

DHLW Early Childhood Area
Des Moines, Henry, Louisa, Washington
January 19th 2016 5:00pm
Washington Public Library

Minutes

Members Present: Stan Stoops, Mary Campbell, Matt Latcham, Mike Steele, Tricia Lipski, Sergio Ayala, Dina Saunders, Paula Buckman(by phone)

Members Absent: Jacque Hessletine, Jim Cary, June Morgan, Chad Reckling, Melody Raub

Advisory members present: Tasha Beghtol, Susan Gray, RenElla Crawford

Meeting called to order at 5:05pm by Tricia Lipski

Motion to approve the agenda

Moved: Stan Stoops **Seconded:** Sergio Ayala

Motion carried unanimously

Motion to approve the minutes from November 4th 2015 as submitted

Moved: Mike Steel **Seconded:** Stan Stoops

Motion carried unanimously

Motion to approve the minutes from November 17th 2015 as submitted

Moved: Matt Latcham **Seconded:** Stan Stoops

Motion carried unanimously

Financial Report

Members reviewed the current financial report and financial summary. Stan Stoops shared updates on program expenditures and reviewed the summary. Stan noted that last month Tasha's program expenditure total was approximately \$400 off from the fiscal agent's totals. Tasha has reviewed her reports and found the error. The totals match as shown on the current summary. The financial summary has a new page on the back side. The new document shows a list of checks paid by the fiscal agent for the month.

A few contracts are below expected expenditures. CCR&R contract is not paid out until closer to the end of the year. Colonel's Kids contract has been terminated so full amount will not be expended. CCNC in Louisa Co has been on medical leave. Transportation in DSM/Henry is only at 11% and DSM Co dental is only at 1% spent. Follow up is needed with both programs. **Motion** to approve the financial report as submitted

Moved: Mary Campbell **Seconded:** Matt Latcham

Motion carried unanimously

Membership

June Morgan has submitted a resignation from the board due to personal time constraints.

Motion to accept the resignation with regrets from June Morgan as submitted and effective on this date

Moved: Mary Campbell **Seconded:** Matt Latcham

Motion carried unanimously

Tasha provided an update on the 3 names that were presented by the nominating committee at the November meeting. Jacque Hessletine was approved and recognized as a new member at that meeting. The other 2 nominees have declined membership at this time due to various personal and time constraint reasons. Tasha was contacted by Dina Saunders about membership and has had an initial brief orientation with her. Dina is a teacher with the Mt Pleasant CSD.

Motion to approve Dina Saunders as a new member effective this date. Dina will fill the education representative required membership.

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

Motion carried unanimously

Mike Steele, Sergio Ayala, and Dave Helman have completed their first term and are eligible for a 2nd term. Mike and Sergio have agreed to stay on for a 2nd term (3 years), but Dave has declined. Matt Latcham asked that he minutes reflect the Board's appreciation for Dave's membership and contributions. Dave served on the Empowerment Board for Henry County, was the Chair of the merged Henry/Washington Board, and helped to merge the newly formed DHLW Board.

The Board now has 12 members and is gender balanced. There are 3 vacancies and Louisa County needs more representation with only 2 members at this time.

Committee Reports and Recommendations

RFP

Committee members reviewed and discussed their recommendation to fund the Danville CSD RFP for salary support for their childcare center. Details of the recommendation include guidance for future funding and a process to encourage self sustainability of the program. (see program committee minutes from January 4th 2016)

Motion to approve funding for the Danville CSD childcare center as recommended by the Program Committee.

The total amount awarded is \$34,773 from Early Childhood funds and cover January 1st - June 30th 2016.

Moved: Mike Steele **Seconded:** Mary Campbell

Motion carried unanimously

Policies

Tasha reviewed the policies that were vetted by the program and executive committees in October. Policies were not on the November because of time constraints. No additional changes have been made since the last review of each policy.

Motion to approve the new policies as submitted and effective this date

Moved: Matt Latcham **Seconded:** Mary Campbell

Motion carried unanimously

Policies approved include: *1.5 Succession planning, 2.1 Performance Evaluation and Budget – ECA Director, 2.2 Travel Expenses – ECA Director, 2.3 Staff use of credit card, 2.4 Hiring of Staff – selection process, 3.3 Indirect Cost Rate, 4.3 Provider Budgets*

Program Presentations

WAGES - Presenters not in attendance due to weather and travel. The presentation has been moved to the May meeting.

4Cs – Susan Gray provided information about the Provider Services Contract and answered questions from members. The program has 7 workshops scheduled during the months of Feb-March. 4Cs received a Washington Riverboat grant to help with trainings and materials. They have spent a little less on CPR and First aid scholarships. Susan noted the need may not be as great this year since the certification lasts for two years. 32 providers received conference scholarships and 3 staff in a childcare center have completed their Child Development Associate.

HACAP – Head Start Transportation – RenElla Crawford provided updates on the transportation program and answered questions. There are 36 HS slots with 21 children using the transportation program to receive 1 1-way ride. Head Start continues to struggle with keeping slots full due to attraction for families to attend the community school district program. The program is currently spending more than anticipated and will likely be out of funds before the end of the year. RenElla anticipates that they can only operate through February and will be short about \$4500. Members discussed options for the program making a request for an increase and whether or not there are any funds left to support a request. Tasha noted that the request amendment policy would allow RenElla to send the necessary information. It would be reviewed by committee and come before the board at the next meeting. Some funding is still available in the appropriate category to support an increase if approved.

Administrative Update

- Tasha handed out a Save the Date flier for the Southeast Iowa Early childhood Summit to be held in Mt. Pleasant on April 15th and 16th.
- The DSM/Louisa Audit has been done and a report is expected soon. The Henry/Washington audit has just started. A third audit was completed by auditors at CIJDC for the DHLW board because the bank account was opened in June.
- Both the Executive Committee and Program need to schedule meetings. Tasha will send emails to confirm times. Items to be discussed include office space for the board, cost per visit concept for family support, and funding process for FY17.

Next meeting will be February 16th in Mediapolis

Minutes submitted by Tasha Beghtol, Director

Approved on _____

Secretary _____