

DHLW Early Childhood Area
Des Moines, Henry, Louisa, Washington
February 17th 2015
Winfield City Hall

Minutes

Members Present: Stan Stoops, Mike Steele, Sergio Ayala, Mary Campbell, Tricia Lipski, Dave Helman, Jim Cary, Gary See, Paula Buckman, Melody Raub

Members Absent: June Morgan

Advisory members present: Tasha Beghtol, Rashawn Logan, Joanie Juvinal, and Dara Madigan

Guests: Shanell Wagler, Jeff Anderson

Meeting called to order at 1:00pm by Tasha Beghtol, Director

Motion to approve the agenda

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

Motion carried unanimously

Motion to approve the minutes of the December 18th 2014 and January 20th 2015 meetings

Moved: Tricia Lipski **Seconded:** Dave Helman

Motion carried unanimously

Board Development

Jeff Anderson from the ECI State office facilitated a team building exercise and shared information about board development. Shanell Wagler handed out and reviewed information about responsibilities of a Board Chairperson and good leadership qualities. Members discussed the role of the chairperson and the tasks that he or she will need to complete as Chair of the board. Tasha noted that executive officers were discussed at the December meeting and some members volunteered for executive roles. A formal nomination and final selection will be done at the March meeting.

Merger Process

Discussion was held with Bob Ockerman via conference call about the challenges and strategies of being a multi county ECI board. Bob is a member of both a local ECI board (4RKids) and the State Board. Bob noted that 4RKids does not have any elected officials and makes use of several committees to get work done. The Board Director hosts Early Childhood Advisory Committees in each county. Discussion was held about how a multi county board stays connected to programs. Bob explained that they have an annual contractor's meeting that includes 4RKids board members. They also rotate the Board meetings so that providers don't have to travel as far every month if they want to attend. 4RKids relies on strong monitoring practices of the contracts and the program

committee reviews quarterly reports in detail. 4RKids also has a finance committee that meets prior to every board meeting.

Policies

Tasha handed out and reviewed draft policies for open meetings, record retention, appeal process for RFPs, and conflict of interest. Policies will be considered for formal approval at the March meeting. Tasha explained that the conflict of interest template was based on recent extensive work that the Henry/Washington ECA Board had done and that a strong policy is helpful for all members and board operations. Conflict of Interest Statement and Disclosure Forms should be approved and completed prior to RFP process.

RFP

Tasha handed out and reviewed draft RFP documents including *RFP Instructions, RFP application, and Budget*. Discussion was held about the scoring process of the application. Members agreed that each section should have equal weighting, 25 points each for a total of 100. Discussion was held regarding the need for programs to share information about other funding sources. Shanell Wagler noted that the information is needed for monitoring purposes. Members agreed to not require applicants to have matching funds in order to receive ECI money.

Tasha shared that the RFP process will be open to the public and the Board may receive applications from agencies that are not currently funded with ECI money. Discussion was held about adding language to the instructions that notes priority may be given to currently funded contractors who are showing quality services and outcomes. Tasha will make draft changes to language and send it out prior to the next meeting. Members agreed by consensus that all RFPs will be reviewed by all members. One all day retreat will be held in late April and funding decisions will be made at the May 19th meeting.

Community Plan

Members reviewed the mission statement and priorities. No further changes were made at this time. Tasha handed out and reviewed a list of indicators that were included in a survey to all currently funded contractors. Tasha explained that the contractors had reviewed the current indicators of both boards at their December 19th meeting and struggled with consensus on the best ones to use for the new DHLW Board. A survey was sent out and the results show the top 5 picked by contractors were

1. incidence of child abuse
2. child poverty rate
3. early literacy skills
4. teen birth rate
5. regulated childcare

Members agreed to use the top 5 identified by the contractors and to add:

6. number of childcare slots
7. dental – Medicaid children who receive dental services
8. dental – children entering kindergarten with no dental problem

Meeting adjourned at 4:00pm
Next meeting will be March 17th 1pm in Winfield

Minutes submitted by Tasha Beghtol, Director

Approved on _____

Secretary _____