



DHLW Early Childhood Area

Des Moines, Henry, Louisa, Washington

Draft

Agenda

March 21st, 2023

5:00pm

Masonic Lodge - 206 N Main St, Mt. Pleasant, IA

Option for listening via zoom – see next page

Call to order (Establishment of quorum)

Introductions

Approval of Agenda

Action

Membership

1. Consider application for membership from Bailea Grier

Action

Review/Acceptance of Minutes

2. Consider approval of February 21st 2023 minutes

Action

Financial Report – Treasurer

3. Consider approval of current financial summary

Action

FY23 Budget Amendment Request – Tasha Beghtol

4. Consider approval of budget amendment request from Trinity Muscatine Public Health for CCNC services
5. Consider approval of budget amendment request from Henry County Agricultural Extension for the Family Connection program

Action

Action

FY23 Contract Amendment Request – Executive Committee

6. Consider request for contract amendment from Mt Pleasant Community Childcare Center

Action

Administrative update – Tasha Beghtol

Information

Open Public Input

Tasha Beghtol is inviting you to a scheduled Zoom meeting.

Topic: DHLW Board

Time: Feb 21, 2023 05:00 PM Central Time (US and Canada)

Every month on the Third Tue, until Jun 20, 2023, 5 occurrence(s)

Feb 21, 2023 05:00 PM

Mar 21, 2023 05:00 PM

Apr 18, 2023 05:00 PM

May 16, 2023 05:00 PM

Jun 20, 2023 05:00 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly: [https://us02web.zoom.us/meeting/tZMsf-](https://us02web.zoom.us/meeting/tZMsf-GtqDwqEtLr_8qqA66cFHD9RFV_WqGk/ics?icsToken=98tyKuGvrzMtH9KSsBGBRpwEBYqgWe_wpmZfj7dxjiC9EjFyNFX1EMpma4BZJufn)

[GtqDwqEtLr_8qqA66cFHD9RFV_WqGk/ics?icsToken=98tyKuGvrzMtH9KSsBGBRpwEBYqgWe_wpmZfj7dxjiC9EjFyNFX1EMpma4BZJufn](https://us02web.zoom.us/meeting/tZMsf-GtqDwqEtLr_8qqA66cFHD9RFV_WqGk/ics?icsToken=98tyKuGvrzMtH9KSsBGBRpwEBYqgWe_wpmZfj7dxjiC9EjFyNFX1EMpma4BZJufn)

Join Zoom Meeting

<https://us02web.zoom.us/j/87188567086?pwd=WVdyMUR0a05SUCsxa05WQ1kzWEpmQT09>

Meeting ID: 871 8856 7086

Passcode: 709395

One tap mobile

+13092053325,,87188567086#,,, *709395# US

+13126266799,,87188567086#,,, *709395# US (Chicago)

Dial by your location

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 9128 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

Meeting ID: 871 8856 7086

Passcode: 709395

Find your local number: <https://us02web.zoom.us/u/kdoob50bYB>

Individuals with disabilities are encouraged to attend. If you are a person with a disability who requires an accommodation in order to participate in this event please contact the Director at 319-461-1369.

DHLW Early Childhood Area

Des Moines, Henry, Louisa, Washington

Early Childhood Iowa is a statewide initiative that provides local funding for programs serving all families with children 0-5 years old. The DHLW Early Childhood Area Board consists of up to 15 members representing citizens, elected officials, education, health, human services, faith, business, and consumer. The Board determines community needs for young children, establishes priorities, and provides funding for local programs offering services to families who reside in Des Moines, Henry, Louisa, and Washington counties.

Vision – Every child beginning at birth will be safe, healthy, and successful.

Mission – 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.

Board Membership Application

DHLW board membership requires an average of 2-3 hours per month for a 3-year term, unless fulfilling a shorter term held by a previous member. Members may be asked to serve on ad-hoc committees as needed and attend an extended annual meeting in April/May.

ECI regulations require that every early childhood area board have at least one member representing the positions noted below. Please mark the position that might be a good fit for you:

Business

Elected Official

Human Services

Health

Faith

Education

Citizen

☐ Parent/Grandparent/Guardian of a child 0-5 years

Contact Information

Name: _____

Employer: _____

Address to receive mail: _____

City: _____ State: _____ Zip: _____

County: _____ Best Contact Phone Number: _____

E-mail: _____

Background

Are you a direct or indirect recipient of ECI funds or services? Yes No Not sure

Work Experience:

Other Board/Volunteer Experience:

What skills can you contribute to the Board:

Discuss your interest in serving on the Board:

Any other information you would like to share:

How did you find out about the Early Childhood Iowa Board (ECI):

Signed: _____ Date: _____

Please return this application to:

DHLW Early Childhood Area Director at tbeghtol@dhlw.org

If you have any questions about the DHLW Early Childhood Area please contact Tasha Beghtol at 319-461-1369.

DHLW Early Childhood Area
Des Moines, Henry, Louisa, Washington
February 21st 2023 5:00pm
206 N Main St., Mt Pleasant IA.

Minutes

Members Present: Jim Cary, Matt Latcham, Tricia Lipski, Cyndi Mears, Melody Raub, Unity Stevens

Members Absent: Mike Steele, Stan Stoops

Advisory members and guests present: Tasha Beghtol, Toni Krana, Kalisha Lutz, Christine O'Brien, Linda Cavazos, Amy McLaughlin, Sheri Wilson, Bailea Grier

Meeting was called to order by Unity Stevens at 5:00pm with a quorum present

Agenda

Motion to approve the agenda as presented

Moved: Matt Latcham **Seconded:** Cyndi Mears

Motion carried unanimously

Minutes

Motion to approve minutes of the January 17th 2023 meeting with a minor language edit on page 1.

Moved: Melody Raub **Seconded:** Matt Latcham

Motion carried

Financial Report

Matt Latcham reviewed the financial summary and the monthly postings report from Central Iowa Juvenile Detention Center. The EC-PBIS line item needs updated to reflect the amendment approved at the last meeting. The total contract amount is now \$86,041.46 and has spent down 35%. Summit expenditures will exceed the budget until the event is completed and reimbursements are received from partner ECI areas. 3rd quarter revenues from the state have been deposited.

Motion to approve the financial summary as presented

Moved: Jim Cary **Seconded:** Cyndi Mears

Motion carried unanimously

Program Presentation

Kalisha lutz and Christine O'Brien from Community Action of Southeast Iowa shared updates and answered questions about the Preschool Scholarship program. Enrollment has increased since last year. Head Start has less spots and might be a factor to the increased scholarship applications. There are currently 47 children enrolled. Scholarships are covering an average of 85% of tuition cost for eligible families. Transportation continues to be a barrier for some parents and has been indicated as a reason for some children who stopped attending.

Request for temporary waiver

Tasha Beghtol reviewed a request from Sunny Day Preschool to receive a temporary waiver to the required quality standards in order to participate in the Preschool Scholarship program. Programs must have a QRS 3 or higher or an IQ4K rating to receive tuition for children on scholarship. Sunny Day's QRS has expired and they are currently working on an IQ4K application. Discussion was held regarding the new IQ4K system and some of the challenges in completing, submitting, and receiving a rating. Supporting documentation from Jodi Norton, IQ4K Specialist, was reviewed and Kalisha Lutz provided updates on the program's status and children enrolled. Members agreed by consensus that if a waiver is granted there should be flexibility in the event that additional complications occur that the preschool cannot control.

Motion to approve a temporary waiver of the required preschool program quality standards for Sunny Day Preschool. The waiver will expire on March 31st. Sunny Day Preschool must provide documentation of a complete and submitted application to Kalisha Lutz (Preschool Scholarship Coordinator). Tasha Beghtol will provide an update at the March meeting.

Moved by Melody Raub

Seconded by Tricia Lipski

Abstention by Cyndi Mears

Motion carried

Contract Amendment Request

Tasha Beghtol reviewed a contract amendment request by Lee County Health Department for the HOPES – Des Moines County program. The program is requesting to move budget line items and add funds to categories that were originally approved at \$0. As a result, the total compensation is reduced.

Motion to approve the contract amendment and revised budget as submitted by Lee County Health Department for the HOPES – Des Moines County program.

Moved by Melody Raub

Seconded by Cyndi Mears

Motion carried unanimously

FY24 Funding and Applications

Members reviewed draft documents and timelines for the FY24 Request For Renewal (RFR) and Request For Proposal (RFP) process. Tasha reviewed the new form for the EC-PBIS program and revisions to the childcare staffing program questions. Discussion was held regarding the release of an RFP in addition the renewals.

Members agreed by consensus that an opportunity should be made available for new projects and the process should be done at the same time. The RFR and RFP will be released on a March 1st and due by April 10th.

Motion to approve the FY24 Request For Proposal and Request For Renewal application documents with adjustments to timeline.

Moved by Matt Latcham

Seconded by Melody Raub

Motion carried unanimously

Administrative Update

A written report provided that included mid-year summary report for all contracts. Tasha shared some highlights of the ECI state level annual report and new strategic plan.

Motion to adjourn at 6:45

Minutes submitted by Tasha Beghtol, Director

Approved on _____ Secretary _____

DRAFT

CIJDC financial report ending February 2023

REVENUE

FY22 carryover	\$ 146,779.93
FY23 revenues	\$ 669,241.50
interest earned YTD	\$ 184.54

EXPENDITURE

YTD expenditures	\$ 553,593.07
EC-PBIS reimbursements	\$ (36,622.95)
ICAP reimbursement	\$ (451.91)

\$ 816,205.97**\$ 516,518.21**

SUMMARY BY CONTRACT

	PROGRAM	CONTRACT - Budget	Y-T-D EXPENSES	BALANCE	% SPENT
1	CCNC - Henry/Louisa/Washington	\$ 49,883.00	\$ 30,010.63	\$ 19,872.37	60%
2	CCNC - DSM Co	\$ 37,671.00	\$ 20,822.53	\$ 16,848.47	55%
3	Burlington CSD	\$ 57,500.00	\$ 33,541.69	\$ 23,958.31	58%
4	Mt Pleasant Childcare	\$ 50,000.00	\$ 29,166.68	\$ 20,833.32	58%
5	First Children's Finance	\$ 7,600.00	\$ 7,600.00	\$ -	100%
6	HOPES - Des Moines Co	\$ 67,675.00	\$ 23,642.65	\$ 44,032.35	35%
7	THE FAMILY CONNECTION	\$ 301,000.00	\$ 165,715.98	\$ 135,284.02	55%
8	Louisa Healthy Families (HOPES)	\$ 83,456.00	\$ 38,599.51	\$ 44,856.49	46%
9	EC-PBIS (DHLW portion only)	\$ 86,041.46	\$ 38,117.72	\$ 47,923.74	44%
10	PRESCHOOL SCHOLARSHIPS - All	\$ 66,429.00	\$ 26,475.78	\$ 39,953.22	40%
11	DENTAL - Henry/Washington	\$ 5,075.00	\$ 4,967.17	\$ 107.83	98%
12	DENTAL - Louisa Co	\$ 1,477.56	\$ 819.78	\$ 657.78	55%
13	DENTAL - DSM Co	\$ 65,000.00	\$ 17,677.45	\$ 47,322.55	27%
14	Quality Improvement Grants (4.9a)	\$ -	\$ -	\$ -	#DIV/0!
15	STAFF	\$ 93,102.00	\$ 59,702.28	\$ 33,399.72	64%
16	MILEAGE	\$ 3,500.00	\$ 2,400.65	\$ 1,099.35	69%
17	EC ADMINISTRATION	\$ 4,587.12	\$ 3,344.81	\$ 1,242.31	73%
18	SR- ADMINISTRATION	\$ 10,341.53	\$ 7,609.65	\$ 2,731.88	74%
19	SR general SUMMIT*	\$ 3,000.00	\$ 6,303.25	\$ (3,303.25)	210%
	TOTAL	\$ 993,338.67	\$ 516,518.21	\$ 476,820.46	52%

SUMMARY BY FUNDING CATEGORY

CATEGORY	BUDGET	Y-T-D EXPENSES	BALANCE	% SPENT
SR - ADMIN	\$ 36,341.53	\$ 24,326.36	\$ 12,015.17	67%
SR - QUALITY IMPROVEMENT	\$ 71,520.91	\$ 42,401.05	\$ 29,119.86	59%
SR - GENERAL	\$ 630,669.98	\$ 310,914.86	\$ 319,755.12	49%
SR General SUMMIT	\$ 3,000.00	\$ 6,303.25	\$ (3,303.25)	210%
SR General EC-PBIS (DHLW portion)	\$ 84,148.75	\$ 26,682.39	\$ 57,466.36	32%
EC ADMIN	\$ 9,587.17	\$ 6,329.98	\$ 3,257.19	66%
EC - General EC-PBIS (DHLW portion)	\$ 35,000.00	\$ 11,435.33	\$ 23,564.67	33%
EC - GENERAL	\$ 168,833.59	\$ 88,124.99	\$ 80,708.60	52%
TOTAL	\$ 1,039,101.93	\$ 516,518.21	\$ 522,583.72	50%

11:13 AM
03/01/23
Cash Basis

Central Iowa Detention
DHLW #1 Postings Report- MONTH CASH
February 2023

Num	Date	Name	Account	Paid Amount
DEP	02/03/2023	ECI	DHLW SR PBIS Lee VB	2,225.38
1744	02/21/2023	CIJDC	DHLW EC Admn VISA	-338.00 ✓
1746	02/21/2023	First Children's Finance Error	DHLW EC General Fnd 2 pmts	-7,600.00 ✓
1748	02/21/2023	Trinity Muscatine Public Health	DHLW EC General CCNC split	-1,869.10 ✓
1749	02/21/2023	Lee county Health	DHLW EC General CCNC split	-1,401.47 ✓
1751	02/21/2023	Burlington CSD	DHLW EC General	-4,791.67 ✓
1752	02/21/2023	Mt Pleasant Childcare	DHLW EC General	-4,166.67 ✓
1744	02/21/2023	CIJDC	DHLW SR Admn VISA	-80.42 ✓
1747	02/21/2023	Community of Action of Southeast Iowa	DHLW SR General PS Scholarship	-4,578.16 ✓
1748	02/21/2023	Trinity Muscatine Public Health	DHLW SR General CCNC split	-1,869.10 ✓
1749	02/21/2023	Lee county Health	DHLW SR General CCNC split	-1,401.46 ✓
1750	02/21/2023	Henry County Extension	DHLW SR General Fam. Conn.	-26,956.97 ✓
1754	02/21/2023	Lee county Health	DHLW SR General HOPES	-8,533.10 ✓
1744	02/21/2023	CIJDC	DHLW SR Summit VISA	-581.30 ✓
1745	02/21/2023	Van Dijk Consultants	DHLW SR Summit	-200.00 ✓
1753	02/21/2023	Henry County Extension	DHLW SR PBIS	-13,345.50 ✓
1753	02/21/2023	Henry County Extension	DHLW EC PBIS	-2,410.70 ✓
DEP	02/23/2023	ECI	DHLW SR PBIS muscatine	2,818.81
1755	02/28/2023	CIJDC	DHLW EC Admn	-581.93
1755	02/28/2023	CIJDC	DHLW SR Admn	-2,442.69
1755	02/28/2023	CIJDC	DHLW SR Quality Improvement	-4,991.54
INT	02/28/2023	ECI	DHLW EC General	7.05
INT	02/28/2023	ECI	DHLW SR General	22.33
TOTAL				-83,066.21

Double bill for Summit + HOPES 2023

PBIS \$ 5044.19
Revenue


* 1746 - move to SR General

Budget Amendment Request FY23 (DHLW Early Childhood Area)

Instructions: Send a completed and signed form (PDF format) to tbeghtol@dhlw.org

Note: Document has formulas embeded, but is not protected. If you 'delete' a cell the formula will be deleted.

Child Care Nure Consultant - Louisa, Henry, Washington				
		This column should include all amounts w/ accurate total in row66. IF a line item is not changing it still needs to be transferred into this column to show no change in column D		
Line Item descriptions and budget justification	Current budget	Revised budget request	% change	Brief explanation of line item change.
Direct staff salaries	\$ 32,031.00	\$ 32,031.00	0%	
Staff: CCNC 1040 hrs x \$28.31 = \$29,442 (\$29,442.40 rounded to \$29,442)				
Staff: Supervisor 70 hrs x \$31.58 = \$2,211 (\$2,210.60 rounded to \$2,211)				
Staff: Fiscal Operations 12 hrs x \$31.52 = \$378 (\$378.24 rounded to \$378)				
Direct Staff Benefits	\$ 11,211.00	\$ 11,211.00	0%	
Staff: CCNC \$28.31 x 35% benefits x 1040hrs = \$10,305 (\$10,304.84 rounded to \$10,305)				
Staff: Supervisor \$31.58 x 35% benefits x 70 hrs = \$774 (\$773.71 rounded to \$774)				
Staff: Fiscal Operations \$31.52 x 35% benefits x 12 hrs = \$132 (\$132.38 rounded to \$132)				
Contract Services	\$ -	\$ -	0%	
insert narrative here				
Travel	\$ 1,755.00	\$ 2,263.00	29%	Requesting amendment to Increase travel budget, due to increased travel expenses associated with in-person CCNC services.
3 Counties; 3,000 mi x \$0.585 (2022 IRS) = \$1,755				
Equipment	\$ -	\$ -	0%	
insert narrative here				
Office Supplies	\$ -	\$ -	0%	
insert narrative here				
Operational	\$ 1,768.00	\$ 1,768.00	0%	

Rent				
Annual rent for CCNC office and storage space is \$1,768.				
\$1,768/12 = \$147.33/month				
* Rent is reduced by half to submit to Muscatine ECI Grant. Actual annual rent is \$3,536/12				
\$294.67/month)*.				
Staff Professional Development	\$ 308.00	\$ 100.00	-68%	Requesting amendment to decrease professional development budget to aid in covering travel expenses for in-person CCNC services. Professional development expenses not covered with DHLW funding will be covered by agency in-kind.
Prevent Child Abuse Iowa Conference Location: Des Moines 150 mi roundtrip \$0.585 x 150 = \$88 (87.75 rounded to \$88)				
Healthy Child Care Iowa CCNC Meeting Location: Des Moines Area 150 mi roundtrip \$0.585 x 150 = \$88 (87.75 rounded to \$88)				
Mileage is reduced by half to submit to Muscatine ECI Grant. Actual roundtrip is 300mi.				
1 hotel room (Des Moines Area for PCAI Conference); \$48 per night plus 5% state tax and 7% city tax = \$48 + \$5.76 = \$54 per night (\$53.76 rounded to \$54)				
Hotel is reduced by half to submit to Muscatine ECI Grant. Actual hotel expense is \$96 plus 5% state and 7% city tax				
Allowable Meal Rate is \$56/day (current allowable State rates) = \$28 *Meals are reduced by half to submit to Muscatine ECI Grant*				
Prevent Child Abuse Iowa Conference, Registration \$50				
Incentives	\$ 435.00	\$ 135.00	-69%	Requesting amendment to decrease incentives budget to aid in covering travel expenses for in-person CCNC services. Incentives expenses not covered with DHLW funding will be covered by HCCI funding.
Marketing Flyers cardstock/cut \$0.90 x 100 = \$90				
Marketing Flyers color copies \$0.45 x 100 = \$45				
Educational Magnets, educational demonstrative assist items \$300				
Total: \$435				
Costs are reduced by half to submit half to Muscatine ECA Grant. Marketing flyers total 200 copies and educational items total \$600				
subtotal	\$ 47,508.00	\$ 47,508.00	0%	
Indirect Administration - max allowed = 5% unless agency has federally approved r	\$ 2,375.00	\$ 2,375.00	0%	
*calculated using straight 5% of subtotal - salaries, travel, etc				
TOTAL	\$ 49,883.00	\$ 49,883.00		
<div style="display: flex; justify-content: space-between; align-items: center;"> <div>  </div> <div> 2/21/2023 </div> </div> <div style="display: flex; justify-content: space-between; align-items: center; background-color: yellow; border: 1px solid black; padding: 5px;"> <div>Administrator signature</div> <div>date</div> </div>				

Budget Amendment Request FY23 (DHLW Early Childhood Area)

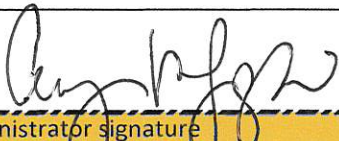
Received 2-20-2023 TB

Instructions: Send a completed and signed form (PDF format) to tbeghtol@dhlw.org

Note: Document has formulas embeded, but is not protected. If you 'delete' a cell the formula will be deleted.

The Family Connection

This column should match original budget as approved by DHLW for the contract period - copy & paste.		This column should match original budget as approved by DHLW for the contract period - copy & paste.		This column should include all amounts w/ accurate total in row66. IF a line item is not changing it still needs to be transferred into this column to show no change in column D	
Line Item descriptions and budget justification	Current budget	Revised budget request	% change	Brief explanation of line item change.	
Direct staff salaries	\$ 195,271.00	\$ 192,771.00	-1%	Due to staff changes, the salary allotment will not be as high as originally figured.	
FS Supervisor \$30.90/hr x 870 hours = 26,883					
FS Specialist \$22.66/hr x 870 hours = 19,714					
FS Specialist \$22.50/hr x 870 hours = 19,575					
FS Specialist \$20/hr x 695 hours = 13,900					
Total for rest of FY 23 80,022					
Direct Staff Benefits	\$ 70,763.00	\$ 70,763.00	0%		
insert narrative here					
Contract Services	\$ -	\$ -	#DIV/0!		
insert narrative here					
Travel	\$ 10,000.00	\$ 10,000.00	0%		
insert narrative here					

Equipment	\$ -	\$ -	#DIV/0!	
<i>insert narrative here</i>				
Office Supplies	\$ 4,000.00	\$ 3,000.00	-25%	Supply line item can be managed in order to make money available for a project that is specific to another line item.
<i>insert narrative here</i>				
Operational	\$ 4,650.00	\$ 5,650.00	22%	The request for extra money is this line item is related to a project to develop a website for the Family Connection.
<i>insert narrative here</i>				
Staff Professional Development	\$ 2,000.00	\$ 4,500.00	125%	Two staff have left the Family Connection in FY 23. The added money to this line item is to pay for PAT training for two new staff as well as to provide ongoing professional development opportunities for other staff.
<i>insert narrative here</i>				
Incentives	\$ -	\$ -	#DIV/0!	
<i>insert narrative here</i>				
subtotal	\$ 286,684.00	\$ 286,684.00	0%	
Indirect Administration - max allowed = 5% unless agency has federally approved r	\$ 14,316.00	\$ 14,316.00	0%	
TOTAL	\$ 301,000.00	\$ 301,000.00		
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  <p>Administrator signature</p> </div> <div style="text-align: center;"> <p>2/20/23</p> <p>date</p> </div> </div>				

**DHLW Early Childhood Area and
Mt Pleasant Community Childcare Center**

Amendment to Agreement entered by the parties on July 1, 2022

Pursuant to Paragraph 14.0 (K) Amendments of the Contract entered by Mt Pleasant Community Childcare Center and DHLW Early Childhood Area on July 1, 2022, the Contract is amended as follows:

5.0 SCOPE OF WORK AND REQUIREMENTS.

The Contractor shall provide the following services in accordance with the defined performance expectations as set forth below and with any attachments, appendices, amendments, or addenda hereto incorporated and made part of this Contract by this reference.

A. Contractor shall:

8. Provide a copy of a completed independent audit by June 30th. Audit shall include the activities from January 1, 2021 through June 30, 2022.

Summary of Amendment

The contract is amended to extend the required deadline for completion of an independent audit from March 31st to June 30th.

In all other respects, the Contract among the parties is ratified and affirmed.

Mt. Pleasant Community Childcare Center

By: _____

Date: _____

Name: Matt Barton
Title: Board President
Federal Tax Identification Number: 85-3518508

DHLW Early Childhood Area

By: _____

Date: _____

Name: Unity Stevens
Title: Board Chair

DHLW Early Childhood Area

Des Moines, Henry, Louisa, Washington

Executive Committee Agenda

**March 17th 2023
8:15am**

Washington Library
2nd Floor Wolf Room
115 W Washington St., Washington IA

Join Zoom Meeting
Meeting ID: 882 5109 9511
Passcode: 863388

Members present: Tricia Lipski, Melody Raub, Unity Stevens, Tasha Beghtol

1. Contract Amendment Request – Mt Pleasant Community Childcare center

Members reviewed a contract amendment request from the Mt Pleasant Childcare Center (MPCC) Board to extend the completed audit date from March 31st to June 30th. Tasha shared updates regarding the MPCC board's work with First Children's Finance and progress made in fiscal planning. Discussion was held regarding the FY24 application timeframe taking place prior to knowing if the revised deadline is met or not. Members discussed contract options and benchmark language to use if MPCC is awarded funding for FY24.

Based on discussion and progress that the MPCC board has made, executive committee members agreed by consensus to approve the amendment request as submitted. Tasha will contact MPCC and request that a member of their board attend the March 21st DHLW Board meeting.

2. General contract updates

The owner of Little Ducklings Daycare Center in Ainsworth has notified the DHLW office of a change in ownership. Little Ducklings has an MOU with DHLW for an equipment grant. Centers are required to return equipment in the event that the business closes. Tasha shared that she has met the prospective new owner and confirmed that the center will remain in operation at that location. The new owner has agreed to sign the MOU and the equipment will remain on site.

Individuals with disabilities are encouraged to attend. If you are a person with a disability who requires an accommodation in order to participate in this event please contact the Director at 319-461-1369.

DHLW Early Childhood Area

Des Moines, Henry, Louisa, Washington

Administrative Update

March 2023

ECI Update

The State ECI Board met on March 3rd 2023. Highlights include:

- Designation was approved by the state board for 8 ECI Areas, including DHLW.
- Presentation from Ryan Page with updates on the new Childcare Compliance Units. Effective March 3rd, there are 7 units with 8 fulltime staff to serve registered home providers.
- Presentation from Janee Harvey with updates and information about Family First legislation and opportunities for evidenced based family support programs to be included in future planning.
- Presentation by DHLW Early Childhood Area that included overview of the EC-PBIS program.

SE Iowa Early Childhood Summit

May 5th and 6th Jim Gill concerts and resource fair in Williamsburg (May 5th), and in Mt Pleasant, Burlington, and Keokuk (May 6th). More information and event details can be found at earlydevelopment.org.

April 29th Childcare conference at Iowa Wesleyan University. The conference includes 6hrs of HHS credit and a luncheon with community leaders. For more information or to register click [here](#).

Association of ECI Area Boards and Advocates

Upcoming ASSOCIATION AT THE CAPITOL – You’re invited!

- **Association Social Near the Hill - March 28th, 4:30 - 8:00 at The Republic on Grand** ([401 E Grand Avenue, Des Moines, IA 50309](#))

Meet up with other members for networking at The Republic on Grand, which is located on the 6th floor of the AC Hotel by Marriot Des Moines in the East Village. Appetizers will be provided by the Association.

- **Association Breakfast on the Hill - March 29th, 7:00 a.m. - 9:00 a.m. at the Capitol Dining Room.**

Members are invited to have a bit of breakfast and meet with their legislators to discuss local and state ECI matters/issues. The Association Board has placed the event on the social calendar and will send a general invitation out to all legislators. We encourage you to reach out to your legislator a day or two prior to the event to invite your Senator(s) and Representative(s) to let them know that you will be there and want to meet with them.

Contract updates


- First Children’s Finance has completed the financial analysis and budget planning with Mt Pleasant Childcare center and has started work on the business plan. The MP Center board has completed 2/3 planning meetings and will have a completed plan by May.
- The Family Connection hired a bilingual parent educator in March. She will complete the foundational training in April.
- Site visits have been completed for 3 programs. Visit notes attached to this update.

General office updates

- The DHLW Audit started in January with selection of records from the State Auditor's office. No further communications or updates at this time.
- Childcare Appreciation Day is May 12th 2023. Washington Co ISU Extension has offered to support childcare related activities/trainings. A planning meeting was held on March 20th with Washington Economic Development, ISU Extension, CCR&R and DHLW. A Provider Thank You event is planned for May 11th 6:30-7:30pm at ISU Extension in Washington.

DHLW Early Childhood Area Site Visit and Monitoring Review

Program Name	Dental Program
Date of Review/Visit	March 9 th 2023
Type of service	Dental screenings and varnish
Visit Completed By	Tasha Beghtol
Time In	10:00am
Time Out	1:00pm
Location of Review	Lee County Health Department
Program Staff in Attendance	Rachael Patterson-Rahn
Purpose of visit	General site visit – discuss contract benchmarks and review files
Comments and Discussion	
<p>Program notes</p> <ul style="list-style-type: none"> Lee Co Health Department (LCHD) transitioned to covering all 4 counties in October 2022. The program will be submitting a renewal for FY24 and is currently working with subcontractors in Louisa and Washington counties to develop distribution and budget plans. 	
<p>General discussion –</p> <ul style="list-style-type: none"> Discussion held regarding how program operations and billing have adjusted with change in Collaborative Services Area (CSA) boundaries. LCHD facilitates monthly meetings with dental partners that include direct staff, supervisors, and administration. The group has reviewed and revised enrollment and screening forms. Washington PH uses electronic forms. Trinity Muscatine PH and LCHD still use hard copies. All partners can directly input data into the software system and LCHD is able to pull reports from that. Child files are kept in subcontractor offices. LCHD requested a file sample to be sent to them for the purposes of this site visit. Forms are available in English and Spanish. Discussion held regarding spend down of contract funds. Monthly totals tend to fluctuate based on scheduled activities per subcontractor. The program expects higher spending in April and May and has researched new curriculum materials that could be purchased in the event funding is available at the end of the year. <p>Next Steps/Follow up</p> <ul style="list-style-type: none"> Consider developing a program policy for conducting on site visits with dental subcontractors. Site visits would include file reviews. Reach out to additional partners to find a Chin Burmese translator for Louisa County forms. 	
<p>File Review –</p> <ul style="list-style-type: none"> Reviewed 48 child files <ul style="list-style-type: none"> 6 from Washington County Public Health (Henry & Washington county services) 5 from Trinity Muscatine Public Health (Louisa County services) 37 from Lee County Health Department (Des Moines County services) Files were complete and contained all necessary information <ul style="list-style-type: none"> Clarification for 1 file on primary payer source was provided General observation by Tasha during the file review was that Des Moines county participants had more severe dental needs and immediate referrals. 	

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Signature of reviewer	Title	Date

DHLW Early Childhood Area

Site Visit and Monitoring Review

Program Name	The Family Connection
Date of Review/Visit	2-17-2023
Type of service	Family Support Home Visitation
Visit Completed By	Tasha Beghtol
Time In	9:00am
Time Out	12:15pm
Location of Review	127 N Main St Mt Pleasant IA
Program Staff in Attendance	Amy McLaughlin
Purpose of visit	General site visit – discuss contract benchmarks and review files
Comments and Discussion	
<p>General discussion –</p> <ul style="list-style-type: none"> Staff changes recently with resignation of JHP in February 2023 and SG in the fall. Letters are going out to JHP families to let them know about continued services being available. The program plans to advertise for a bilingual position and will keep the job open until they find the right person. There may be unspent funds due to staff vacancy and visit benchmark may be low. Visit benchmark is at 27% midyear, but is improving from last year (year one of merged program was FY22). Program is currently a ‘subscriber’ of PAT and credentialed through Iowa (expires in 2025). They are researching options and considering ‘affiliation’ with PAT. <p>Next Steps -</p> <ul style="list-style-type: none"> Watch the DAISEY renaming webinar recording. Follow up with questions as needed <p>File Review –</p> <ul style="list-style-type: none"> Reviewed 13 files (5 parent educators) <ul style="list-style-type: none"> 13/53 families, 24% of current families <p>General review looking for</p> <ul style="list-style-type: none"> files to be in proper order (i.e. documents located in the spot that they are suppose to be based on the “Layout for Files” page as developed by the program) Completion of child health record & is it current Completion of ASQ & is it current Enrollment dates and child ages Family demographics and eligibility <p>Notes from file review -</p> <ul style="list-style-type: none"> The program is currently updating some forms in the folders. Family files may contain both old and new forms, especially ones that were transfers from the WC program. Majority of files were in good order with all information and forms compete. No follow up required. 	

<div style="text-align: center; margin-bottom: 10px;"> </div> <div style="text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of reviewer </div>	<div style="text-align: center; margin-bottom: 10px;"> Director, DHLW Early Childhood area </div> <div style="text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Title </div>	<div style="text-align: center; margin-bottom: 10px;"> 2-20-2023 </div> <div style="text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date </div>
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DHLW Early Childhood Area

Site Visit and Monitoring Review

Program Name	Preschool Scholarship
Date of Review/Visit	3-13-2023
Type of service	Direct scholarships
Visit Completed By	Tasha Beghtol
Time In	12:30pm
Time Out	4:30pm
Location of Review	Community Action of SE Iowa
Program Staff in Attendance	Kalisha Lutz, Christine O'Brien
Purpose of visit	General site visit – discuss contract benchmarks and review files
Comments and Discussion	
<p>Program notes</p> <ul style="list-style-type: none"> Program currently has 48 children enrolled. Only 1 preschool currently has a tuition rate that exceeds the maximum scholarship available. The program implements a co-pay at all income levels. Co-pays range from \$10-\$30/month. 	
<p>General discussion –</p> <ul style="list-style-type: none"> Reviewed enrollment forms and fees. Discussion held regarding how preschools that also have childcare services are tracking the differences in billing between CCA and preschool. Programs are required to have specific timeframes, curriculum, and set fees for the preschool portion of the day. Corse Early Childhood Center may have the most complex billing system with multiple options and classrooms. Discussed the current waiver in place for Sunny Day and their progress to complete the IQ4K application. Kalisha is communicating regularly with the preschool and is not expecting additional extensions needed, but will confirm prior to the next DHLW Board meeting. Discussed FY24 budget planning. Community Action provides annual raises in October which is 3 months into the contract period. The program was encouraged to include estimated cost of salary increases into the full FY24 RFR budget in order to avoid requesting for basic increased salaries during the year. The program estimates a small amount of unused funds and is reviewing options to enhance support for the lowest income families in the last few months of the year. Discussed how the programs are doing with the completion of ASQ-3 and ASQ-SE. Some programs may benefit from additional training and receiving an ASQ kit. <p>Next Steps/Follow up</p> <ul style="list-style-type: none"> Consider learning more from Corse Early Childhood Center about billing practices across multiple funding streams and classrooms. Consider adding an option to review files in the agreement with the preschool in order to provide a way to double check information and billing if needed. Potential ASQ training and purchasing of kits – <ul style="list-style-type: none"> Kalisha will seek program input to assess interest and need Tasha will discuss options with the EC PBIS program about training 	
<p>File Review –</p> <ul style="list-style-type: none"> Reviewed 9 preschool program files Reviewed 35 application files All files were complete and included detailed notes 	

- Files are well organized and include several layers of checks and balances to confirm eligibility for both the preschools and families
- Monthly attendance sheets are signed off by both the preschool and the parent
- The program monitors attendance closely and prorates the scholarship when a child is attending less than 80%

Tasha Beghtol

Signature of reviewer

Director, DHLW Early Childhood area

Title

3-16-2023

Date