, 3.3, and 4.4 as recommended by the Executive Committee.

**Moved:** Tricia Lipski      **Seconded:** Stan Stoops

**Motion carried unanimously**

### Fiscal Agent Agreement

Tasha Beghtol reviewed the contract with Central Iowa Juvenile Detention Center for fiscal agent services and employer of record fees. The contract is the same template as used last year with updates to dates and funding amounts. The cost for services (\$7500) is the same as FY2017.

**Motion** to approve the contract with Central Iowa Juvenile Detention Center for fiscal agent and employer of record services.

**Moved:** Chad Reckling      **Seconded:** Matt Latcham

**Motion carried unanimously**

### Administrative and board operational budget

The Executive Committee recommended a salary increase for Tasha Beghtol of 2.5% or higher if the average of the 4 counties is higher. Tasha shared that Henry County employees received a 4.5% and the average of all 4 came out to be 2.94%. The total operational and administrative budget includes staff salaries and benefits, fiscal agent fees, audit costs, liability insurance and general board supplies. Total budget is \$91,650.

**Motion** to approve the FY2018 board operational and administrative staff budget as recommended by the Executive Committee

**Moved:** Jim Cary      **Seconded:** Chad Reckling

**Motion carried unanimously**

Sheila Temple arrived at 5:45pm

## **Program Committee**

### Family Support – Home Visitation programs

Tasha Beghtol reviewed trend data for the 6 family support programs that focus on home visitation. The data included number of children, families, and visits completed over the past 3 years. The current number of visits completed for each program was collected from the DAISEY web based system with 83% of the contract time frame completed. Benchmark variable for visits was reduced accordingly for accuracy in the percent of visits completed.

4 scenarios provide options for awarding funding in FY2018 based on benchmark achievements. Options 1 & 2 offer reductions based on visit benchmarks achieved. Options 3 & 4 offer reductions based on total benchmarks achieved. Tasha noted that based on the formula and options provided LSI – HOPES would receive the full request. This would be a change from what the committee discussed last week, level funding only. Tasha showed how each option impacts the budget by displaying excel sheets on the projector screen and typing in various amounts based on conversation. There is not enough funding to cover options 2 & 4 without further cuts. Options 1 & 3 fit into the estimated budget.

**Motion** to approve that the board determine funding for all 6 family support home visitation programs based on one of the scenarios presented.

**Moved:** Chad Reckling                      **Seconded:** Stan Stoops

**Motion carried unanimously**

Discussion was held regarding Option 1 and how CART might be funded. Based on committee recommendations, if CART is not funded members prefer to fund Young House expansion into all 4 counties. If CART is funded, then Young House would receive funding for expansion into 3 out of the 4 counties, all except Washington because CART covers only Washington.

**Motion** to fund all 6 family support home visitation programs at the amounts identified by option 1.

	<b>FY18 Request</b>	<b>Option 1</b>
Family Connection HC	\$ 107,117.00	\$ 96,405.30
Family connection WC	\$ 148,200.00	\$ 148,200.00
PAT - Community Action SE IA	\$ 68,497.00	\$ 54,797.60
LSI - HOPES	\$ 53,120.00	\$ 53,120.00
Home Visitor - DSM Co Public Health	\$ 28,606.00	\$ 25,745.40
Young House – Preschool Support Home Visitation	\$ 65,898.00	\$ 65,898.00

**Moved:** Chad Reckling                      **Seconded:** Stan Stoops

**Discussion:** Tricia Lipski asked for clarification of the amount in option 1 for Young House. Tasha Beghtol noted that option 1 provides funding for all 4 counties. If the motion is approved, then members are funding to expand Young House into all 4 counties.

**Motion failed unanimously**

**Motion** to fund the family support programs based on option 1, except for Young House. Young House to be funded at \$57,961 to cover Henry, Des Moines and Louisa counties.

**Moved:** Tricia Lipski                      **Seconded:** Sheila Temple

**Motion carried unanimously**

Nest Programs

Tasha Beghtol noted that she has a meeting scheduled with the Des Moines County Nest coordinator and board treasurer for later in the week. No updates at this time on budget clarifications.

**Motion** to hold the decision for funding the Nest of Des Moines County until the June meeting

**Moved:** Jim Cary                      **Seconded:** Stan Stoops

**Motion carried unanimously**

**Motion** to approve \$45,257.40 to Lutheran Services of Iowa (LSI) for the Stork's Nest – Louisa County program

**Moved:** Tricia Lipski      **Seconded:** Sheila Temple

**Motion carried unanimously**

Dental Programs

**Motion** to approve \$9,065 to Washington County Public Health for the Fluoride Varnish program in Henry and Washington Counties

**Moved:** Tricia Lipski      **Seconded:** Matt Latcham

**Abstention:** Sheila Temple

**Motion carried unanimously**

Contract note: Contract requirements will move to quarterly reports and monthly billing as noted in the May 9<sup>th</sup> committee minutes. Confirmation of education credentials of the staff hired to fulfill services.

**Motion** to approve \$21,900.55 to Lee County Health Department for the Des Moines County Dental Daycare program

**Moved:** Jim Cary              **Seconded:** Mike Steele

**Motion carried unanimously**

**Motion** to approve \$13,368.45 to Trinity Muscatine Public Health for the Louisa County I-Smile Expansion program

**Moved:** Sheila Temple      **Seconded:** Dina Saunders

**Motion carried unanimously**

CCNC programs

**Motion** to approve \$6,373.08 to Trinity Muscatine Public Health and \$28,368 to Lee County Health Department for Child Care Nurse Consultant services

**Moved:** Tricia Lipski      **Seconded:** Sheila Temple

**Motion carried unanimously**

Danville CSD

**Motion** to approve \$17,114 to Danville Community School District for the Danville Early Learning Center program

**Moved:** Jim Cary              **Seconded:** Chad Reckling

**Motion carried unanimously**

WAGES

**Motion** to approve \$25,750 to Iowa AEYC for the WAGES program in all four counties

Moved: Sheila Temple                      Seconded: Tricia Lipski

Motion carried unanimously

Preschool Scholarships

**Motion** to approve \$62,298 to Community Action of Southeast Iowa for the Preschool Scholarship program in all four counties

Moved: Jim Cary                      Seconded: Chad Reckling

Motion carried unanimously

Head Start Transportation

Discussion was held regarding the difference in cost of the two programs and the use of a waiver by HACAP to provide transportation as a subcontracted service. Community Action of SE IA provides the transportation directly at a greater cost. Jim Cary commented on the importance of safety and the ability to provide that through direct service.

**Motion** to approve \$48,336 to Community Action of Southeast Iowa for Head Start Transportation in Des Moines and Henry County

Moved: Chad Reckling                      Seconded: Tricia Lipski

Motion carried unanimously

**Motion** to approve \$10,070 to HACAP for Head Start Transportation in Washington County

Moved: Tricia Lipski                      Seconded: Sheila Temple

Motion carried unanimously

Consultation Services

Discussion was held regarding the consultation services in the area. Chad Reckling noted that the purpose of EC funds is to increase quality and capacity. Chad would like to see greater emphasis on increasing infant and toddler slots. He would welcome the use of an RFP that is specifically tailored to hear from agencies that have ideas for increasing slots. Cheryl Flaatten provided information about the consultant services she provides and how it differs from CCR&R services. Tricia Lipski shared concerns about relying on CCR&R services only to support local childcare providers. 4Cs and Stepping Up To Success programs offer enhanced services and gives providers additional resources.

**Motion** to approve \$27,097 to 4Cs for the Provider Services in Washington county and \$72,882 to Community Action of Southeast Iowa for the Stepping Up To Success program in Henry, Des Moines, and Louisa Counties

Moved: Jim Cary                      Seconded: Tricia Lipski

Ayes – Jim Cary, Matt Latcham, Tricia Lipski, Dina Saunders, Mike Steele, Stan Stoops, Sheila Temple

Nays – Chad Reckling

Motion Carried

Discussion was held regarding the CCR&R proposal. Members agreed that they would like more information about the funding sources that CCR&R receives and how those are used in the area. Members agreed by consensus to keep the application on hold and to invite CCR&R to the June meeting for continued conversation.

**Administrative Update**

A written update was provided in the board packet.

Motion to adjourn by Stan Stoops, seconded by Jim Cary. Meeting adjourned 7:00pm.

Minutes submitted by Tasha Beghtol, Director

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