



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

**Draft**

**Agenda**  
**May 21, 2024**  
**5:00pm**

**Mt Pleasant Library**  
**307 E Monroe St.**

**Mt. Pleasant, IA 52641**

Option for listening via zoom – see bottom of page

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

**Introductions**

**Consent Agenda:**

- Agenda for today’s meeting
- Approval of minutes from April 2, 2024
- Administrative Update

Action

**Public Comment** (limit of 3 minutes per person)

**Financial Report** – Treasurer

- Consider approval of current financial summary

Action

**Policy 4.9a** – Tasha Beghtol

- Consider applications for funding
  1. Lee County Health Dept, dental supply request

Action

**Executive Committee** – Unity Stevens

- Consider approval of staff mileage budget increase
- Consider approval of FY25 Board Operational and Administrative Budget
- Consider approval of Fiscal Agent Agreement with Central Iowa Juvenile Detention Center

Action(s)

**FY24 Budget** – RFP/RFR Committee members

- Consider approval of funding recommendations for FY25 programs and services

Action

**Administrative update** – Tasha Beghtol

Information &  
Discussion

Recurring Zoom Link: <https://us02web.zoom.us/j/89275389994?pwd=alBKdmc4aUhnBTBJN0l6SlhvWlptZz09>

Meeting ID: 892 7538 9994      Passcode: 933057

Audio only dial: 1 312 626 6799

*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*  
April 2, 2024  
5pm  
307 E Monroe St., Mt Pleasant, IA

**Minutes**

**Members Present:** Jim Cary, Bailea Grier, Matt Latcham, Tricia Lipski, Shawn Maine, Cyndi Mears, Melody Raub, Mike Steele, Unity Stevens, Stan Stoops

**Members Absent:**

**Advisory members and guests present:** Tasha Beghtol, Amy McLaughlin, Toni Krana, Melissa Tucker, Kalisha Lutz

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

**Consent Agenda**

**Motion** to approve the consent agenda, February 20, 2024 minutes, and administrative update as presented.

**Moved:** Tricia Lipski      **Seconded:** Matt Latcham

**Abstained:** Jim Cary

**Motion carried unanimously**

**Financial Report**

Matt Latcham reviewed the financial summary and the monthly postings report from Central Iowa Juvenile Detention Center. The report reflects July thru January expenditures. 3 programs at low spending have submitted budget amendments to shift funds for better spend down. Tasha Beghtol shared that the audit for FY23 is underway.

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

**Moved:** Stan Stoops      **Seconded:** Mike Steele

**Motion carried unanimously**

**Budget Amendment Requests**

Members reviewed a budget amendment request from Henry County Agricultural Extension for The Family Connection. The program is seeking to move surplus salary funds to professional development.

**Motion** to approve the budget amendment from The Family Connection as submitted.

**Moved** by Melody Raub      **Seconded** by Stan Stoops

**Motion carried unanimously**

Members reviewed a budget amendment request from Lee County Health Department for the HOPES – Des Moines County program . The program is seeking to move surplus salary funds to travel and professional development.

**Motion** to approve the budget amendment from HOPES – Des Moines County as submitted.

**Moved** by Tricia Lipski                      **Seconded** by Jim Cary

**Motion carried unanimously**

Members reviewed a budget amendment request from Community Action of Southeast Iowa for the Preschool Scholarship program. The program is asking to adjust line items to align with spending. No change requested to incentives used for direct scholarships. .

**Motion** to approve the budget amendment from the Preschool Scholarship program as submitted.

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

**Abstained:** Cyndi Mears

**Motion carried unanimously**

#### **Policy 4.9a**

Tasha Beghtol reviewed an application from Denise Horn, registered home provider, for funding support to purchase mini cribs.

**Motion** to approve a maximum of \$1080 to Denise Horn for the one-time purchase of mini-cribs.

**Moved:** Tricia Lipski                      **Seconded:** Stan Stoops

**Motion carried**

Tasha Beghtol reviewed an application from the Wayland Area Childcare Board for professional development support. The new center is planning to open in June and have a Director hired. Grant funds would cover 2 months of board training and development.

**Motion** to approve the one-time funding request from the Wayland Area Childcare Organization for a maximum of \$2000.

**Moved:** Mike Steele                      **Seconded:** Jim Cary

**Motion carried unanimously**

#### **Program Presentation**

Kalisha Lutz from Community Action of SE Iowa shared and overview and history of the Preschool Scholarship program that serves all four DHLW counties. Currently 10 sites are meeting quality criteria and participating in the program. The program has served 25 children to date and is covering an average of 70-80% of tuition.

#### **Administrative Update**

A written report was provided.

Meeting adjourned at 6:25pm by Unity Stevens

Minutes submitted by Tasha Beghtol, Director

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

CIJDC financial report ending April 2024			
REVENUE		EXPENDITURE	
FY23 carryover	\$ 106,286.48	YTD expenditures	\$ 785,170.85
FY24 revenues	\$ 886,239.00	EC-PBIS reimbursements	\$ (96,610.17)
interest earned YTD	\$ 903.59	ICAP reimbursement	\$ (1,000.00)
\$ 993,429.07		\$ 687,560.68	

SUMMARY BY CONTRACT

	PROGRAM	CONTRACT - Budget	Y-T-D EXPENSES	BALANCE	% SPENT
1	CCNC - Henry/Louisa/Washington	\$ 52,870.00	\$ 40,151.49	\$ 12,718.51	76%
2	CCNC - DSM Co	\$ 39,117.00	\$ 27,858.83	\$ 11,258.17	71%
3	Burlington CSD	\$ 43,125.00	\$ 32,343.75	\$ 10,781.25	75%
4	Mt Pleasant Childcare	\$ 24,000.00	\$ 24,000.00	\$ -	100%
5	HOPES - Des Moines Co	\$ 76,150.00	\$ 47,096.73	\$ 29,053.27	62%
6	THE FAMILY CONNECTION	\$ 276,969.00	\$ 188,256.90	\$ 88,712.10	68%
7	Louisa Healthy Families (HOPES)	\$ 83,456.00	\$ 62,251.77	\$ 21,204.23	75%
8	EC-PBIS (DHLW portion only)	\$ 135,415.31	\$ 92,821.52	\$ 42,593.79	69%
9	PRESCHOOL SCHOLARSHIPS - All	\$ 35,000.00	\$ 22,791.43	\$ 12,208.57	65%
10	DENTAL	\$ 65,000.00	\$ 35,031.60	\$ 29,968.40	54%
11	Quality Improvement Grants (4.9a)	\$ 10,000.00	\$ 6,244.32	\$ 3,755.68	62%
12	STAFF	\$ 93,102.00	\$ 82,464.38	\$ 10,637.62	89%
13	MILEAGE	\$ 4,000.00	\$ 3,865.46	\$ 134.54	97%
14	EC ADMINISTRATION	\$ 3,210.03	\$ 2,620.45	\$ 589.58	82%
15	SR- ADMINISTRATION	\$ 12,981.29	\$ 10,456.68	\$ 2,524.61	81%
16	SR general SUMMIT*	\$ 3,000.00	\$ 9,305.37	\$ (6,305.37)	310%
	TOTAL	\$ 957,395.63	\$ 687,560.68	\$ 269,834.95	72%

SUMMARY BY FUNDING CATEGORY

CATEGORY	BUDGET	Y-T-D EXPENSES	BALANCE	% SPENT	
SR - ADMIN	\$ 35,381.29	\$ 28,598.76	\$ 6,782.53	81%	
SR - QUALITY IMPROVEMENT	\$ 68,946.44	\$ 56,642.70	\$ 12,303.74	82%	
SR - GENERAL	\$ 638,812.22	\$ 417,941.64	\$ 220,870.58	65%	
SR General SUMMIT	\$ 3,000.00	\$ 9,305.37	\$ (6,305.37)	310%	
SR General EC-PBIS (DHLW portion)	\$ 48,854.31	\$ 33,415.74	\$ 15,438.57	68%	
EC ADMIN	\$ 9,410.03	\$ 7,568.37	\$ 1,841.66	80%	
EC - General EC-PBIS (DHLW portion)	\$ 86,561.00	\$ 59,405.78	\$ 27,155.22	69%	
EC - GENERAL	\$ 103,560.19	\$ 74,682.32	\$ 28,877.87	72%	
	TOTAL	\$ 994,525.48	\$ 687,560.68	\$ 306,964.80	69%

2:35 PM  
05/01/24  
Cash Basis

Central Iowa Detention  
DHLW #1 Postings Report- MONTH CASH  
April 2024

Num	Date	Name	Account	Paid Amount
<u>DEP</u>	04/02/2024	Deposit	DHLW SR PBIS <i>ISK (Feb)</i>	3,327.04 ✓
1931	04/23/2024	CIJDC	DHLW EC Admn <i>VISA</i>	-51.16 ✓
1938	04/23/2024	Trinity Muscatine Public Health	DHLW EC General <i>CCNL</i>	-1,181.26 ✓
1939	04/23/2024	Lee county Health	DHLW EC General <i>CCNL</i>	-733.82 ✓
1942	04/23/2024	Burlington CSD	DHLW EC General	-3,593.75 ✓
1943	04/23/2024	Mt Pleasant Childcare	DHLW EC General <i>Final pmt</i>	-2,667.00 ✓
1931	04/23/2024	CIJDC	DHLW SR Admn <i>VISA</i>	-218.09 ✓
1934	04/23/2024	YMCA of Washington County	DHLW SR General <i>Policy 4.9a</i>	-2,492.40 ✓
1936	04/23/2024	Community Action of Southeast Iowa	DHLW SR General <i>Scholarships</i>	-2,024.76 ✓
1937	04/23/2024	Lutheran Services in Iowa	DHLW SR General <i>Louisa Healthy</i>	-6,618.99 ✓
1938	04/23/2024	Trinity Muscatine Public Health	DHLW SR General <i>CCNL</i>	-3,543.79 ✓
1939	04/23/2024	Lee county Health	DHLW SR General <i>CCNL</i>	-2,201.44 ✓
1940	04/23/2024	Lee county Health	DHLW SR General <i>Dental</i>	-6,625.48 ✓
1941	04/23/2024	Henry County Extension	DHLW SR General <i>Fam. Connection</i>	-19,696.78 ✓
1945	04/23/2024	Lee county Health	DHLW SR General <i>HOPES - DSM</i>	-6,187.26 ✓
1931	04/23/2024	CIJDC <i>weather radios</i>	DHLW SR <u>Summit</u> <i>VISA</i>	-1,201.52 ✓
1932	04/23/2024	Cindee Van Dijk	DHLW SR <u>Summit</u>	-200.00 ✓
1933	04/23/2024	Jim Gill	DHLW SR <u>Summit</u>	-2,500.00 ✓
1944	04/23/2024	Henry County Extension	DHLW SR PBIS	-14,262.93 ✓
1935	04/23/2024	Denise Horn <i>EC General</i>	<del>DHLW EC PBIS</del> <i>Policy 4.9a</i>	-813.18 ✓
1944	04/23/2024	Henry County Extension	DHLW EC PBIS	-6,516.40 ✓
1946	04/30/2024	CIJDC	DHLW EC Admn	-587.66
1946	04/30/2024	CIJDC	DHLW SR Admn	-2,200.39
1946	04/30/2024	CIJDC	DHLW SR Quality Improvement	-5,061.52 <i>State</i>
1946	04/30/2024	CIJDC	DHLW SR General	-598.87 <i>Fiscal</i>
INT	04/30/2024	ECI	DHLW EC General	63.84
INT	04/30/2024	ECI	DHLW SR General	255.37 <i>Int</i>
<u>DEP</u>	04/30/2024	ECI	DHLW SR PBIS <i>ISK (March)</i>	3,324.69
<b>TOTAL</b>				<b>-84,807.51</b>



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.

Table with 2 columns: Field Name, Value. Fields include Name of Organization, Address, Name & Title of person submitting request, Email, and Phone.

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

- Community Organization or Non-Profit that is not a childcare
Licensed Child Care Center
Registered Child Development Home
Child Care Home accepting CCA
Child care home business not registered with DHS

For Childcare Applicants Only:

What is your current QRS/IQ4K achieved level?
Will the items/activity requested increase your current QRS/IQ4K level?

Total requested amount \$ 997.69

\*Include copies of any quotes, order forms, or advertisements that justify the amount requested.
\*All requests from childcare businesses must include a note of support from CCR&R consultant, CCNC, or HHS. The note may be sent directly from the agency to tbeghtol@dhlw.org

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

Lee County Health Department is requesting funds to purchase quality, infant safety toothbrushes. If received, the brushes will be given to age appropriate program participants to encourage and promote daily toothbrushing. The brushes will be divided among ourselves and subcontractors and may also be provided when encountering the population at outreach events in the DHLW area.
The Delta Dental of Iowa Foundation graciously provides an essentially unlimited number of free toothbrushes each year for I-Smile agencies such as LCHD which includes sizes appropriate for preschoolers, older youth, and teens. However, they do not offer and provide the style we are requesting funds to purchase which are most appropriate for infants and toddlers. This brush style not only serves as an introductory toothbrush but also as a teether.
Unfortunately, rising costs in clinical supplies as well as increased cost of living and salaries on already strained, stagnant budgets have not allowed for these types of 'extra' purchases ourselves, but we feel families would appreciate and benefit from the brushes should the board choose to fund their purchase.
We appreciate the board's continued recognition of the importance of oral health for overall health!

**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: Tammy Wilson Date: 5/7/2024

# QUOTE

CUSTOMER P.O. NO.

QUOTE NO.

PAGE NO.

QUOTE

9408627

1

SOLD  
TO:

LEE COUNTY HEALTH DEPT.  
RACHEL PATTERSON-RAHN  
3 JOHN BENNETT DR  
FORT MADISON IA 52627-7600

SHIP  
TO:

LEE COUNTY HEALTH DEPT.  
RACHEL PATTERSON-RAHN  
3 JOHN BENNETT DR  
FORT MADISON IA 52627-7600

QUOTE DATE	SALES REP.	CUSTOMER NO.	SOURCE CODE	EXPIRE DATE	SHIP VIA
04/30/24	KELLY ARCHER	828771	SITE24TEN	05/30/24	GROUND SER

  

LINE NO.	QTY	ITEM NUMBER	DESCRIPTION	COUNTRY OF ORIGIN	HARMONIZE CODE	UNIT PRICE	EXTENSION
1	21	BRSH532	48 SmileCare Infant Safety Grip Toothbru	CHN	9603.21.0000	43.19	906.99

TOTAL MERCHANDISE	SHIPPING & HANDLING	SALES TAX	ORDER TOTAL
906.99	90.70	0.00	997.69



# DHLW Early Childhood Area

*Des Moines, Henry, Louisa, Washington*

## Executive Committee Minutes

**April 16<sup>th</sup> 2024**

**4pm**

Washington Library  
2<sup>nd</sup> Floor Wolf Conference Room  
115 W Washington St., Washington IA

**Members Present:** Unity Stevens, Matt Latcham, Tricia Lipski, Melody Raub, and Tasha Beghtol

### **FY24 General Updates**

#### SE Iowa Early Childhood Project

Tasha shared the recommended portion by ECI area for the SE Iowa Early Childhood Project (formerly known as EC PBIS). The Steering Committee recommends a change in formula, weighted more by number of children instead of childcare provider count, due to changes in service type. With the new formula DHLW portion's will be 46% in FY25, down from 49% this year.

Director mileage budget – Members reviewed the current expenditures and balance available for the fiscal year. Based on projected travel in May and June members agreed by consensus that the mileage budget should be increased by \$1,000. **Recommendation** for the May 21<sup>st</sup> full board meeting to increase the FY24 mileage budget to a maximum of \$5,000.

### **Policy & Procedure**

- Tasha noted that the succession plan has been updated and sent to Exec committee members.
- Members reviewed Policy 4.10 Preschool Scholarship Quality Criteria. Discussion was held regarding the challenges that some participating sites may have with completing IQ4K, but members agreed by consensus that having a quality requirement is important. No changes are recommended at this time to policy 4.10.

### **Director Performance Review**

Members completed a performance review of the DHLW Director and discussed future professional goals. Based on performance review, the Executive Committee recommends a 3.5% salary increase. Director budget includes annual health insurance budget of \$14,084, and mileage budget of \$5,000.

### **Fiscal Agent Agreement**

Members reviewed the fiscal agent agreement. CIJDC annual fees are increasing by \$200 due to additional work needed to complete audits. **Recommendation** for the May 21<sup>st</sup> full board meeting to approve the fiscal agent agreement with Central Iowa Juvenile Detention Center for fiscal services and employer of record fees.

*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.*

## Operational & Admin Budget

Members reviewed the overall operational budget. **Recommendation** by the Executive Committee to consider approval of the FY25 Operational and Administrative budget as presented.

### DHLW Board Operational & Administrative Budget

**FY25 - JULY 1, 2024 - JUNE 30, 2025**

board liability insurance	\$ 3,400.00	estimated 15-20% increase
fiscal agent and employer of record fees and audit	\$ 8,504.00	\$200 increase for audit work
Association fees	\$ 938.00	no change
Verizon - hotspot @ 106.43/mo	\$ 1,278.00	monthly auto pay on card
Adobe Pro @ 21.19/mo	\$ 255.00	monthly auto pay on card
Virus Protection (Webroot) annual renewal	\$ 160.00	annual auto pay, renews in February
Godaddy website (domain, website builder, email)	\$ 270.00	possible change
Zoom annual renewal	\$ 165.00	annual auto pay, renews in January
PO Box	\$ 120.00	no change
rental fees for meeting space	\$ -	was 400 last year
misc supplies and food for annual meeting	\$ 1,000.00	
subtotal	\$ 16,090.00	
Staff salaries and benefits (health ins, IPERS, mileage, workers comp, unemployment, & liability ins)	\$ 107,241.10	2.92% increase from FY24
<b>TOTAL</b>	<b>\$ 123,331.10</b>	

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## **FY2025 FISCAL AGENT AGREEMENT**

This agreement, made this 1st day of July, 2024 is between the DHLW Early Childhood Iowa Area Board hereafter referred to as **LOCAL BOARD**, and Central Iowa Juvenile Detention Center (CIJDC), hereafter referred to as the **Fiscal Agent**.

### **I. Purpose of Agreement**

The LOCAL BOARD has been designated an Early Childhood Iowa area within the geographical area it serves and has received a grant of state funds of **\$674,093** for a School Ready Children Services program, and a grant of state funds of **\$169,672** for an Early Childhood Program (hereinafter referred to jointly as ECI grant funds).

Pursuant to Iowa Code Chapter 256I the LOCAL BOARD is required to designate a public entity as a fiscal agent to administer grant funds. Central Iowa Juvenile Detention Center (CIJDC) has been designated as the fiscal agent for the Board.

### **II. Duration of Agreement**

This agreement shall become effective on July 1, 2024. This agreement shall remain in effect until June 30, 2025, or until earlier terminated according to the provisions herein. This agreement may be renewed or extended by the mutual written agreement of the parties in the form of an amendment specifying the new agreement period and the amount of funds available to the LOCAL BOARD for the new agreement period. All other terms of the agreement shall remain in effect unless otherwise specifically amended.

### **III. Responsibilities of Fiscal Agent**

The Fiscal Agent shall provide the following services for each of the two separate funds for which it is acting as fiscal agent:

- A.** Deposit ECI grant funds into accounts in accordance with Iowa Code Chapter 12C and the Cash Management Improvement Act, 31 U.S.C. §6501 et seq.
- B.** Issue payments from the ECI grant account as directed by authorized LOCAL BOARD personnel. Payments shall be issued to the individual, vendor, business, or other entity identified by the LOCAL BOARD, in the amount specified, and to the address provided by the LOCAL BOARD. Payments shall be issued as directed, within 10 work days from the date the Fiscal Agent receives written notification from authorized LOCAL BOARD personnel.
- C.** Be responsible for any costs charged by the financial institution for maintaining the ECI grant accounts or accounts containing ECI funds. The Fiscal Agent shall ensure that any such costs are reduced or offset to the extent possible through earnings credits offered by the financial institution.
- D.** Be responsible for completing and submitting any 1099 reports as required by federal or state law or regulation.
- E.** Maintain separate accounting records for School Ready Children Grant Program and Early Childhood Grant Program funds that at a minimum include the following:

1. For each School Ready Children Services grant payment and for each Early Childhood Program grant payment made as directed by the LOCAL BOARD:
    - a. The date written notification/authorization was received from the Local Board.
    - b. The name of the authorized LOCAL BOARD staff authorizing the payment.
    - c. The name and mailing address of the payee.
    - d. The amount of the payment.
    - e. The check number or other unique identification of the payment.
    - f. The date the payment was mailed or hand-delivered to the payee.
    - g. The date the payment is cleared or paid out of the ECI grant account or account containing ECI funds.
    - h. The date of any stop payment requested by the Fiscal Agent and the reason.
  2. Running balances for each fund which include:
    - a. The cumulative amount of payments authorized by the LOCAL BOARD.
    - b. The cumulative amount of payments issued.
    - c. Available ECI grant funds that are not encumbered or otherwise allocated for payments made but not yet cashed.
- F.** Provide for, account for and deposit the amount of any monthly bank costs for maintaining the ECI fund account or proportion of such costs attributable to that portion of an account constituting ECI grant funds, and the amount of any monthly interest earned for the Early Childhood Iowa grant account or proportion of such earnings attributable to that portion of an account constituting ECI grant funds into the appropriate Early Childhood Iowa grant account.
- G.** Submit monthly expenditure reports within 15 work days from the end of the prior month to the LOCAL BOARD. Reports shall be submitted in a format agreed to by the LOCAL BOARD and the Fiscal Agent, and shall include as much of the information as the Fiscal Agent is required to maintain as described in this section as the LOCAL BOARD may request, and as is necessary to reconcile the records of the LOCAL BOARD with the records of the Fiscal Agent.
- H.** Submit a report within 15 workdays from the end of the agreement period, or such earlier date as the agreement may be terminated, to the LOCAL BOARD. The report shall be submitted in a format agreed to by the LOCAL BOARD and the Fiscal Agent, and shall include as much of the information as the Fiscal Agent is required to maintain as described in this section and as the LOCAL BOARD may request, and as is necessary to reconcile the records of the LOCAL BOARD with the records of the Fiscal Agent.
- I.** Iowa Administrative Code Section 541-9.4(2)(e) requires an audit, conducted by an independent agency, of the ECI grant funds managed by area boards. "Audit" means a financial review by area boards of early childhood Iowa funds. Requirements are found in the Early Childhood Iowa on-line toolkit, Tool UU.
- J.** Provide services in section III at a cost of **\$8,504** to the LOCAL BOARD. This fee includes FISCAL AGENT and EMPLOYER OF RECORD, and AUDIT duties and responsibilities. This fee shall be paid on a monthly basis. The EMPLOYER of RECORD memorandum of understanding agreement is separate from this agreement and is for an indefinite period of time.
- K.** Return unexpended ECI grant funds and accrued interest as may be required by law, to the LOCAL BOARD if this agreement is terminated or if ECI grant funds remain in an account held by the Fiscal

Agent at the end of the agreement period, unless the agreement is renewed or extended as provided for herein.

L. If this agreement is renewed or extended any unexpended ECI grant funds remaining in an account held by the Fiscal Agent at the end of the current agreement period shall be retained by the Fiscal Agent for use in the next agreement period.

**M. Other responsibilities of the FISCAL AGENT**

**Receipt of Revenue**

The FISCAL AGENT will provide notice to the LOCAL BOARD the date of any checks or currency deposited in the FISCAL AGENTs bank account within in 15 work days of receipt of any deposits.

**Monthly Accounting**

The FISCAL AGENT will provide to the LOCAL BOARD on a monthly basis a full accounting of payments made. This will include the name of the vendor, date paid, check number, and the amount of payment and will keep a running balance of payments made to contractors.

**Account Balance**

The FISCAL AGENT will provide the monthly account balance of each categorical funding stream to the LOCAL BOARD by the 20<sup>th</sup> of the following month.

**Bank Account**

The FISCAL AGENT will keep the LOCAL BOARD funding separate from the FISCAL AGENT'S funding. A separate bank account will be maintained and balanced monthly by the FISCAL AGENT. A copy of the monthly bank statement shall be provided to the LOCAL BOARD by the 20th of each month.

**Year End Financial Report**

The yearend state financial report and program progress report requires the FISCAL AGENT'S signature. The yearend state financial report and program progress report will balance with the FISCAL AGENT'S financial records.

**N. Agreed Upon Procedures**

The FISCAL AGENT shall assist the LOCAL BOARD in complying with the Agreed Upon Procedures consistent with State Early Childhood Iowa requirements.

**IV. Responsibilities of LOCAL BOARD**

The LOCAL BOARD shall have the following responsibilities:

- A. Advise the Fiscal Agent in writing of the identity of LOCAL BOARD personnel authorized to approve and submit payment requests for ECI grant funds to the Fiscal Agent and to receive and review expenditure and other reports from the Fiscal Agent as required herein.
- B. Determine the amount and payee for any payment to be made from ECI grant funds.
- C. Authorized staff shall submit a dated written authorization to the Fiscal Agent to make payments for ECI grant funds approved by the LOCAL BOARD, which authorization shall designate whether payment should be made from the School Ready Children grant account or the Early Childhood Program account.

- D.** Maintain separate accounting records for each School Ready Children Services program payment and for each Early Childhood Program payment authorized to be paid by the Fiscal Agent that at a minimum include the following:
1. The date written notification/authorization was submitted to the Fiscal Agent.
  2. The name of the authorized LOCAL BOARD staff authorizing the payment.
  3. The name and mailing address of the payee.
  4. The amount of the payment.
- E.** Review on a monthly basis the monthly expenditure reports submitted by the Fiscal Agent and reconcile with the records maintained by the LOCAL BOARD. The LOCAL BOARD and Fiscal Agent shall work together to resolve any discrepancies and take any necessary corrective action.
- F.** Review the report submitted by the Fiscal Agent at the end of the agreement period or other termination of the agreement and reconcile with the records maintained by the LOCAL BOARD. The LOCAL BOARD and Fiscal Agent shall work together to resolve any discrepancies and take any necessary corrective action.
- G.** Any ECI grant funds allocated to the LOCAL BOARD remaining unexpended at the end of the state fiscal year shall be retained for use in the next state fiscal year and shall be treated as an advance of the ECI grant funds allocated to the LOCAL BOARD for the next state fiscal year.
- H.** Other responsibilities of the LOCAL BOARD.

**Funding Plan**

The FISCAL AGENT will be provided each year with a copy of the funding plan/approved state budget. The funding plan will describe in detail the categorical funding utilized for each project, the amount of the grant award and the projected carryover of each categorical fund.

**Contracts**

The FISCAL AGENT will receive a copy of all contracts and contract amendments and is to be kept on file at the FISCAL AGENT's office.

**Payment Vouchers**

The LOCAL BOARD shall utilize a contractor expenditure reporting system designed by the LOCAL BOARD. The FISCAL AGENT will be provided a payment voucher report based on all signed claim vouchers. Documentation of all expenses will be kept by the LOCAL BOARD and available for review by the FISCAL AGENT upon request. The DHLW Early Childhood Area Executive Director will conduct a technical review of all payment vouchers and will signify that expenditures are appropriate. The payment vouchers will be signed by the contractor and by at least one LOCAL BOARD representative. Approval of contractor payment vouchers and board related expenses is the sole responsibility of the LOCAL BOARD.

**Tracking of Categorical Funding Streams**

Categorical funds will be coded appropriately by the LOCAL BOARD and information will be provided on each payment voucher. The DHLW Early Childhood Area Executive Director will code each categorical fund that is to be utilized. The FISCAL AGENT will track each categorical funding stream utilizing the FISCAL AGENTS accounting system. Each month the LOCAL BOARD will reconcile categorical funding streams with the FISCAL AGENT.

## **Spreadsheets**

The LOCAL BOARD will provide the FISCAL AGENT with a formulated categorical funding spreadsheet and a formulated contractor spreadsheet to be utilized monthly by the FISCAL AGENT.

## **Year End Financial Report**

A yearend state financial report and program progress report, utilizing the state required format, will be completed by the LOCAL BOARD. This report shall be reconciled with the FISCAL AGENT'S financial reports.

## **V. General Provisions**

- A. Agreement Amendment** - The agreement shall be amended only upon written agreement of both parties.
- B. Renegotiation Clause.** In the event there is a revision of Federal regulations, state laws, or administrative rules and this agreement no longer conforms to those regulations, laws, or rules, all parties will review the agreement and renegotiate those items necessary to conform with the new regulations, laws, or rules.
- C. Termination of Agreement**
  - 1. **For Cause.** Causes for termination during the period of the agreement are:
    - a. Failure of the Fiscal Agent to complete or submit required report.
    - b. Failure of the Fiscal Agent to make financial and statistical records available for review by the Board or other authorized party.
    - c. Failure of the Fiscal Agent to abide by the terms of this agreement.

If one of the above occurs, the LOCAL BOARD shall provide written notice to the Fiscal Agent requesting that the noncompliance be remedied immediately. In the event that the noncompliance continues fifteen (15) days beyond the date of the written notice, the LOCAL BOARD may either immediately terminate the agreement without additional notice, or enforce the terms and conditions of the agreement and seek any legal or equitable remedies.

- 2. **Across the board reductions.** Any across the board reductions in State appropriations shall apply to this agreement. Should the LOCAL BOARD determine that the across the board reduction will affect this agreement, any funds allocated to the project and deposited with the Fiscal Agent will be adjusted pursuant to the reduction. The LOCAL BOARD shall provide the Fiscal Agent reasonable written notice before any across the board reduction is put in place. During the notice period, the parties will meet and attempt in good faith to agree upon changes to this agreement to address such reduction.
- 3. **State reorganization plan.** The LOCAL BOARD shall have the right to terminate this agreement, by giving the Fiscal Agent reasonable written notice, in the event the LOCAL BOARD is altered by legislative mandate or by direction of the State of Iowa or federal government.
- 4. **Legislative reorganization.** The Fiscal Agent expressly acknowledges that the initiative delivered pursuant to this agreement is subject to Legislative change by either the federal or state governments. Should either legislative body enact measures which alter the initiative, the Fiscal Agent shall not hold the LOCAL BOARD liable in any manner for the resulting changes. The LOCAL BOARD shall provide reasonable written notice to the Fiscal Agent of any such legislative change. The

parties will meet and attempt in good faith to agree upon changes to this agreement to address such reorganization.

5. Upon notice. Either party may terminate this agreement by providing 30 days written notice to the other party.

- D. Confidentiality** - The Fiscal Agent shall comply with all applicable federal and state laws and regulations on confidentiality.
- E. Statement Regarding Meeting All Federal and State Requirements** - The Fiscal Agent shall be in compliance with all applicable federal and state laws, rules, and regulations.
- F. Records Retention** - The Fiscal Agent shall maintain records that document the validity of reports submitted to the LOCAL BOARD. The Fiscal Agent shall retain all books, records, or other documents relevant to this agreement for a period of five (5) years after this agreement is no longer in effect after final payment, or until final audit findings have been resolved, whichever is later.
- G. Review of Contract Related Documentation** - Upon request, the Fiscal Agent shall allow authorized representatives of the LOCAL BOARD or state or federal agencies to have access to the records as is necessary to confirm compliance with the specifications of this agreement. Reviews may include off-site or on-site visits to the Fiscal Agent, the Fiscal Agent's central accounting office, the offices of the Fiscal Agent's agents, a combination of these, or by mutual decision, to other locations.
- H. Federal Lobbying Requirements** - In accordance with the requirements under 34 CFR 82, "New Restrictions on Lobbying," the Fiscal Agent shall comply with the restrictions on lobbying requirements. The Fiscal Agent certifies, to the best of his or her knowledge and belief, that: No federal appropriated funds have been paid or will be paid on behalf of the sub-grantee to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of the Congress, an officer or employee of the Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of the Congress, or an employee of a Member of Congress in connection with this Contract, grant, loan, or cooperative agreement, the applicant shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The Contractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**I. Certification Regarding Drug Free Workplace**

Requirements for contractors who are not individuals. If Contractor is not an individual, by signing below Contractor agrees to provide a drug-free workplace by:



1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
2. Establishing a drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. The person's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations;
3. Making it a requirement that each employee to be engaged in the performance of such contract be given a copy of the statement required by subparagraph 1;
4. Notifying the employee in the statement required by subparagraph 1, that as a condition of employment on such contract, the employee will:
  - a. Abide by the terms of the statement; and
  - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction;
5. Notifying the contracting agency within 10 days after receiving notice under subparagraph 4b from an employee or otherwise receiving actual notice of such conviction;
6. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by 41 U.S.C. § 703; and
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of subparagraphs 1, 2, 3, 4, 5, and 6.

Requirement for individuals. If Contractor is an individual, by signing below Contractor agrees to not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract.

Notification Requirement. Contractor shall, within 30 days after receiving notice from an employee of a conviction pursuant to 41 U.S.C. § 701(a)(1)(D)(ii) or 41 U.S.C. § 702(a)(1)(D)(ii):

1. Take appropriate personnel action against such employee up to and including termination; or
2. Require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

- J.** Debarment, Suspension, And Other Responsibility Matter Requirements - In accordance with the requirements under 34 CFR 85, "Government-wide Debarment and Suspension (Nonprocurement)," the Fiscal Agent shall comply with the debarment and suspension requirements. The Fiscal Agent agrees, to the best of its knowledge and belief, that it and its subcontractors:

Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;

Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated above; and

Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

**K. Environmental Tobacco Smoke Requirements** - The Contractor shall comply with the requirements of Public Law 103-227, Part C. Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act). The Act requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through States, local governments, by Federal grant, contract, loan, or loan guarantee. The Contractors will require that the language of this certification be included in any Contracts which contain provisions for children’s services and that all sub-contractors shall certify accordingly.

**DHLW Early Childhood Area**

**Central Iowa Juvenile Detention Center**

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**Signature**

Unity Stevens

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**Printed Chairperson Name**

Board Chairperson

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**Title**

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**Date**

PO Box 882, Washington IA 52353

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**Address**

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**Signature**

Tony Reed

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**Printed Contact Name**

Central Iowa Juvenile Detention Center

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**Agency**

Executive Director

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**Title**

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**Date**

2317 Rick Collins Way, Eldora, Iowa 50627

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**Address**

(641) 858-3852

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**Telephone Number**

RUMMKK79GJ25

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**UEI number**

42-1414825

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**EIN number**



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

**Annual meeting  
RFP/RFR Committee  
Minutes**

**April 25<sup>th</sup> 2024**

**4:00pm**

**Marr Park Conservation Center  
2935 Hwy 92, Ainsworth IA.**

**Members Present:** Matt Latcham, Tricia Lipski, Shawn Maine, Cyndi Mears, Mike Steele, Stan Stoops, Melody Raub, Tasha Beghtol

Review of RFRs, program trend data, and FY24 program reports

Members reviewed and discussed renewal applications from 10 currently funded programs. Total amount of funding requested is \$840,396. The total estimated funds available for renewal applications is \$798,000.

The DHLW Early Childhood Iowa Area allocations for FY25 are \$39,337 less than in FY24. Based on the reduction in new funds combined with less estimated carry over from FY24 than previous years, the overall budget is not sufficient to support all 10 renewal applications.

Members reviewed program trend data, demographics, updated indicator data, and the 3<sup>rd</sup> Report summary for FY24. Trend data reviewed included output numbers and outcome measures by program for the last 2-5 years. Highlights of discussion and comments included:

Family Support Home Visitation

- Visit benchmarks are significantly low for all 3 programs this year. Details of why visits are down varies from program to program, but generally are a result of staffing issues or family engagement challenges.
- The Family Connection serves both Henry and Washington counties. Majority of services are going to Washington county, but Henry county has higher needs based on indicator data and demographics.
- Prenatal enrollment is challenging for all programs with only one birthing hospital in the DHLW area.
- Discussion was held regarding moving all family support contracts to a fee per visit. Current FY24 cost per visit (at 9 months) ranges from \$252 - \$338. Estimations, based on the requested budgets and expected visits accordingly, range from \$200 - \$240. Members discussed the possible impacts of a cost per visit structure and considered various options for incentives to improve contract outputs.

- Members agreed by consensus to apply a 10% reduction to the full FY25 requests from all 3 family support programs. Performance measure achievements vary from program to program, and from outputs to outcomes, over the last 3 years.
- A contract bonus option will be drafted after the May 21<sup>st</sup> meeting and considered for approval at the June meeting along with final contracts, pending successful negotiations. The contract bonus will provide an opportunity for family support programs to increase total compensation above the initial awarded amount.

### Childcare Staffing

- Discussion held regarding the sunset policy for direct salary support to childcare businesses. The current centers receiving funds are limited in the amount they may receive, and FY25 would be the final year.
- Members expressed an interest to not fund individual centers directly anymore. If an RFP is released in the future, eligibility limitations may be noted.

### SEI EC Project

- Data collection for the SEI EC Project has shifted to match the new service type implemented in January. Performance is difficult to measure with short timeframe of trend data.
- Tasha shared that the Steering Committee recommends a revised formula based on the programs change to serving more than just childcare. DHLW's share is recommended at 46%. Reduced from 49% in FY24.
- Discussion held regarding the ability of the program to access other funding streams and what the impacts might be if any of the other ECI partners reduce their support.

### Other

- Preschool scholarship enrollment has increased since dropping significantly in FY20. FY24 numbers will decline due to reduced funding, not performance of the program. Discussion held regarding Mediapolis adding 4yr old no cost preschool. Consideration given to whether scholarships for 3 year olds to access preschool should take priority over other services.
- CCNC number of visits and engagement with providers is good, serving nearly half of all providers.
- Discussion held about the high request last year for the dental program, over \$90K. The board awarded \$65K for FY24 based on expenditure trends. The high request was the initial year that Lee County applied on behalf of all subcontracting partners. The program is on trend to spend the same as in FY23, approximately \$55K.

### FY25 Budget Planning and Recommendations

Members considered each application's level of performance, need of the community or population they serve, and the level at which the program meets board identified priority in the current Regional EC Plan. Strategies agreed upon to develop a funding plan that worked within the draft budget included; no longer funding individual childcare center businesses directly, consider equitable use of funds based on county population and need, and not including a set-aside fund for policy 4.9a. Based on these strategies the committee recommends the following:

<b>Program/Agency</b>	<b>FY25 Request or Maximum allowed</b>	<b>Funding Recommendation</b>	<b>Notes</b>
Louisa Healthy Families/LSI	\$ 86,670.00	\$ 78,003.00	10% reduction from request. Visit benchmark is low @ 32% for the 3rd report (9 months).
Family Connection/Henry CO ISUExt	\$ 288,492.00	\$ 259,642.80	10% reduction from request. Visit benchmark is low @ 43% for the 3rd report (9 months). Program had high carry over in previous years and estimates about \$20,000 in carryover this year.
HOPES Des Moines Co/Lee CO Health Dept.	\$ 81,562.26	\$ 73,406.03	10% reduction from request. Visit benchmark is low @ 24% for the 3rd report (9 months).
Burlington early Childhood Center	\$ 28,750.00	\$ -	Lack of DHLW funding and lower level of priority compared to other programs.
Mt Pleasant Childcare Center	\$ 25,000.00	\$ -	Lack of DHLW funding and lower level of priority compared to other programs.
CCNC - DSM Co/Lee Co Health Dept	\$ 41,867.53	\$ 41,867.53	Meets a priority and has good performance measures.
CCNC - Louisa Co/Trinity Muscatine Public Health	\$ 55,188.00	\$ 55,188.00	Meets a priority and has good performance measures.
Dental - Lee CO Health Dept.	\$ 65,000.00	\$ 65,000.00	Meets a priority. Amount reflects level funding and program estimates about \$10,000 in carryover this year. FY25 plan includes additional sites for services.
EC PBIS/Henry CO ISU Ext (DHLW portion only)	\$ 122,181.29	\$ 122,181.29	Meets a priority and area need. Amount reflects 46% of total program cost shared with 3 other ECI Areas.
Preschool Scholarships/Community Action SE Iowa	\$ 45,685.00	\$ 45,685.00	Meets a priority and numbers have increased in the last 3 years.

# DHLW Early Childhood Area

*Des Moines, Henry, Louisa, Washington*

## Administrative Update

May 2024

### ECI Update

- The next ECI State Board meeting is scheduled for June 7<sup>th</sup> 2024. Information can be found on the [Iowa HHS website under 'public meetings'](#) and members from the public are welcome to attend.
- An in person Directors meeting was held on May 8<sup>th</sup> in Des Moines. Members worked on revising tools and templates for contracting and performance measures. Instructions for data collection regarding the new service types approved by the state ECI board in March are still in progress.
- The ECI Stakeholder Alliance was eliminated in the Boards and Commissions bill this year, removing Iowa Code Chapter 256i 12. The ECI State Board will assume the responsibilities that were previously assigned to the Alliance.

### Association of ECI Area Boards and Advocates

- Association dues for FY25 will remain the same as FY24. Invoices will be sent in June. The Association hosts monthly Open-Ended Guidance sessions for directors and local board members. Eide & Heisinger LLC will be hosting a *Legislative Session Summary* on June 10<sup>th</sup> at 10am via zoom. Local Board members may RSVP for all activities on the [AECIAB&A](#) website or contact Tasha Beghtol for zoom information.
- Save the Date! The 2025 Breakfast on the Hill and Social have been scheduled for February 25<sup>th</sup> and 26<sup>th</sup>.

### Southeast Iowa Early Childhood Summit 2024

- The 2024 summit activities included a childcare conference on April 27<sup>th</sup> at Southeastern Community College - West Burlington and Jim Gill concerts on May 3<sup>rd</sup> in Williamsburg, and May 4<sup>th</sup> in Burlington and Keokuk.
- 67 individuals attended the conference, earning up to 6 hours of HHS approved credit
- 36 families, 65 children and 54 adults attended the concerts and resource activities
- The committee will meet in August to begin planning for 2025. Individuals interested in participating in the SE Iowa Early Childhood Summit Committee or activities may contact Tasha at [tbeghtol@dhlw.org](mailto:tbeghtol@dhlw.org).

### Other Updates

#### Childcare

- The Wayland childcare center board has had several board development meetings with the consultant and are on target to open in June. The board is currently developing policies, revising bylaws, and creating fundraising materials.
- The Columbus Junction childcare center closed abruptly on April 22<sup>nd</sup>. The center was recently awarded a one-time funding grant for computers by the DHLW Board. 5 iPads and one desktop computer have been returned to the DHLW office.

#### WEP – Wage Enhancement Project

- An informational meeting, hosted by WEDG and DHLW, was held on April 16<sup>th</sup> at the Washington Library with community partners. Discussion was held regarding estimated annual cost for a WEP in Washington County and options for implementation. A taskforce is being created to develop project concepts, marketing, and criteria for participation.

#### DHLW Audit

- The FY23 audit is still in progress. Materials have been submitted and additional questions were asked about the process used for closing/cancelling claims. Tasha Beghtol reviewed the claims process with the auditor during a phone conversation. No further information is needed.