

DHLW Early Childhood Area
Des Moines, Henry, Louisa, Washington
June 16th 2015
Burlington Public Library
Burlington, IA

Minutes

Members Present: Stan Stoops, Mike Steele, Sergio Ayala, Mary Campbell, Tricia Lipski, Paula Buckman, Chad Reckling, June Morgan, Jim Cary

Members Absent: Dave Helman, Melody Raub, Gary See

Advisory members present: Tasha Beghtol, Rashawn Logan, Karen Erikson, Julie Meir, Cheryl Flaatten, Barb Baker, Gloria Waddell

Meeting called to order at 5:00pm by Tricia Lipski

Motion to approve the agenda

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

Motion carried unanimously

Approval of the minutes from May 19th will be considered at the next meeting.

EXECUTIVE COMMITTEE

DSM/Louisa Director position

Tricia Lipski reviewed the draft agreement with Louisa County ISU Extension to retain Rashawn Logan as the DSM/Louisa Early Childhood Director through August 2015. Rashawn will complete duties relating to FY15 activities and reports, and dissolution of the DSM/Louisa Board. The budget required for the agreement and to retain Rashawn's services is \$8,000. Tasha noted that the DHLW Board approved approximately \$30,000 for support staff at their last meeting. The \$8,000 will come from that approved line item.

Motion to approve the grant contract with ISU Extension Louisa County

Moved: Sergio Ayala **Seconded:** Paula Buckman

Motion carried unanimously

Policy and Procedures

Tasha Beghtol reviewed draft policies developed by the Executive Committee. The *Program Expenditures – Invoice/payment requirements* has been updated since the committee met. Tasha explained that a few programs noted that they are not able to meet the monthly deadline of submitting claims by the 15th. Based on conversations with contractors Tasha has inserted additional language in the policy (noted in highlights in the document) for the

Board's consideration. Members agreed by consensus to leave the additional language as written. Chad Reckling suggested that the board work on a policy about corrective steps for when a contractor doesn't meet deadlines. Tasha will draft a policy for consideration at the next Executive Committee meeting.

Motion to approve the policies as submitted by the Executive Committee with the additional language in the *Program Expenditures – Invoice/payment requirements*

Moved: Chad Reckling **Seconded:** Sergio Ayala

Motion carried unanimously

Policies adopted and effective immediately include: Budget – DHLW Early Childhood Area Board, Program Expenditures – Invoice/Payment Requirements, Request for Proposal Process, Provider Budget – Amendment Process, Travel Expense for Providers, and Food Purchases by Providers.

Contracts for approval

Tasha explained that based on board policy (Request for Proposal Process) 6 of the 22 programs awarded funding last month require full board approval of the contract because the scope of work and/or budget for the project is different than what was proposed in the original RFP. Members reviewed and discussed the scope of work and target benchmarks for each contract.

Motion to approve the contract with Community Action of Southeast Iowa for the Stepping Up To Success program.

Moved: Mary Campbell **Seconded:** Sergio Ayala

Motion carried unanimously

Comment: Adjustment was made to the budget; *incentive* line item was reduced by \$8,000. Scope of work has not changed. Total amount of contract is \$72,831.

Motion to approve the contract with Child Care Resource & Referral – Region 5 for the Quality Improvement Project.

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

Motion carried unanimously

Comment: Adjustment was made to the budget; conference portion of the budget was removed. Total amount of contract is \$15,000.

Motion to approve the contract with Community Action of Southeast Iowa for the Head Start Transportation program.

Moved: Chad Reckling **Seconded:** Mike Steele

Motion carried unanimously

Comment: The program is working with the local district to continue to make the transportation program as efficient as possible. Adjustments have been made to the total number of buses and drivers. June Morgan asked about what the options are for rural kids that need to get to Head Start, but the transportation is not available. Tasha noted that the program has discussed those types of challenges before and she will ask them to address it when they provide their presentation to the board. Total amount of contract is \$48,336.

Motion to approve the contract with Grant Wood AEA for the CART program.

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

Motion carried unanimously

Comment: The scope of work reflects a .2 FTE which is the equivalent of 38.61 days because the AEA does not have staff working year round. Tasha noted that 1 of the 2 districts currently participating in the program has declined to continue. The district has identified that the coaching provided for the past 2 years has allowed them to establish their own system of supports. Tasha has asked the program to contact the Mid Prairie CSD about their interest. Scope of work in the contract currently reflects activities to be done with only one district. Future adjustments may be needed with this contract. Total amount of contract is \$18,412.

Motion to approve the contract with Des Moines Co Public Health for the Home Visitor program.

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

Motion carried unanimously

Comment: The program was awarded less than the request. Adjustments were made by reducing administration costs to the ECI Board and reducing total RN time. Travel and Professional Development line items were eliminated. Discussion was held regarding the total number of visits. Target is based on average of 1 visit per month per family. Chad Reckling asked about the efficacy of that average. Barb Baker noted that higher risk families would receive more frequent visits. Total amount of contract is \$39,791.

Motion to approve the contract with Colonel's Kids Childcare Center for the Quality Staffing program.

Moved: Mary Campbell **Seconded:** Chad Reckling

Motion carried unanimously

Comment: Adjustments were made to clarify that the DHLW board is paying for 1.75 fulltime positions to be in the 1 and 2 year old rooms only. Target benchmarks include teacher/child ratios that are better than the standard DHS requirements. Total amount of contract is \$36,227.40.

PRESCHOOL SCHOLARSHIP REQUIREMENTS

Tasha Beghtol shared information about the challenges that a local preschool had faced when trying to achieve the required QRS Level 3 in order to participate in the scholarship program. The program is working with consultants and has achieved a level 2. The program is expected to achieve a level 3 within a year. A second program with similar circumstances is located in the Mediapolis CSD, the only district in the early childhood area that does not have Statewide Voluntary Preschool Program funds. Cheryl Flaatten noted that the Mediapolis site typically has 3-4 eligible families. Tasha noted that the New London site typically had 10-15 eligible kids. Members agreed that a waiver for one year is acceptable based on the parameters outlined in the handout.

- 1 year waiver that allows a preschool to access scholarships for FY16
- must be a QRS 2 and working with the childcare consultant to reapply for a QRS 3
- must have the QRS 3 by July 2016
- if QRS 3 is not obtained waiver no longer applies and preschool will not be eligible to participate until quality criteria is met
- applies to participating programs, NOT participating children/families

Motion to approve a temporary waiver to the quality requirements of the Preschool Scholarship Program as outlined in the handout provided.

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

Motion carried unanimously

PROGRAM INCREASED BUDGET REQUEST

Cheryl Flaatten from Community Action of Southeast Iowa shared information and answered questions about a request for an additional \$8,608 for the Parents as Teachers program approved by the board last month. The program had originally estimated total costs based on receiving a Shared Visions grant. Community Action did not receive the Shared Visions grant. A revised budget was needed to show only DHLW funds going into the program. Tasha explained that Cheryl had proposed a revised budget that removed the supervisor's time in order to stay within the original amount awarded by the board (\$52,295.) The program must have a supervisor to maintain model fidelity. If the DHLW board doesn't pay for the supervisor the program will have to find other resources or the program cannot be funded at all by DHLW. The increased amount reflects adding the supervisor's time back in, but makes adjustments for the loss of the Shared Visions funds. Members asked if the funds were available and where they would come from. Tasha explained that there are some available funds in a couple of categories that can be used to help cover this cost.

Motion to approve the request from Community Action of Southeast Iowa for an additional \$8,608 for the Parents as Teachers program. Total contract for FY16 is \$60,903.

Moved: Jim Cary **Seconded:** June Morgan

Motion carried unanimously

FY16 BUDGET

Tasha reviewed the draft budget for FY16. Minor adjustments have been made since the May meeting and approval of program awards. The budget plan from the May meeting reflected using EC funds for the dental programs. EC funds cannot be used for dental programs. The dental contracts are now being split between SR – preschool and SR – General. That adjustment increased the unallocated funds in EC – General to \$12,455. The increased award for the PAT program approved tonight will reduce the unallocated funds in SR – General to \$2,936. The extra funds in both categories will be identified as Professional Development and/or Public Awareness activities yet to be determined.

Motion to approve the DHLW Early Childhood Area FY16 budget and authorize Tasha Beghtol to submit it to the ECI state office.

Moved: Jim Cary **Seconded:** June Morgan

Motion carried unanimously

DIRECTOR UPDATE

The regional Parent Council has identified that a Southeast Iowa Early Childhood Event would be a good project to complete this year. Current draft plans include a 1-2 day event held in Mt Pleasant during the Week of the Young Child. Unallocated funds in the budget could be used to help support it. Tasha and Ginger Knisley (Lee/Van Buren area Director) are facilitating a planning meeting on July 15th. Project update will be provided at the August meeting.

The DHLW merger was officially approved by the state ECI Board on June 5th. Tasha attended the meeting. No concerns were raised and no additional actions are needed.

Meeting adjourned at 6:30pm

Next meeting will be August 18th 2015 in Washington

Minutes submitted by Tasha Beghtol, Director

Approved on _____

Secretary _____