

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

Minutes

Members Present: Stan Stoops, Mike Steele, Sergio Ayala, Mary Campbell, Tricia Lipski, Dave Helman, Paula Buckman,

Members Absent: June Morgan, Jim Cary, Gary See, Melody Raub

Advisory members present: Tasha Beghtol, Rashawn Logan, Tony Reed, Allison Bergman, Joy Lekwa, Kay Smith, Stephanie Snyder, Kendra Schaapeld, Julie Ledger, Julie Meir

Meeting called to order at 1:00pm

Motion to approve the agenda

Moved: May Campbell **Seconded:** Stan Stoops

Motion carried unanimously

Motion to approve the minutes of the February 17, 2015 meeting

Moved: Tricia Lipski **Seconded:** Sergio Ayala

Motion carried unanimously

Board membership

Tasha explained that the board had discussed the election of officers at their first meeting. A few members had agreed to serve in officer positions, but no formal action was taken. Tasha asked members to use a ballot system to determine possible nominees. Based on the names written on ballots the following nominations were made and accepted:

Chair – Tricia Lipski (Washington Co)

Vice Chair – Paula Buckman (Louisa Co)

Secretary – Mary Campbell (Des Moines Co)

Treasurer – Stan Stoops (Washington Co)

Motion to approve the nominations for DHLW Board Officers as listed

Moved: Dave Helman **Seconded:** Sergio Ayala

Motion carried unanimously

Comments: Officer Positions are held for 2 year terms. The terms will be retroactive to January 1st of 2015 and terminate December 31st of 2016.

Members were assigned term lengths at random for the purpose of creating initial staggered terms. Officers all took 2 year terms to coincide with the Officers' terms.

Board Operations

Bylaws – Tasha handed out and reviewed the current draft bylaws that were initially discussed and revised at the December 2014 meeting. Tasha shared feedback that was provided by the EC Advisory Committee regarding whether or not a board member had to live in one of the 4 counties in order to be a member. A line was added to the draft copy at the bottom of page 1 that may be used to specify residency. Members agreed by consensus that residency should not be a requirement. Bylaws will be inclusive as opposed to exclusive and the board will make decisions on individual basis as they arise. The added draft line will be omitted.

Motion to approve the DHLW Bylaws as revised.

Moved: Paula Buckman **Seconded:** Mary Campbell

Motion carried unanimously

Policies – Tasha handed out and reviewed draft policies for *Open Meetings Procedure, Record Retention & Information Security, Board Member Orientation, Appeal Process – Providers, Appeal Application, and Conflict of Interest Policy Statement and Disclosure form*. All policies except the *Board Orientation* were first reviewed and revised at the February 17th 2015 meeting. Minor changes from previous discussion are reflected in the current drafts.

Motion to approve the *Open Meetings Procedure, Record Retention & Information Security, Board Member Orientation, Appeal Process – Providers, Appeal Application, and Conflict of Interest Policy Statement and Disclosure form* policies as submitted.

Moved: Dave Helman **Seconded:** Stan Stoops

Motion carried unanimously

Fiscal Agent

Tony Reed, Central Iowa Juvenile Detention Center (CIJDC) reviewed and answered questions about the proposal from CIJDC for fiscal agent and employer of record services. CIJDC proposes an annual fee of \$7500 to be billed on a monthly basis (\$625/mo) to the DHLW Board. The fee includes payment of claims, accounting for all line items, bank account management, monthly reporting, and acting as employer of record for the DHLW Director. Payroll items relating to the DHLW Director such as salary and benefits are to be determined by the DHLW Board.

Paula asked about security of the accounting system and if a bank account can be opened locally. Tony explained that CIJDC offers fiscal services to over 20 agencies and all bank accounts are in Eldora, the location of CIJDC. They use QuickBooks and have multiple layers of security in place. Monthly reports for DHLW can be customized and all business can be done electronically.

Motion to approve the fiscal agent and employer of record proposal from Central Iowa Juvenile Detention Center for a total annual fee of \$7500.

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

Motion carried unanimously

Next Steps: Tasha will draft a fiscal agent & employer of record agreement with CIJDC to be effective July 1, 2015. Monies from each of the 2-county area accounts will be transferred after the state ECI Board meeting June 5, 2015 to allow for operating funds for the new board while waiting to receive FY16 payments from the state. Final carryover remaining in the 2-county area accounts will be transferred in late August.

FY16 Planning

Tasha reviewed the draft *Request for Proposal* documents including *Instructions, RFP, and Budget* form. All documents were first reviewed and revised at the February 17, 2015 meeting. Changes in the current draft reflected comments from the February meeting.

Motion to approve the FY16 Request for Proposal documents as submitted

Moved: Mary Campbell **Seconded:** Dave Helman

Motion carried unanimously

Community Plan

Tasha reviewed the vision, mission, and draft priorities that were developed in December by the DHLW Board and the Early Childhood Advisory Committee. No changes have occurred to the vision or the priorities. The mission statement was reviewed by the EC Advisory Committee at their March 6, 2015 meeting. Clarity was provided with minor adjustments and consideration was given to the use of the word "maximize." DHLW Board members discussed the proposed amendments made by the EC Advisory Committee and agreed to incorporate most, but to leave the word "maximize" as originally written. The revised Mission Statement that shall be used in the new Early Childhood Plan shall be: *The DHLW Early Childhood Area community works together to maximize the status of the health, safety, education and care of children (prenatal through 5 years) and their families.*

Tasha shared reviewed the Early Childhood Plan. Members discussed the demographic information and requested minor modifications in the aesthetics of the charts to clarify data coordinate color schemes. Tasha explained the EC Advisory Committee had reviewed and discussed the indicators as chosen by the Board last month. Some challenges occur with the dental information and what is the best data to be collected. The indicators in the plan are not ideal as noted by the Public Health members of the Committee, but they are the best data that is available for reporting at this time. Tasha also noted the Committee would like to incorporate a section in the plan that outlines the status of dental services for young kids in the 4-county area. Tasha explained that time constraints for the plan did not allow for gathering that information for this draft, but that the plan is a living document and can be modified and updated at any time. She will continue to gather dental information and work with the EC Advisory Committee on updates.

The Plan is due to the state office no later than April 1, 2015 along with the other documents for the merger application. Tasha requested that members continue to provide her with notes about typos or minor adjustments over the next few days.

Motion to approve the DHLW *Early Childhood Plan* with aesthetic adjustments noted for submission to the ECI State office by April 1st.

Moved: Dave Helman **Seconded:** Sergio Ayala

Motion carried unanimously

Merger Application

Tasha reviewed the required documents for the merger application. Documents to be submitted include:

- Bylaws
- Community (Early Childhood) Plan
- Transition Plan
- Board Membership Matrix

The *Bylaws* and *Early Childhood Plan* have already been officially approved by the board.

Motion to approve the DHLW merger *Transition Plan* and *Board Membership Matrix* for submission to the ECI State Office by April 1st.

Moved: Stan Stoops **Seconded:** Paula Buckman

Motion carried unanimously

Other

Tasha discussed the process of Director Evaluation and budget planning for the Henry/Washington ECA Board. The Executive Committee is responsible for completing the evaluation and making recommendations for administrative budgets to the full board. Tasha explained that the Henry/Washington Executive Committee will still complete the evaluation, but that the administrative budget for the DHLW Board will be determined by the DHLW Executive Committee. Members discussed how this may be completed in the transition period and agreed that the Henry/Washington Executive Committee will meet to discuss the performance evaluation and then that committee may make recommendations to the DHLW Executive Committee for the FY16 budget. All final recommendations from that committee work will go to the DHLW full board in May for consideration.

The RFP review meeting will be held on May 1st in Ainsworth at Marr Park. Tasha noted that it will be an all day retreat. RFP packets will be delivered to all members at least one week prior to that.

Stephanie Snyder shared information about the First Five initiative and what types of services and activities are provided in the area.

Meeting adjourned at 4:00pm

Next meeting will be May 19th 2015 – location to be confirmed

Minutes submitted by Tasha Beghtol, Director

Approved on _____

Secretary _____