

**DHLW Early Childhood Area**  
*Des Moines, Henry, Louisa, Washington*  
September 20<sup>th</sup> 2016  
Columbus Junction City Hall

**Minutes**

**Members Present:** Stan Stoops, Mary Campbell (by phone), Tricia Lipski, Paula Buckman, Melody Raub, Dina Saunders, Chad Reckling,

**Members Absent:** Jacque Hesseltine, Jim Cary, Mike Steele, Matt Latcham

**Advisory members present:** Tasha Beghtol, Amanda McKee, Linda Cavazos, Mary Hoffman, Nancy Grananman, Debbie Stigers, Fabiola Manyi-Orellana, Loretta Wuerdman

Meeting called to order at 5:00pm by Paula Buckman

**Motion** to approve the agenda

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

**Motion carried unanimously**

**Motion** to approve the minutes of the August 16<sup>th</sup> 201 meeting

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

**Motion carried unanimously**

Tricia Lipski arrived at 5:15

**Financial Report**

Stan Stoops reviewed the financial summary prepared by Tasha Beghtol. Several contracts are showing zero expenditures because the report reflects July activity only. Danville CSD has not submitted bills, but Tasha has been in contact with them and bills are expected soon. Staff expenditures on line 22 include salaries paid to the planning intern. Tasha noted that the Postings Report includes one FY16 payment (\$71.85 to CIJDC) and all other items are FY17.

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

**Moved:** Dina Saunders                **Seconded:** Tricia Lipski

**Motion carried unanimously**

Tasha shared information about the 2017 Summit to be held in Mt Pleasant n April. The DHLW board has approved \$3500 for the event and the planning committee has found a keynote and family concert musician, Mr. Jim Gill. Tasha Beghtol and Chad Reckling have reviewed Mr. Gill's standard agreement and identified a couple

concerns. The agreement requires a \$1500 down payment (50% of total fees) and has a no refund clause. Tasha has requested changes to the agreement including removing a section about paying for additional travel costs. Mr Gill agreed to remove the travel section and reduce the down payment to \$1000. Discussion was held regarding the possibility of event changes and or cancellations. The dates and locations have been confirmed and all activities are indoors. The event will not be cancelled.

**Motion** to authorize signing the agreement with Mr Jim Gill to provide a family concert and keynote presentation at the 2017 Summit and approve a \$1000 down payment.

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

**Motion carried unanimously**

### **Program Presentation**

#### CCNC Des Moines County

Nancy Granaman provided an overview of services provided and answered questions. Nancy provides face to face support and technical assistance to center based and home based childcare providers. She shared an overview of the Quality Rating System and explained how assessments help providers to achieve higher quality. Nancy shared information about the Injury Prevention checklist that she uses with providers. The checklist takes several visits to complete and playgrounds are the area that most providers have trouble completing. Most providers will stop before they begin the Health & Safety assessment unless they are going for a QRS 3 or higher. It typically takes 10 visits to 1 center to get the QRS related assessments done. 3 centers are currently applying for a level 4 QRS.

#### HOPES – Louisa County

Amanda McKee provided an overview of the HOPES program serving families in Louisa County. The program provides in home visits that may start prenatally and increase as the child ages. Parent educators provide a variety of services including screenings and rides for essential appointments if needed. The program works with the coordinated intake process out of Des Moines County, but most referrals come from Muscatine intake program. Amanda introduced family participants who shared their experiences from the program and how it has had a positive impact.

### **Executive Committee**

Tasha reviewed draft revisions for policy 4.4 *Provider Budget – Amendment Process*. The current policy allows for amendments to be received at anytime during the year. The revised language would put a final date (March 1<sup>st</sup>) for programs to be able to submit amendment requests. Members agreed that adding a final due date would be good to incorporate, but they want to have an exception clause for rare circumstances. Tasha will make some adjustments and the revisions will be considered at the next meeting. Members reviewed a new policy for Contract Monitoring – onsite visits. Onsite visits are already being conducted, but the board did not have a policy in writing. The policy has been reviewed by the Executive Committee.

**Motion** to approve the new policy, Contract Monitoring – onsite visits as presented.

**Moved:** Melody Raub                    **Seconded:** Paula Buckman

**Motion carried unanimously**

**Administrative Update**

A written update was provided in the board materials. Chad Reckling and Tricia Lipski shared information from the legislative forum hosted by regional ECI Directors in Iowa City. Local areas will continue to seek more flexibility in funding. No legislators committed to supporting removal of categories, but suggested alternatives such as identifying a minimum of funds to be used for specific services.

Tasha noted that October is a committee month and she will send separate emails to arrange those. Chad Reckling will chair a joint committee with the Lee/Van Buren area board to review scope of services for childcare consultants. The Nominating Committee should consist of members who are not Board Officers or already volunteered for another committee.

Motion to adjourn by Melody Raub, seconded by Mary Campbell

Meeting adjourned at 6:30pm

Next meeting will be November 15<sup>th</sup> in Danville

Minutes submitted by Tasha Beghtol, Director

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

Secretary \_\_\_\_\_