

**DHLW Early Childhood Area**  
*Des Moines, Henry, Louisa, Washington*  
August 18<sup>th</sup> 2015  
Washington Public Library

**Minutes**

**Members Present:** Dave Helman, Melody Raub Stan Stoops, Mike Steele, Sergio Ayala, Mary Campbell, Tricia Lipski, Paula Buckman, Chad Reckling, June Morgan, Jim Cary, Matt Latcham

**Members Absent:** Gary See and June Morgan

**Advisory members present:** Tasha Beghtol, Rashawn Logan, Karen Erikson, Gloria Waddell, Roberta Sloat, Stephanie Gardner, Jeanie Wade-Nagel, Julie Ledger, Danielle Petit-Majewski, Sandra Busta

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

**Motion** to approve the agenda

**Moved:** Dave Helman                    **Seconded:** Melody Raub

**Motion carried unanimously**

**Motion** to approve the minutes from May 19<sup>th</sup> 2015 meeting as presented

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

**Motion carried unanimously**

**Motion** to approve the minutes from June 16<sup>th</sup> 2015 meeting as presented

**Moved:** Stan Stoops                    **Seconded:** Jim Cary

**Motion carried unanimously**

**Board Membership**

Matt Latcham introduced himself and shared that he is interested in membership on the board. Matt served on the Henry/Washington ECA Board for 4 years. Matt can fulfill the role of Education or Health if needed.

**Motion** to accept Matt Latcham as a new DHLW Early Childhood Area Board member as a citizen representative

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

**Motion carried unanimously**

Tasha Beghtol shared an email resignation from Gary See. Gary was fulfilling the role of Parent/Grandparent/Guardian of a 0-5 year old. No one else currently meets those criteria. The board will need to fill that requirement with one of the vacant spots. Tasha noted that it would be best to have a woman from for the purpose of maintaining gender balance requirements.

**Motion** to accept the resignation from Gary See

**Moved:** Jim Cary

**Seconded:** Melody Raub

**Motion carried unanimously**

### **Financial Report**

The new bank account with Central Iowa Juvenile Detention Center (CIJDC) is open and payments to programs have started, but reports show minimal activity at this time. The Board will review reports from CIJDC at the next meeting and discuss any changes in format desired.

Tasha Beghtol reviewed the current budget numbers. The DSM/Louisa Early Childhood Area Board had \$9,600.01 of non ECI funds in their account. That board approved those funds to be transferred along with the ECI funds to the new DHLW board. Tasha has confirmed with the state ECI office that these funds have not been reported on any financial statements as ECI monies. Tasha provided two budget scenarios for consideration.

Option 1: Use the extra non ECI funds to pay for the FY15 audits to be done in winter of 2016. The estimated cost of the audits is \$9,000. Unused funds would be used for other projects as determined by the board after the audits are complete. This option allows for more of the staff salaries to be taken from the Administration line items and frees up funds in categories that are accessible to programs.

Option 2: The extra funds are not used in the ECI budget and the board must determine how the funds will be spent.

**Motion** to approve the Option 1 revised FY16 budget.

**Moved:** Melody Raub

**Seconded:** Mary Campbell

**Motion carried unanimously**

Chad Reckling and Tasha Beghtol shared information about the committee working on a regional early childhood event to take place in April 2016. The event was inspired by the Southeast Iowa Regional Parent Council that covers 6 counties. Iowa Wesleyan College has provided their facilities at no cost. The Lee/Van Buren Early Childhood Board has committed \$5,000 in support and the Quad County CPPC is expected to commit \$3,000. The event will be a 2-day summit with a business focus on Friday afternoon and a community/parent focus on Saturday. Tasha has spoken with Rob Grunewald from the Federal Reserve Bank and is sending a formal request to him to be the keynote speaker for Friday. The next committee meeting is scheduled for August 19<sup>th</sup> at IWC.

**Motion** to approve \$5,000 from School Ready General funds to be used for the Southeast Iowa Early Childhood Summit in April 2016.

**Moved:** Paula Buckman

**Seconded:** Mary Campbell

**Motion carried unanimously**

Tasha shared information about challenges facing all family support programs and the need for excel training. The web-based data system (redcap) that all programs must use requires supervisors to export large sets of data into excel and then sort and format the report. Downloading the excel sheets on a regular basis is important for

program supervisors to do in order to check the accuracy of the data being reported, but most staff have identified that their level of comfort with excel is minimal. Tasha requested that the Board consider covering the costs of an excel training specifically designed for family support staff and the redcap system. Tasha has talked with Kirkwood Community College and they are able to provide the training and classroom. The cost is estimated at \$800-1000 and would be available to all 8 family support programs.

**Motion** to approve the use of \$1000 from School Ready General to pay for an excel training for family support staff.

**Moved:** Dave Helman                    **Seconded:** Mike Steele

**Motion carried unanimously**

### **Record Retention**

Tasha noted that Rashawn has been going through old files and condensing items so that files from both boards can be put in one location. Des Moines County Public Health currently stores the majority of the DSM/Louisa ECA records. The record retention policy of the DHLW board and contract requirements with the state ECI board is to keep files for at least 5 years. There are approximately 20-25 boxes older than 5 years in the DSM Co Public Health storage. Tasha has asked Barb Baker, DSM Co Public Health Administrator, to destroy the old files and bill the DHLW board.

**Motion** to allow Des Moines County Public Health to properly destroy Des Moines/Louisa Early Childhood Area files older than 5 years and bill the DHLW Early Childhood Area Board for the expense.

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

**Motion carried unanimously**

### **Program Presentations**

Child Care Alliance Response Team (CART) – Sandra Busta from Grant Wood AEA shared information about the program and answered questions from the board. CART is currently working with 5 preschool classrooms in Washington County using the Positive Behavior Intervention Support (PBIS) curriculum. Sandra provides trainings and onsite face to face coaching to help teachers when working with challenging behaviors. Sandra noted that they are not adding any new districts or classrooms at this time because the current hours are not enough to support increases in number of teachers served.

The Family Connection (Henry and Washington Counties) – Roberta Sloat provided an overview of the types of services provided by the two programs. Both programs use the Parents as Teachers model. Henry County serves children prenatal – age 5 and Washington Co services prenatal – age 4. Home visits offer a variety of educational experiences for parents and children. The frequency of visits varies based on the need of the family.

Stephanie Gardner shared information about the challenges of the required reporting system, Redcap. Tasha provided a handout that highlighted errors in Redcap and errors made by programs. Discussion was held regarding the challenges of Redcap and what type of technical support is available to family support staff. Tasha noted that the programs are working together to make corrections and better understand how the data is being captured. Programs will continue to complete local quarterly reports to the board. Tasha will bring all programs back together in January to compare their local reports with the Redcap reports received directly from the state. At the end of

FY16 (summer 2016) if the Redcap reports are accurately reflecting the data and activities of the programs, then the programs may minimize or eliminate the extra reporting specifically for the board. Tasha noted that Redcap reports received from the state include data that is not identified in the ECI required performance measures. This has added to the confusion of what Redcap wants versus the actual requirements based on the use of ECI money. Members expressed concern about the lack of technical support for programs working with Redcap and the frustrations voiced by family support staff.

Announcement: The Henry County Family Connection program received its Iowa credential and will be hosting a party on September 18<sup>th</sup>. Details will be sent out at a later date.

### Annual Reports

Tasha and Rashawn reviewed the FY15 year end data from programs funded by the DSM/Louisa and the Henry/Washington ECA Boards. Programs are lumped together by activity in the annual report. The abbreviated reports provided by Tasha and Rashawn show data and outcomes by program/contract. Rashawn noted that several programs in DSM/Louisa had large amounts of unspent funds that contributed to the excess carryover. Dave Helman asked about those programs and plans for next year. Tasha noted that a couple of them are no longer funded so it should not be a problem.

Additional comments on program data:

- Stepping Up to Success program showed that 91% (10/11) participants met their goals, but the actual percentage in the annual report is 43% (10/23.) Tasha is unclear why the program chose 11 as the denominator.
- The Head Start Transportation program did not meet its benchmark for 85% attendance. The yearend report showed 80%. The program provided regular updates to the board and noted their challenges of getting bus drivers hired during the year.
- The CCR&R data showed that 7 of the 8 applicants completed a QRS rating, but only 6 of the 7 could be counted in the outcome. Tasha explained that 1 of the 7 maintained at a level 4. They would have to increase to a 5 in order to be counted.
- The WAGE\$ contract had been providing the state required performance data during the entire year. The data was not a good fit for the program and the state ECI office has created new measures for areas funding WAGE\$ in FY16. Tasha explained that the new measures were in the FY15 annual report online system. Instead of using the irrelevant data as previously required and collected, Tasha contacted the program and got the new more appropriate data to be included in the FY15 report.
- Discussion was held regarding the Redcap problems and what steps the board may want to take in response to the issue. Additional training for family support staff needs to be requested. Tasha will contact the state office to inquire about Redcap trainings. Members agreed that adding something to the annual report is important for clarification.

**Motion** to approve the FY15 DSM/Louisa and Henry/Washington annual reports. Reports will be submitted by September 15<sup>th</sup> and will include the Redcap handout from today's meeting materials as part of the family support data that is uploaded into the report.

**Moved:** Dave Helman                      **Seconded:** Paula Buckman

**Director Update**

A regional legislative forum is scheduled for August 28<sup>th</sup> in Iowa City. At least 5 legislators are confirmed to attend. Several local members have agreed to attend as well.

Tasha handed out a revised 2015 calendar and new 2016 calendar. The old 2015 version had the wrong date for November. The meeting will be Tuesday November 17<sup>th</sup>.

Tasha noted that the following committees need to be convened; Bylaws – general annual review; Policy and Procedures – review and revise new draft policies; Program – review quarter reports and establish policies relating to program monitoring. Volunteers for a joint Bylaw/P & P committee are Dave, Mary, and Tricia. Volunteers for a program committee are Chad, Paula, and Melody.

**Public Comment**

Tasha read an email from Allison Bergman, Grow N Glow Preschool. Allison could not attend the meeting and sent the email with a request it be shared during public comment.

*To the Men & Women on the DHLW board,*

*I wish I was delivering this message in person but tonight happens to be Grow-n-Glow Kid's Night at our preschool. But I want to Thank You, with all my heart, for allowing Grow-n-Glow families to receive scholarships for the 2015-2016 school year.*

*Your vote to allow this has had a huge impact on our families. You see, at Grow-n-Glow we get to know our families on a personal level and a few families, when signing their child up for preschool this year, would tell me, "I don't know how we will afford this but we will figure out something because we will not send our child to any other preschool." They were in tears when they received the news about the scholarships. We are committed to giving these children a QUALITY education by providing one of the best child to teacher ratios around (5 to 1). Parents are showing us that this is a big deal to them, as we are pulling families from 6 different towns this year (Mt. Pleasant, Winfield, Mediapolis, Burlington, West Point & New London). I want you to know that your investment in these children's early childhood education is more than a temporary, financial investment. What you have done and are doing, is impacting the lives of families and our future generations.*

*THANK YOU again!!*

*Sincerely,*

*Allison and Kevin Bergman*

*Owner/Director of Grow-n-Glow Preschool*

Meeting adjourned at 7:00pm. Next meeting will be September 15<sup>th</sup> in Columbus Junction

Minutes submitted by Tasha Beghtol, Director

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

Secretary \_\_\_\_\_