

# DHLW Early Childhood Area

*Des Moines, Henry, Louisa, Washington*

June 14<sup>th</sup> 2016

Louisa County ISU Extension, 317 Van Buren St, Wapello IA

## Minutes

**Members Present:** Stan Stoops, Mike Steele, Mary Campbell, Tricia Lipski, Paula Buckman, Melody Raub, Dina Saunders, Jim Cary

**Members Absent:** Sergio Ayala, Chad Reckling, Matt Latcham, Jacque Hesseltine

**Advisory members present:** Tasha Beghtol, Karen Erikson, Amanda McKee, Linda Cavazos, Cheryl Flaatten, Roberta Sloat, Christa Poggemiller, Steve Ita, Michelle Ross, Rachel Patterson Rahn, Julie Mier.

Meeting called to order at 5:07pm by Tricia Lipski

**Motion** to approve the agenda

**Moved:** Jim Cary      **Seconded:** Mary Campbell

**Motion carried unanimously**

**Motion** to approve the minutes of the March 15<sup>th</sup> 2016 meeting

**Moved:** Melody Raub      **Seconded:** Dina Saunders

**Motion carried unanimously**

**Motion** to approve the minutes of the May 5<sup>th</sup> 2016 Workgroup Session

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

**Motion carried unanimously**

**Motion** to approve the minutes of the May 17<sup>th</sup> 2016 meeting

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

**Motion carried unanimously**

## Financial Report

Stan Stoops reviewed the current financial summary. The report reflects expenses through the month of April. Programs are on target or as expected in their expenditures. The Non-ECI funds have been added to the reports by the fiscal agent. Tasha noted that those funds have now been fully expended. The Summit budget is showing as over spent. The DHLW board paid the expenses for the event and contributing partners will reimburse the board. One check has been received. Tasha explained that the board does not have a policy or process for receiving checks directly. She will direct other reimbursements to be paid to the fiscal agent (Central Iowa Juvenile

Detention Center.) A photo copy was made of the current check and both Tasha and Stan signed and dated the copy for files. Tasha will mail the check to CIJDC.

**Motion** to approve the financial report

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

**Motion carried unanimously**

### **Executive Committee**

Members reviewed the email resignation from Sergio Ayala. Board membership will be at 11 and the board needs to fill the business representation within 4 months. Sergio had indicated that his replacement will likely seek membership. Members noted that Sergio has been an asset to the board and to the community.

**Motion** to regretfully accept the resignation of Sergio Ayala

**Moved:** Mary Campbell                    **Seconded:** Jim Cary

**Motion carried unanimously**

### RFP – Louisa Co nest-like services

Members reviewed the draft RFP seeking nest-like services in Louisa Co. The timeline has been changed since the document was presented in May. All other language is the same. Funding for this RFP will come from the remaining unallocated monies in SR – Quality Improvement and/or SR – General.

**Motion** to approve the FY17 RFP for nest-like services in Louisa County

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

**Motion carried unanimously**

### Fiscal Agent Agreement – FY17

Members reviewed the draft FY17 Fiscal Agent Agreement with Central Iowa Juvenile Detention Center (CIJDC). Corrections noted in the dates at the top of the page.

**Motion** to approve the FY17 fiscal agent agreement between the DHLW Early Childhood Area Board and CIJDC, with corrections.

**Moved:** Mary Campbell                    **Seconded:** Dina Saunders

**Motion carried unanimously**

### FY17 Board administration and operational budget

Members reviewed the administration and operational budget for the board. Updates have been made since it was presented in May. The \$6,000 set aside for additional staff has been removed and the intern allocation was increased from \$2,300 to \$3,300. The total amount has not changed, since the budget could not be approved last month the internship will now be fully paid for out of FY17 funds. The budget includes staff salaries and benefits, fiscal agent fees, insurance, audit expenses, and general operating expenses. Total budget is \$91,082.33.

**Motion** to approve the FY17 DHLW Board Administration and Operational Budget as submitted.

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

**Motion carried unanimously**

Budget amendment – PAT (Community Action of Southeast Iowa)

Members reviewed the budget amendment request from Community Action of Southeast Iowa for the Parents as Teachers program serving Des Moines and Louisa Counties. Staff Professional Development line item was increased due to the new parent educator being hired. The total contract amount does not change.

**Motion** to approve the budget amendment as submitted for PAT – Des Moines/Louisa with Community Action of Southeast Iowa.

**Moved:** Mary Campbell **Seconded:** Stan Stoops

**Motion carried unanimously**

Budget amendment – Preschool Program (Young House)

Members reviewed the budget amendment request from Young House for the Preschool Program serving Des Moines and Louisa Counties. Travel and salaries were slightly increased. Total contract amount does not change.

**Motion** to approve the budget amendment as submitted for the Preschool Program with Young House.

**Moved:** Melody Raub **Seconded:** Mike Steele

**Motion carried unanimously**

Budget and Contract amendment – Home Visitor (Des Moines County Public Health)

Members reviewed the budget and contract amendment request from Des Moines County Public Health for the Home Visitor Program serving Des Moines County. Salaries and benefits were reduced to increase contract services and hospital visits. Scope of services amendment included to adjust total hours allowed for billing. Total contract amount does not change.

**Motion** to approve the budget amendment as submitted for the Home Visitor Program with Des Moines County Public Health.

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

**Motion carried unanimously**

Quality Criteria Policy for Preschools

Members reviewed a draft policy regarding quality standards for preschools that participate in the Preschool Scholarship Program. Quality Preschool Program Standards (QPPS) is not an option for districts based 3 year old programs. Upon approval of the draft policy districts will need to work toward meeting a standard. The most likely choice for participants is to meet the Quality Rating System standard of a level 3 or higher. This may require districts to become DHS licensed in order to meet the board's standards. The policy allows for a one year waiver for districts to complete the process.

**Motion** to approve policy 4.10 Quality Standards – Preschool Scholarship Program as submitted.

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

**Motion carried unanimously**

**FY17 Funding recommendations**

Members considered each application and funding amount separately to allow for any abstentions and to review general scope and/or benchmarks for the contract.

Motion by Mary Campbell, seconded by Dina Saunders, to approve \$48,336 to Community Action of Southeast Iowa for Head Start Transportation in Henry and Washington Counties.

Motion carried unanimously

Motion by Melody Raub, seconded by Mike Steele, to approve \$28,678 to Des Moines County Public Health for the Home Visitor Program in Des Moines Co.

Motion carried unanimously

Contract notes: support staff was reduced from 416 hours in the original RFR to 200 hours allowed with ECI funding.

Motion by Mary Campbell, seconded by Stan Stoops, to approve \$10,070 to HCAP for Head Start Transportation in Washington County.

Motion carried unanimously

Motion by Jim Cary, seconded by Mike Steele, to approve \$104,868 to Henry Co ISU Extension for Family Connection program in Henry County.

Motion carried unanimously

Contract notes: benchmark for number of visits is 901

Motion by Dina Saunders, seconded by Melody Raub, to approve \$155,890 to Washington County Public Health for the Family Connection program in Washington County.

Motion carried unanimously

Motion by Mary Campbell, seconded by Stan Stoops, to approve \$49,227 to Lutheran Services of Iowa for HOPES program in Louisa County.

Motion carried unanimously

Motion by Dina Saunders seconded by Jim Cary, to approve \$68,512 to Community Action of Southeast Iowa for Parents as Teachers program in Des Moines and Louisa County.

Motion approved unanimously

Contract notes: benchmark for number of visits is 571

Motion by Mary Campbell, seconded by Melody Raub, to approve \$33,003 to Young House for the Preschool Program (family support) in Des Moines and Louisa Counties.

Motion carried unanimously

Motion by Mary Campbell, seconded by Jim Cary, to approve \$42,000 to The Nest of Des Moines County.

Motion carried unanimously

Motion by Dina Saunders, seconded by Mike Steele, to approve \$18,713 to Grant Wood AEA for the CART program in Washington County.

Motion carried unanimously

Motion by Stan Stoops, seconded by Mike Steele, to approve \$32,000 to Iowa AEYC for the WAGE\$ program in all 4 counties.

Motion carried unanimously

Motion by Jim Cary, seconded by Stan Stoops, to approve \$77,273 to Community Action of Southeast Iowa for the Preschool Scholarship Program serving all 4 counties.

Motion carried unanimously

Contract notes: The amount allowed for tuition will be increased from the original application to reduce co-payments for families. As a result of this change the contract will likely need to be increased. Additional funds are available and earmarked for that purpose.

Motion by Melody Raub, seconded by Mike Steele, to approve \$27,136 to 4Cs for the Provider Services program in Washington Co.

Motion carried unanimously

Motion by Jim Cary, seconded by Stan Stoops, to approve \$75,575 to Community Action of Southeast Iowa for the Stepping Up to Success Program in Des Moines, Henry, and Louisa Co.

Motion carried unanimously

Paula Buckman arrived at 6:00pm

Motion by Paul Buckman, seconded by Dina Saunders, to approve \$13,870 to Washington Co Public Health for the Fluoride Varnish Program in Henry and Washington Counties.

Motion carried unanimously

Motion by Dina Saunders, seconded by Melody Raub, to approve \$13,686 to Unity Point Health – Trinity Muscatine for the Louisa Co I-Smile Expansion.

Motion carried unanimously

Motion by Mary Campbell, seconded by Stan Stoops, to approve \$14,438 to Lee County Health Department for the Dental Daycare Program in Des Moines County.

Motion carried unanimously

Motion by Melody Raub, seconded by Dina Saunders to approve \$23,260 to Lee Co Health Department for the Child Care Nurse Consultant in Des Moines County.

Motion carried unanimously

Contract Notes: 1 RN 20hrs/wk, 25-30 providers, 85 visits, increase number of QRS providers by 4

Motion by Stan Stoops, seconded by Paula Buckman, to approve \$6,344 to Unity Point Health – Trinity Muscatine for the Child Care Nurse Consultant in Louisa County.

Motion carried unanimously

Contract notes: 1 RN 3hrs/wk, 4 providers, 26 visits, increase QRS participation by 1 provider

Motion by Dina Saunders, seconded by Paula Buckman, to approve \$46,537 to Danville CSD for the Early Learning Center.

Motion carried unanimously

Contract notes: 2 fulltime staff only, Director stipend not awarded as requested

Motion by Dina Saunders, seconded by Paula Buckman, to not award funding to CCR&R for the Quality Improvement Project.

Motion carried unanimously

### **Administrative update**

Tasha provided a written update.

### **Chair update**

Tricia Lipski shared information about a recent request from Washington County Public Health for a special meeting to be called so that they may submit a budget amendment request. The program contacted Tasha Beghtol on June 13<sup>th</sup> via email with a request to be placed on the June 14<sup>th</sup> agenda. Tasha declined the request. The program contacted Stan Stoops and Tricia Lipski directly on June 14<sup>th</sup> to discuss the issue. The program staff was given approval by the fiscal administrator of Washington Co Public Health to spend funds beyond the allowed 10% line item rule prior to seeking an amendment from the DHLW Board. They are asking to move approximately \$2000 into supplies and equipment. Tasha noted that the bylaws allow for the chairperson to schedule a special meeting. Tricia asked for feedback from other members before making the decision. General consensus on the issue is to not call a special meeting as it would set precedence for not following the rules that have been established for all contractors.

### **Public Comment**

Rachel Patterson Rahn provided information regarding fluoride varnish practices in early childhood as pre-reading materials for the August meeting. The dental programs will be presenting to the board in August to discuss the dental programs.

Meeting adjourned at 6:45pm

Next meeting will be August 16<sup>th</sup> 2016 in Washington

Minutes submitted by Tasha Beghtol, Director

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

Secretary \_\_\_\_\_