



**DHLW Early Childhood Area**  
*Des Moines, Henry, Louisa, Washington*

**Draft**

**Agenda**  
**January 18<sup>th</sup> 2022**  
**5:30pm**

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

**Call to order** (Establishment of quorum)

**Welcome and Introductions**

**Approval of Agenda**

Action

**Membership**

Action

1. Consider approval of nominations for board officers and recognize members accepting new terms

**Review/Acceptance of Minutes**

Action

2. Consider approval of November 16<sup>th</sup> 2021 minutes

**Financial Report – Treasurer**

Action

3. Consider approval of current financial summary

**Bylaws – Tasha Beghtol**

Action

4. Consider approval of Bylaw revisions (2<sup>nd</sup> and final reading)

**Special Funding Request**

Information

5. Review application from Little Ducklings

**Program Presentations**

Information &  
Discussion

6. Dental Programs: Lee Co Health Dept (Des Moines), Trinity Muscatine  
Public Health (Louisa), Washington Co Public Health (Henry & Washington)

**Childcare Study – Unity Stevens**

Information &  
Discussion

**Administrative update – Tasha Beghtol**

Information

**Open Public Input**

**Online option**

Topic: DHLW Board

*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.*

Time: Jan 18, 2022 05:30 PM Central Time (US and Canada)

Every month on the Third Tue, 6 occurrence(s)

Jan 18, 2022 05:30 PM

Feb 15, 2022 05:30 PM

Mar 15, 2022 05:30 PM

Apr 19, 2022 05:30 PM

May 17, 2022 05:30 PM

Jun 21, 2022 05:30 PM

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

Monthly:

[https://us02web.zoom.us/meeting/tZcrfu6hqTkuGtz10uVzohtyldjFbe7Uuu61/ics?icsToken=98tyKuGrqDItE9OXtBmPRpwqBIr4KPPwtnpbjbdHzU\\_wNTpcahfVouZIFLB6R-3F](https://us02web.zoom.us/meeting/tZcrfu6hqTkuGtz10uVzohtyldjFbe7Uuu61/ics?icsToken=98tyKuGrqDItE9OXtBmPRpwqBIr4KPPwtnpbjbdHzU_wNTpcahfVouZIFLB6R-3F)

Join Zoom Meeting

<https://us02web.zoom.us/j/83697972408?pwd=UFJ6SkNKUnBadjBVV3ZseGVacEszZz09>

Meeting ID: 836 9797 2408

Passcode: 099866

One tap mobile

+12532158782,,83697972408#,,,\*099866# US (Tacoma)

+13462487799,,83697972408#,,,\*099866# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 836 9797 2408

Passcode: 099866

Find your local number: <https://us02web.zoom.us/u/kl7vhXCgy>

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	MEMBER	COUNTY	REPRESENTATION	OFFICER ending Dec 31st 2022	Previous member	date member joined	date member resigned	previous term fulfilled	DATE TERM 1 ENDS	DATE TERM 2 ENDS	DATE TERM 3 ENDS	DATE TERM 3 ENDS
1	Patricia Lipski	Washington	citizen	CHAIR		February-15			Dec 31st 2016	Dec 31st 2019	Dec 31st 2022	
2	Brad Quigley	Louisa	business/elected official			January-17			Dec 31st 2019	Dec 31st 2022		
3	Shane McCampbell	Des Moines	elected official		Jim Cary	Jan-21		Dec 31st 2021	Dec 31st 2024			
4	Melody Raub	Henry	faith			February-15			Dec 31st 2017	Dec 31st 2020	Dec 31st 2023	
5	Stan Stoops	Washington	elected official			February-15			Dec 31st 2016	Dec 31st 2019	Dec 31st 2022	
6	Matt Latcham	Washington	citizen			August-15			Dec 31st 2017	Dec 31st 2020	Dec 31st 2023	
7	Mike Steele	Henry	education			February-15			Dec 31st 2015	Dec 31st 2018	Dec 31st 2021	Dec 31st 2024
8	Chad Reckling	Des Moines	human services	TREASURER		May-15			Dec 31st 2017	Dec 31st 2020	Dec 31st 2023	
9	Cyndi Mears	Louisa	citizen	SECRETARY		Jan-18			Dec 31st 2020	Dec 31st 2023		
10	Unity Stevens	Henry	citizen	VICE CHAIR		Jan-20			Dec 31st 2022			
11	Andrea Bowen	Des Moines	parent/grandparent/ guardian			Jan-20			Dec 31st 2021	Dec 31st 2024		
12	Alisa Smith	Des Moines	health			August-21			Dec 31st 2022			
13	VACANT								Dec 31st 2024			
14	VACANT								Dec 31st 2024			
15	VACANT								Dec 31st 2023			
			Washington County		3	6 TOTAL WOMEN						
			Louisa County		2	6 TOTAL MEN						
			Des Moines County		4							
			Henry County		3							

**DHLW Early Childhood Area**  
*Des Moines, Henry, Louisa, Washington*  
**November 16<sup>th</sup> 2021 5:30pm**  
**206 N Main St.**  
**Mt Pleasant IA.**

**Minutes**

**Members Present:** Andrea Bowen, Tricia Lipski, Shane McCampbell, Cyndi Mears, Brad Quigley, Melody Raub, Alisa Smith, Mike Steele, Unity Stevens, Stan Stoops

**Members Absent:** Chad Reckling, Matt Latcham

**Advisory members and guests present:** Tasha Beghtol, Roberta Sloat, Jan Shelman, Amy McLaughling, Joy Szewczyk, Linda Cavazos, Debbie Stigers, Melissa Tucker, Linda Boshart

Meeting was called to order by Brad Quigley at 5:30pm with a quorum present

**Agenda**

**Motion** to approve the agenda as presented

**Moved:** Stan Stoops     **Seconded:** Unity Stevens

**Motion carried unanimously**

**Minutes**

**Motion** to approve minutes of the September 21<sup>st</sup> & October 26<sup>th</sup> 2021 meeting as submitted

**Moved:** Unity Stevens     **Seconded:** Stan Stoops

**Motion carried unanimously**

**Financial Report**

Tasha Beghtol reviewed the financial summary and the monthly postings report from Central Iowa Juvenile Detention Center. The report reflects claims submitted for the 1<sup>st</sup> quarter of the fiscal year.

**Motion to approve the financial summary as presented**

**Moved:** Cyndi Mears     **Seconded:** Mike Steele

**Motion carried unanimously**

**Nominating & Bylaw Committee**

Bylaws: Members reviewed the proposed changes to section 6.2 of the Bylaws. Minor adjustments recommendation to reflect updated use of virtual meetings. A second vote will be required in January to make revisions final.

**Motion to approve the 1<sup>st</sup> reading of bylaw revisions as presented**

**Moved** by Mike Steele     **Seconded** by Stan Stoops

**Motion carried unanimously**

Membership: Discussion held regarding officers effective January 2022. The nominating committee recommends someone fill the chair position for one year to finish Brad Quigley's term. Tricia Lipski accepted a nomination. Mike Steele and Cyndi Mears have accepted new terms beginning January 2022.

**Motion** to approve the nomination of, and acceptance by, Tricia Lipski for a 1 year term as Chair effective January 1<sup>st</sup> 2022.

**Moved** by Cyndi Mears                      **Seconded** by Unity Stevens

**Motion carried unanimously**

### **Contract Amendment**

Tasha Beghtol reviewed a new FY22 budget for the Family Connection program that now serves both Henry and Washington Counties. The program has transitioned over the past few months with all staff in place and is now able to provide a more accurate budget. Significant reductions were made in salaries/benefits.

**Motion** to approve the contract amendment with Henry Co Agricultural Extension for the Family Connection program as presented. Total budget is now \$254,059

**Moved** by Cyndi Mears                      **Seconded** by Stan Stoops

**Motion carried unanimously**

### **FY22 Budget**

#### Preschool Scholarship Program

Members reviewed information provided by Community Action of SE Iowa regarding the Preschool Scholarship program. The program has not raised tuition reimbursement rates in several years and the majority of families are having to pay larger co-pays. The program is projecting a significant amount of unused funds for the year. Discussion was held regarding impacts of raising scholarship rates.

**Motion** to approve increasing the preschool scholarship tuition rate up to \$5/hr

**Moved** by Tricia Lipski                      **Seconded** by Mike Steele

**Abstention by** Cyndi Mears

**Motion carried**

#### EPIC Program

Members reviewed and discussed a budget amendment request from Young House Family Services for the EPIC program that serves Des Moines, Louisa, & Henry counties. Total compensation for the year does not change.

**Motion** to approve the budget amendment request as submitted

**Moved** by Mike Steele                      **Seconded** by Unity Stevens

**Motion carried unanimously**

### **Program Presentations**

Amy McLaughlin from The Family Connection, Jan Shelman from EPIC, Joy Szewczyk from Parents as Teachers, and Melissa Tucker, Linda Cavazos, and Debbie Stigers from Louisa Healthy Families shared information about the home visitation programs in each county and answered questions. Programs vary in the use of virtual and face to

face visits based on client preference, covid positivity rates, and agency protocols. Programs have strived to maintain relationships with families during the pandemic and work to have quality virtual visits as needed. Programs shared that current challenges facing families include language barriers, virtual burnout, and paperwork required for various services.

### **Unite US Presentation**

Megan Middaugh shared a brief overview about the *Unite US* platform and answered questions about how it can be used as a resource for families and services. Megan will be providing a more extensive presentation and demonstration of the platform at the EC Advisory Committee meeting on the 18<sup>th</sup>.

### **Administrative Update**

Written report provided by Tasha Beghtol

Motion to adjourn by Stan Stoops at 7:15pm

Minutes submitted by Tasha Beghtol, Director

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

## CIJDC financial report ending December 2021

## REVENUE

FY21 carryover \$ 168,007.25  
 FY22 revenues \$ 451,183.50  
 interest earned YTD \$ 19.13

**\$ 619,209.88**

## EXPENDITURE

YTD expenditures \$ 332,829.78

**\$ 332,829.78**

## SUMMARY BY CONTRACT

	PROGRAM	CONTRACT - Budget	Y-T-D EXPENSES	BALANCE	% SPENT
1	CCNC - Henry/Louisa/Washington	\$ 52,866.00	\$ 18,506.65	\$ 34,359.35	35%
2	CCNC - DSM Co	\$ 35,688.00	\$ 14,334.82	\$ 21,353.18	40%
3	Burlington CSD	\$ 112,796.00	\$ 25,556.77	\$ 87,239.23	23%
4	CART - Washington Co	\$ 22,467.11	\$ 6,261.94	\$ 16,205.17	28%
5	RVAP	\$ 4,435.81	\$ -	\$ 4,435.81	0%
6	Mt Pleasant Childcare	\$ 72,000.00	\$ 22,524.55	\$ 49,475.45	31%
7	FAMILY CONNECTION - Washington	\$ 14,133.28	\$ 14,133.28	\$ -	100%
8	THE FAMILY CONNECTION	\$ 254,059.00	\$ 80,464.43	\$ 173,594.57	32%
9	Louisa Healthy Families (HOPES)	\$ 77,464.00	\$ 30,912.54	\$ 46,551.46	40%
10	PAT - Des Moines Co	\$ 70,509.00	\$ 28,846.30	\$ 41,662.70	41%
11	EPIC - Young House	\$ 58,247.64	\$ 14,595.38	\$ 43,652.26	25%
12	PRESCHOOL SCHOLARSHIPS - All	\$ 75,490.00	\$ 6,953.76	\$ 68,536.24	9%
13	DENTAL - Henry/Washington	\$ 14,725.00	\$ 3,802.50	\$ 10,922.50	26%
14	DENTAL - Louisa Co	\$ 13,638.10	\$ 812.14	\$ 12,825.96	6%
15	DENTAL - DSM Co	\$ 30,977.76	\$ 10,422.89	\$ 20,554.87	34%
16	Quality Improvement Grants (4.9a)	\$ 20,000.00	\$ 947.56	\$ 19,052.44	5%
17	STAFF	\$ 89,860.00	\$ 44,348.71	\$ 45,511.29	49%
18	EC ADMINISTRATION	\$ 4,285.00	\$ 2,308.72	\$ 1,976.28	54%
19	SR- ADMINISTRATION	\$ 10,833.81	\$ 5,914.84	\$ 4,918.97	55%
20	SR general SUMMIT**	\$ 3,000.00	\$ 1,200.00	\$ 1,800.00	40%
	TOTAL	\$ 1,037,475.51	<b>\$ 332,847.78</b>	\$ 704,627.73	32%

## SUMMARY BY FUNDING CATEGORY

CATEGORY	BUDGET	Y-T-D EXPENSES	BALANCE	% SPENT
SR - ADMIN	\$ 35,333.81	\$ 17,926.00	\$ 17,407.81	51%
SR - QUALITY IMPROVEMENT	\$ 67,582.96	\$ 29,763.73	\$ 37,819.23	44%
SR - GENERAL	\$ 731,176.12	\$ 223,766.69	\$ 507,409.43	31%
SR general SUMMIT	\$ 3,000.00	\$ 1,200.00	\$ 1,800.00	40%
EC ADMIN	\$ 9,785.51	\$ 4,882.54	\$ 4,902.97	50%
EC - GENERAL	\$ 226,905.16	\$ 55,290.82	\$ 171,614.34	24%
TOTAL	\$ 1,073,783.56	<b>\$ 332,829.78</b>	\$ 740,953.78	31%

12:03 PM  
01/03/22  
Cash Basis

Central Iowa Detention  
DHLW #1 Postings Report- MONTH CASH  
December 2021

Num	Date	Name	Account	Paid Amount
1519	12/07/2021	CIJDC	DHLW EC Admn VISA	-23.32 ✓
1522	12/07/2021	Masonic Temple Assn.	DHLW EC Admn	-22.00 ✓
1521	12/07/2021	Iowa Conservation	DHLW EC General 4.9a	-510.00 ✓
1533	12/07/2021	Burlington CSD	DHLW EC General	-5,619.04 ✓
1534	12/07/2021	Grant Wood AEA	DHLW EC General CART	-2,220.29 ✓
1519	12/07/2021	CIJDC	DHLW SR Admn VISA	-82.67 ✓
1522	12/07/2021	Masonic Temple Assn.	DHLW SR Admn	-78.00 ✓
1523	12/07/2021	Community of Action of Southeast Iowa	DHLW SR General PAT	-5,305.66 ✓
1524	12/07/2021	Community of Action of Southeast Iowa	DHLW SR General PS Schol.	-2,484.55 ✓
1525	12/07/2021	Lutheran Services in Iowa	DHLW SR General Error 5,753.05	-5,735.05 ✓
1526	12/07/2021	Trinity Muscatine Public Health	DHLW SR General CCNC	-3,662.11 ✓
1527	12/07/2021	Trinity Muscatine Public Health	DHLW SR General Dental	-309.79 ✓
1528	12/07/2021	Lee county Health	DHLW SR General CCNC	-2,706.34 ✓
1529	12/07/2021	Lee county Health	DHLW SR General dental	-5,673.71 ✓
1530	12/07/2021	Henry County Extension	DHLW SR General Family connection	-21,820.00 ✓
1531	12/07/2021	Washington County Public Health	DHLW SR General Dental	-1,042.65 ✓
1532	12/07/2021	Young House Family	DHLW SR General EPIC	-2,719.84 ✓
1520	12/07/2021	VanDijk Consultants	DHLW SR Summit	-400.00 ✓
1535	12/24/2021	CIJDC	DHLW EC Admn VISA	-55.64 ✓
1542	12/24/2021	Burlington CSD	DHLW EC General	-6,641.99 ✓
1543	12/24/2021	Mt Pleasant Childcare	DHLW EC General	-5,507.79 ✓
1544	12/24/2021	Grant Wood AEA	DHLW EC General CART	-1,524.91 ✓
1535	12/24/2021	CIJDC	DHLW SR Admn VISA	-197.28 ✓
1536	12/24/2021	Community of Action of Southeast Iowa	DHLW SR General PAT	-7,337.69 ✓
1537	12/24/2021	Lutheran Services in Iowa	DHLW SR General	-6,535.89 ✓
1538	12/24/2021	Trinity Muscatine Public Health	DHLW SR General CCNC	-4,678.65 ✓
1539	12/24/2021	Lee county Health	DHLW SR General CCNC	-2,750.02 ✓
1540	12/24/2021	Henry County Extension	DHLW SR General Family connection	-25,495.82 ✓
1541	12/24/2021	Young House Family	DHLW SR General EPIC	-4,127.70 ✓
1545	12/24/2021	Community of Action of Southeast Iowa	DHLW SR General PS Schol.	-2,743.91 ✓
1546	12/31/2021	CIJDC	DHLW EC Admn	-627.35 ✓
1546	12/31/2021	CIJDC	DHLW SR Admn	-2,324.79 ✓
1546	12/31/2021	CIJDC	DHLW SR Quality Improvement	-4,466.21 ✓
INT	12/31/2021	ECI	DHLW EC General	0.79 ✓
INT	12/31/2021	ECI	DHLW SR General	2.50 ✓
TOTAL				-135,427.37

Transposed error on #1525. Reimbursement should have been  
\$ 5,753.05.



# **BYLAWS OF Des Moines, Henry, Louisa, & Washington Early Childhood Area Board**

## **ARTICLE I Name**

**1.1** The name of the organization shall be Des Moines, Henry, Louisa, and Washington Early Childhood Area Board (hereinafter called the Board). The Board will do business as the DHLW Early Childhood Area Board.

## **ARTICLE II Purpose**

**2.1** The Board is duly organized under Iowa Code Chapter 256I, 21, 22, & 69.16. The purpose of the Board is to oversee and coordinate collaborative services for children and families in Des Moines, Henry, Louisa, and Washington County. The long-term purpose shall be to improve the efficiency and effectiveness of services in the areas of education, health, and human services. The geographic area served by the board shall be all of Des Moines, Henry, Louisa and Washington County and school districts where all or a portion of the district is located within Des Moines, Henry, Louisa, and Washington county boundaries.

## **ARTICLE III General Membership**

### **3.1 Composition:**

The Board shall consist of 9-15 voting members. The Board shall strive for equal representation from all counties served by the Board. The Board shall comply with federal, state, and local laws that prohibit discrimination on the basis of gender, gender identity, sexual orientation, age, race, disability, creed, or national origin.

The Board will seek to have membership that is gender balanced as stated in Iowa Code Chapter 69.16A. The Board shall be gender balanced unless the Board has made a good faith effort to appoint a qualified person to fill a vacancy for a period of three months, but has been unable to make a compliant appointment.

### **3.2 Selection of Members:**

Members of the Board shall be elected officials or members of the public who are not employed by a provider of services to or for the Board. Membership shall include at least one local representative from each of the following areas: business, education, faith, health, human

services, and at least one parent, grandparent, or guardian of a child aged zero through age five. In addition, the Board will strive for one (1) county level elected official from each County.

The Board may receive and consider membership applications throughout the year when vacancies exist. Overall membership will be reviewed annually by the Nominating Committee. The Nominating Committee shall be composed of at least three board members and appointed by the Board. The committee shall convene annually in the fall to identify potential new members and new officers of the Board. It shall be the duty of the committee members to seek, obtain consent of, and finally to present to the Board names of individuals they perceive to be viable board member candidates. Approved candidates will be considered for membership and voted on at the first meeting of the calendar year.

### **3.3 Terms of Membership:**

- A. Appointments will be made for a three-year term.
- B. Staggered initial terms are as follows: 1/3 members for a one (1) year term, 1/3 members for a two (2) year term and 1/3 members for a three (3) year term. Initial terms shall be determined by lottery and by keeping a geographical balance at the first meeting.
- C. Appointments will fulfill the term of the previous board member, if applicable. The first term of a new member shall begin after the completion of the previous member's term. All terms will end on the last day of the calendar year

### **3.4 Resignation & Attendance:**

- A. Any member may send a written intent of resignation to the secretary or the Board. The resignation will become final upon action by the Board.
- B. Any member that has three (3) consecutive unexcused absences from the regularly scheduled meetings will:
  - 1. Receive written notice regarding absences
  - 2. Have thirty (30) days upon date of written notice to submit a letter of resignation or resume active participation.
  - 3. Be replaced if active participation is not resumed

### **3.5 Vacancies:**

The Board may choose to fill any vacancy on the Board because of resignation, death, long-term illness, disqualification or removal after at least 30 days notice of the vacancy.

### **3.6 Ex Officio Membership:**

The Board may approve ex officio members by a majority vote. Ex officio members shall participate in decision making discussion, but shall not have voting power. Ex officio members shall not count toward quorum.

### **3.7 Membership Reimbursement:**

Members may receive reimbursement for travel expenses relating to early childhood special events. Membership related travel expenses must be pre approved by the Board. Travel reimbursement shall not be allowed for participation in regularly scheduled Board meetings.

## **Article IV** **Officers**

### **4.1 Terms of Officers:**

The officers shall include the Chairperson, Vice Chairperson, Treasurer, and Secretary. Each office will be held for a two (2) year term. There will be a term limit of two (2) consecutive 2-year terms for officers followed by a one (1) year period before being eligible as an officer. Following the initial year of designation a Board member shall serve on the Board for a minimum of one (1) year before being eligible to serve as Chairperson. Officers shall be elected at the first regular meeting of the calendar year.

### **4.2 Chairperson:**

Shall preside at all meetings of the Board, present the agenda for each meeting, call special meetings, oversee the operations of the Board and the Board's compliance with Iowa law and these Bylaws, and execute documents on behalf of the Board when approved by the Board.

### **4.3 Vice Chairperson:**

Vice chairperson shall, in the absence of the Chairperson, assume such duties.

### **4.4 Secretary:**

Shall be responsible for completing comprehensive reviews of minutes and actions of the Board. The Secretary is responsible for communication with the DHLW Early Childhood Area Director assuring that such records are accurate and available when called upon to do so at any meeting of the Board.

### **4.5 Treasurer:**

Treasurer shall be responsible for communication with the DHLW Early Childhood Area Director assuring that all deposits and properly authorized expenditures are made in a timely manner, using appropriate accounting practices. The Treasurer shall present monthly financial reports to the Board.

## **ARTICLE V** **Authority and Responsibilities of the Board**

**5.1** Members shall be responsible for duties as outlined in the DHLW Early Childhood Area Policy and Procedure Manual and described in the *Board Member Job Description*.

## **ARTICLE VI** **Meetings**

### **6.1 Regular Meetings:**

All meetings shall be held in accordance with Roberts' Rules of Order. All meetings shall be subject to Iowa's Open Meeting, Open Records Laws, Iowa Code Chapter 21 and 22. A Board agenda will be posted 24 hours in advance.

### **6.2 Schedule and Location:**

The Board shall meet not less than six (6) times in a fiscal year. Meetings must be conveniently scheduled and located for the Board members and the general public, and should be held in Iowa Code Section 504A.22 approved sites. Notice shall be provided to all Board members at least 5 calendar days in advance, unless for good cause such notice is impossible or impractical. Annual meeting schedules and agendas are available at <http://www.dhlw.org/>

~~Where appropriate communication facilities are reasonably available, any or all board members shall have the right to participate in any board meeting by means of conference telephone or any means of communication by which all persons participating in the meeting are able to hear each other. It shall be noted in the minutes if any individual participates in a board meeting via conference call and they will be considered as "present" for the meeting.~~

Meetings may be conducted by electronic means in compliance with Iowa Code Section 21.8.

### **6.3 Special Meetings:**

The Chairperson may call a special meeting at any time. Notice shall be provided to all Board members at least 48 hours in advance.

### **6.4 Quorum:**

A quorum of Board members is required to conduct business. A quorum shall be defined as a majority of the total number of membership positions filled.

### **6.5 Public Discussion:**

Time shall be made available during regular meetings for open public discussion.

### **6.6 Proxies:**

There shall be no vote by proxy.

### **6.7 Public Access to Records**

Members of the public may request Board records by contacting the DHLW Early Childhood Area Director. The Board may charge a reasonable copy fee for record requests that exceed 20 pages.

## **ARTICLE VII** **Committees**

### **7.1 Executive committee:**

The Executive Committee shall consist of the Chairperson, Vice Chairperson, Secretary and Treasurer. The executive committee shall be responsible for Board oversight, annual performance reviews of staff, administrative and operational budget, provider contract oversight

and corrective action plans as needed, review and revision of policy and procedures, and making recommendations to the full board..

#### **7.2 Early Childhood Advisory Committee:**

The Early Childhood Advisory Committee shall consist of at least one (1) representative from each organization contracting for services with the Board. The committee may also include community partners and general members of the public. The DHLW Early Childhood Area Director shall be the committee Chair. The Committee's duties include, but are not limited to; recognize needs of children and families in the area, study and research of community issues, collaborate to reduce duplication of services, and provide regular communication to the Board.

#### **7.3 Nominating Committee:**

The Nominating Committee shall be composed of at least three board members and appointed by the Board. The committee shall convene annually in the fall to identify potential new members and new officers of the Board. It shall be the duty of the committee members to seek, obtain consent of, and finally to present to the Board names of individuals they perceive to be viable board member candidates. Approved candidates will be considered for membership and voted on at the first meeting of the calendar year.

#### **7.4 Ad Hoc Committee:**

The Board shall establish ad hoc committees as necessary.

### **ARTICLE VIII** **Designation of Fiscal Agency**

**8.1** The Board will designate a fiscal agent with an annual report and audit to all members.

### **Article IX** **Liability**

**9.1** The Board will maintain liability coverage for board members.

### **ARTICLE X** **Amendment to the Bylaws**

**10.1** These by-laws may be amended, altered or replaced and new by-laws may be adopted by a two-thirds vote of the membership of the Board, provided that at least twenty (20) days written notice has been given of the intention to alter, amend, repeal, or to adopt new by-laws at such meeting. A copy of the proposed amendments must be included in the notice. A proposed amendment shall be considered and voted on for passage at one (1) meeting of the board prior to the meeting at which it is to be finally passed. Each member's vote on an amendment shall be recorded. Proposed amendments shall be available upon request.

**ARTICLE XI**  
**Appeal Process**

**11.1** All decisions made by the Board shall be final. Agencies seeking appeals to a funding decision must follow the procedure outlined in the DHLW Early childhood Area *Appeal Policy*.

**ARTICLE XII**  
**Dissolution**

**12.1** This Board may be dissolved, in a manner consistent with the laws of the State of Iowa, and within the requirements of all funding sources.

**ARTICLE XIII**  
**Conflict of Interest**

**13.1** A member who believes they have a conflict of interest on a matter before the Board shall state the reason for the conflict of interest, refrain from participating in decision-making, and shall abstain from voting on the issue. Board members will annually review and sign a “Conflict of Interest Statement and Disclosure Form.” Board members must disclose all conflicts of interest, including perceived conflicts of interest.



DHLW Early Childhood Area  
Des Moines, Henry, Louisa, Washington  
PO Box 882  
Washington, IA. 52353

## One-time Purchase Request Form

**Instructions:** Refer to DHLW Early Childhood Area Policy 4.9a for information and details of eligibility. Send a completed request form and other required materials to [tbeghtol@dhlw.org](mailto:tbeghtol@dhlw.org).

Name of Organization:	Little Ducklings Daycare Center LLC
Address, City, Zipcode:	835 Park St. PO Box 154 Ainsworth, IA 52201
Name & Title of person submitting request:	Trisha Morrison - owner / Director
Email:	littleducklingsdaycarecenter@gmail.com
Phone:	319-457-3457

What type of organization or business is requesting the funding? Select One

- ☒ Licensed Child Care Center  
☐ Registered Child Development Home  
☐ Child Care Home accepting CCA  
☐ Child care home business not registered with DHS

What is your current QRS/IQ4K achieved level? \_\_\_\_\_

Total requested amount \$15,397.00

*\*Include copies of any quotes, order forms, or advertisements that justify the amount requested.*

*\*All requests must include a note of support from CCR&R consultant, CCNC, or DHS. The note may be sent directly from the agency to [tbeghtol@dhlw.org](mailto:tbeghtol@dhlw.org)*

Provide a brief description in the box below about what you are requesting and why.

\$15,397 would help Little Ducklings Daycare Center with a security system that provides cameras in each room that children are provided care, the entrance, dining room & playground area.

A security system would provide our center with added security for the children, staff & the building. These cameras will assist the director with ensuring children's needs are met, safety precautions are taken, having access to see who is coming in to the building & ensures children's overall safety. Without having this security system there is no way to be able to tell what is happening in each room & doesn't allow for the director to be able to see who is entering & leaving the building while in the office. The recording feature will allow for any assistance with investigations, coaching or training for the staff.

This grant & security system would help with the overall function, security & safety of all children & staff.

**ASSURANCE:** By signing below the applicant affirms that all information in this request and supporting material are correct and true. If awarded funding, the Applicant is responsible for purchasing the item and then sending copies of receipts for reimbursement.

Signed: Trisha Morrison

Date: 12/28/2021



**Midwest Alarm Services**

510 1st Street SW  
Cedar Rapids, IA 52404

Phone: 319-362-3625

Fax: 319-365-0111

Rep: Brian Kramer

Email: brian.kramer@mw-as.com

**QUOTE**

Quote # AAAQ71905

Date 12/22/21

Quote To:

**Little Ducklings Daycare**  
**Trisha Morrison**

**Little Ducklings Daycare Center - Camera System**

Midwest Alarm Services is pleased to provide a quotation for this project as indicated in the following list of equipment and services:

Qty	Part Number	Description
1	6K-BJMT5120T	DW Server w/ 4 Camera Licenses
5	DW-SPECTRUML SC001	1 DW Spectrum License
5	DWC-PVF9DI2TW	9MP IP Fisheye 55ft IR H.265
5	DWC-GPLT-W	Mounting Plate for Gang Box
2	6K-MT94WIAT	4MP Turret Camera
1	0E-19VGHDMI2	Wbox 19" Monitor
1	TPE-1620WS	18 Port PoE Switch
1	Subcontractor	Subcontractor Installation Labor & Materials
1	Labor	Midwest Alarm Services Technical Labor
		<b>\$13,346.00</b>
<b>Add Camera to Dining Room</b>		
1	DWC-PVF9DI2TW	9MP IP Fisheye 55ft IR H.265
1	DWC-GPLT-W	Mounting Plate for Gang Box
1	Subcontractor	Subcontractor Installation Labor & Materials
		<b>\$1,223.00</b>
<b>Add Camera to Exterior Office Wall to See Playground</b>		
1	6K-MT94WIAT	4MP Turret Camera
1	6K-MTTWM2	Wall Mount for Varifocal Turret
1	Subcontractor	Subcontractor Installation Labor & Materials
		<b>\$828.00</b>

*\*This price is guaranteed for 30 days.*

*This quote includes the complete installation of the above listed equipment. Operating instructions will also be provided to the owner. Project quotation does not include applicable taxes. Shipping costs are included.*

*\*This quotation is based upon plans and specifications available on the day and at the time of the bid. Any changes,*



advertised or not, after the bid date and time are not included in this quotation. Upon request, a quotation will be provided for the additional work for approval.

*\*Warranty is not in effect until the system is paid for. Warranty is performed only on Monday through Friday from 8 AM to 5 PM. Warranty begins on the day of the first beneficial use of the equipment.*

*\*Payment terms are: Net 30 days. Credit hold is applied at 60 days. Mechanics Liens on project are filed before 90 days.*

*\*95% payment of the balance is required to be paid before a technician can be scheduled to work on the equipment start up.*

*\*This pricing includes a cash discount incentive for payments made via cash, check or ACH/EFT payment and we do not accept payments made via credit cards.*

*\*Any shortages of equipment shipped directly to the purchaser must be reported within two weeks of delivery. Midwest Alarm Services will not be responsible for shortages of product if not reported within two weeks of receipt.*

*\*This Midwest Alarm Services quote/agreement is not with the building owner in most cases, and as such, this quote is not an "if paid or when paid" agreement with a contractor.*

*\*For any additions to an existing system, unless clearly specified differently, it is assumed that the existing system is fully operational and working normally. Any troubleshooting or repairs to the existing system, unless specified in the bidding documents, is not included in this quotation.*

*\*Troubleshooting wiring errors is not included in this quote.*

*\*The equipment provided by Midwest Alarm Services shall not be used to power equipment furnished by others unless engineered as such by Midwest Alarm Services.*

*\*Midwest Alarm Services has the right to stop performing services and to withhold further delivery of materials until the customer's credit account is current.*

*\*Any reference to alarm monitoring in this agreement is for pricing purposes only. Alarm monitoring services are performed pursuant only to the terms and conditions of the Company's standard alarm monitoring agreement.*

*\*Unless in a separate line item quoted above this quotation does not include monitoring the system. Midwest Alarm Services is not responsible for the programming and testing of the central station monitoring if a vendor other than Midwest Alarm Services is chosen.*

*\*All work performed under this agreement will be performed only during the Company's business hours of Monday through Friday from 8 AM to 5 PM unless specifically quoted as after hours work.*

Thank you for your consideration.

Accepted Pending Submittal Approval \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Hold For Release \_\_\_\_\_ Release Immediately \_\_\_\_\_

**Total:        \$15,397.00**



January 4, 2022

DHLW Early Childhood Area  
PO Box 882  
Washington, Iowa 52353

Dear Tasha Beghtol and DHLW Board,

Over the last few months, I have been working with Trisha Morrison who expanded her home childcare business in Washington to Little Ducklings Daycare in Ainsworth. The center has the capacity to care for 49 children and offers additional options to Washington County families in need of childcare.

Trisha and her husband have made many improvements on the portion of the building she is leasing, in order to bring it up to fire code and DHS licensing standards. Because the other areas of the building are open to the public, she was advised to add a security system for the safety of the children in her care. After investing their own money, she was able to receive the center license and open at the end of October 2021 but was unable to install a security system.

I'm sending this letter of support for Trisha to accompany her one-time purchase request form and hope you will consider granting the funds needed to install a security system for Little Ducklings Daycare. Thank you for considering her request.

Respectfully,

*Abbie*

Abbie Derksen, RN  
Trinity Muscatine Public Health  
1609 Cedar Street  
Muscatine, Iowa 52761



# The Need for Expanded Support for Iowa's Childcare Professionals

Unity Stevens, MA candidate  
University of Illinois at Springfield

1. Program & Project Overviews
2. Current Status
3. Future of Project
4. Questions, Comments, Concerns?

## Discussion Outline

# Masters Program

- Legal Studies program with a focus on public policy
  - Graduate certificate:  
Emergency Preparedness & Homeland Security
- Expected completion in Spring 2023
- Thesis topic approval: Expanding support for Iowa's childcare professionals



# Project Overview




Origin of the project



Current Status



Where does this fit in  
“the real world” at?



Wage structure  
implemented  
by DHS over  
Summer 2021

ECI discussions

Public  
Advocacy  
course



Origin of the project:  
How did it begin?



# Current Status

- Preliminary advocacy paper is complete that set up the foundation for the thesis for the program
- In the process of completing the Institutional Review Board (IRB) application for the provider survey
- Gathering relevant data and information to support policy proposals





# Current Status:

## Preliminary Policy Proposals



Finance  
Education



Paid Training



Retirement  
options



A close-up photograph of a pair of hands gently cradling a small, colorful globe of the Earth. The globe shows continents in green and yellow and oceans in blue. The hands are positioned as if protecting or nurturing the globe. A semi-transparent dark red banner is overlaid on the lower left, containing white text.

Where does this project  
fit in the “real world” at?



## Future Areas for Exploration



Provider perspectives survey

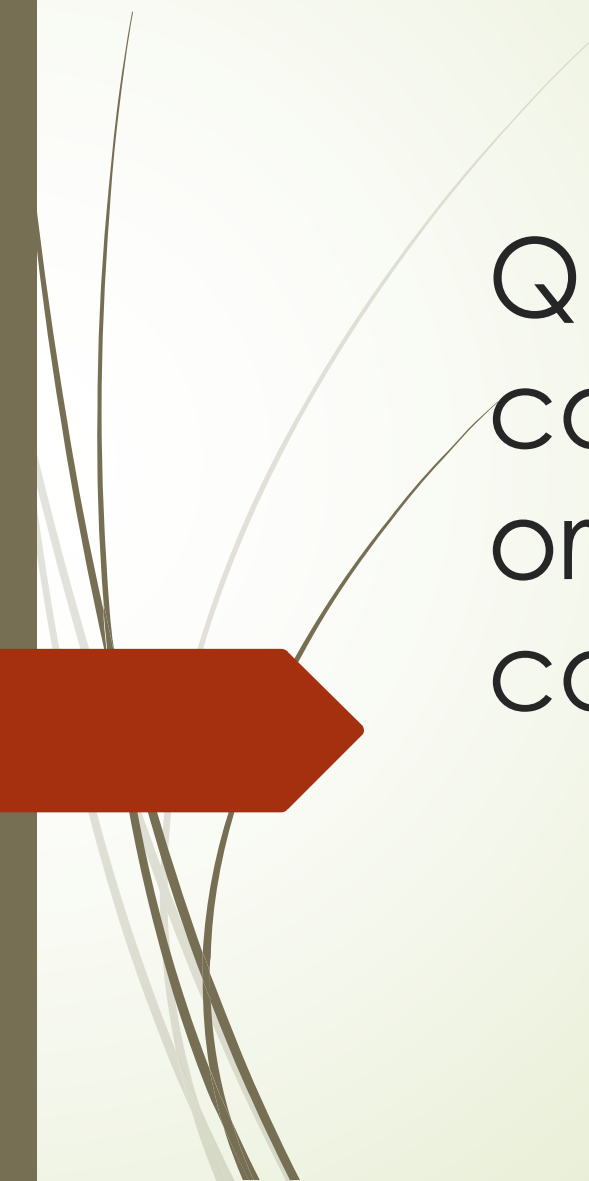


Exploration of effective  
avenues for policy  
implementation



Networking with experts





Questions,  
comments,  
or  
concerns?

## **DHLW Early Childhood Area**

*Des Moines, Henry, Louisa, Washington*

### **Administrative Update**

#### **Board meeting – January 2022**

##### **ECI Updates**

ECI held a virtual event on January 5<sup>th</sup> with over 250 people attending the “What’s happening in Early Childhood in Iowa?” Participants heard about current and new initiatives focused on improving early childhood efforts across the state. Handouts from the event can be found [here](#).

The State ECI Board met on January 7<sup>th</sup> and approved the FY21 Annual Report. The report components are available online at <https://earlychildhood.iowa.gov/document/eci-2021-annual-report>. The Southeast Iowa Early Childhood Summit is featured in the *Annual Report Highlights* on page 9. The summit showcases regional collaborations.

##### **Early Childhood Summit**

The Southeast Iowa Early Childhood Summit includes family events and a childcare conference. Family concerts, featuring Jim Gill will be held in Fairfield on Friday April 1<sup>st</sup> and in Burlington and Keokuk on Saturday April 2<sup>nd</sup>. More details coming soon on the summit website [earlydevelopment.org](http://earlydevelopment.org). A childcare conference will be held on Saturday April 9<sup>th</sup> at Iowa Wesleyan University. Childcare professionals will have access to DHS approved training hours at no cost. The next Summit Committee meeting is scheduled for February 3<sup>rd</sup> at 11am. Contact Tasha Beghtol for online participation information.

##### **Childcare Updates**

The Governor’s Childcare Taskforce Recommendations were released early November. Read the full report [here](#). The DHS and Iowa Child Care Challenge grants were announced in early January. A complete list of grant awards can be found [here](#). Projects funded in the DHLW area include:

- I Care Childcare – Burlington \$173,300
- Little Ducklings Daycare Center – Ainsworth \$20,280
- Southeast Iowa Regional Medical Center (Kid Zone) – West Burlington \$801,557
- Wayland Area Childcare Organization – Wayland \$505,450

##### **PBIS Pilot Project**

The Positive Behavioral Intervention Support (PBIS) project is a regional effort to create a training and consultation system for childcare professionals. The PBIS Steering Committee consists of Becky Beckner (PBIS trainer), Ginger Knisley (Lee/Van Buren ECI), Tasha Beghtol (DHLW ECI), Tammy Wetjen-Kestersen (Iowa/Jefferson/Keokuk ECI), and Whitney Howell (Muscatine ECI). The steering committee met with state PBIS leadership on December 14<sup>th</sup> to discuss draft implementation plans and ensure alignment with state-wide efforts. Potential lead

agencies for the project have been identified and discussion is ongoing. The project start date goal is July 1<sup>st</sup> 2022.

### **Association of ECI Area Boards and Advocates**

The Association of Early Childhood Iowa Area Boards and Advocates is hosting a number of advocacy events throughout the 2022 legislative session. Small group events will be hosted once monthly. These events are to encourage small group and individual advocacy. Local members and stakeholders are encouraged to attend at least one small group event. A larger event (Association Day on the Hill) will be March 8th. More details to come.

#### **Association Legislative Priorities:**

- *Support a comprehensive and integrated early care, health and education system for the youngest Iowans through funding for Early Childhood Iowa.*
- *Develop systemic solutions to the childcare crisis.*
- *Include Early Childhood Iowa as a key partner in the implementation of the Children's Behavioral Health System.*

### **Contracts & Office updates**

- The required mid-year fiscal report was completed and submitted into iowagrants.gov on January 10<sup>th</sup> 2022. All ECI Area Boards must share cash basis reports to the state office by January 15<sup>th</sup>.
- First Children's Finance has started consultation with the Mt Pleasant Childcare Center
- 2<sup>nd</sup> quarter reports are due from all programs by January 20<sup>th</sup>. A summary of progress will be provided at the February meeting.
- December 31<sup>st</sup> 2021 was the deadline for family support staff (hired prior to 2021) to have completed the competency exams. Recently hired staff for The Family Connection will have one year from the date of hire to complete the exam. Congrats to all program staff who passed and achieved the certificate.
  - Milisa Bantz
  - Linda Cavazos
  - Stephanie Gardner
  - Leah Godar
  - Jessica Haro-Ponce
  - La Phanthouvong
  - Jan Shelman
  - Debbie Stigers