



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

Draft

Agenda
May 16th 2023 5:00pm
Masonic Lodge - 206 N Main St, Mt. Pleasant, IA
Option for listening via zoom – see next page

Call to order (Establishment of quorum)

Introductions

Approval of Agenda Action

Review/Acceptance of Minutes

- 1. Consider approval of March 21st 2023 minutes Action

Financial Report – Treasurer

- 2. Consider approval of current financial summary Action(s)
- 3. Consider FY23 budget adjustments for Summit/provider appreciation event
- 4. Consider acceptance of FY22 audit report

Executive Committee – Unity Stevens & Tasha Beghtol

- 5. Consider approval of staff mileage budget increase Action(s)
- 6. Consider approval of FY24 Board Operational and Administrative Budget
- 7. Consider approval of revised policies 4.4 and 4.9a
- 8. Consider approval of Fiscal Agent Agreement with Central Iowa Juvenile Detention Center

FY24 Budget – RFP/RFR Committee members

- 9. Consider approval of funding recommendations for FY24 programs and services Action(s)

Administrative update – Tasha Beghtol Information

Open Public Input

Tasha Beghtol is inviting you to a scheduled Zoom meeting.

Topic: DHLW Board

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

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

Feb 21, 2023 05:00 PM

Mar 21, 2023 05:00 PM

Apr 18, 2023 05:00 PM

May 16, 2023 05:00 PM

Jun 20, 2023 05:00 PM

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

Monthly: [https://us02web.zoom.us/meeting/tZMsf-](https://us02web.zoom.us/meeting/tZMsf-GtqDwqEtLr_8qqA66cFHD9RFV_WqGk/ics?icsToken=98tyKuGvrzMiH9KSsBGBRpwEBYqgWe_wpmZfj7dxjiC9EjFyNFX1EMpma4BZJufn)

[GtqDwqEtLr_8qqA66cFHD9RFV_WqGk/ics?icsToken=98tyKuGvrzMiH9KSsBGBRpwEBYqgWe_wpmZfj7dxjiC9EjFyNFX1EMpma4BZJufn](https://us02web.zoom.us/meeting/tZMsf-GtqDwqEtLr_8qqA66cFHD9RFV_WqGk/ics?icsToken=98tyKuGvrzMiH9KSsBGBRpwEBYqgWe_wpmZfj7dxjiC9EjFyNFX1EMpma4BZJufn)

Join Zoom Meeting

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

Meeting ID: 871 8856 7086

Passcode: 709395

One tap mobile

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

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

Dial by your location

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 9128 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

Meeting ID: 871 8856 7086

Passcode: 709395

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

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

DHLW Early Childhood Area

Des Moines, Henry, Louisa, Washington

March 21st 2023 5:00pm

206 N Main St., Mt Pleasant IA.

Minutes

Members Present: Jim Cary, Bailea Grier, Matt Latcham, Tricia Lipski, Cyndi Mears, Mike Steele, Unity Stevens

Members Absent: Melody Raub, Stan Stoops

Advisory members and guests present: Tasha Beghtol, Toni Krana, Kalisha Lutz, Amy McLaughlin, Matt Barton

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

Agenda

Motion to approve the agenda as presented

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

Motion carried unanimously

Membership

An application for membership from Ms. Bailea Grier was reviewed.

Motion to approve Bailea Grier as a DHLW Board member effective immediately

Moved by Cyndi Mears **Seconded** by Matt Latcham

Motion carried unanimously

Ms Grier will finish up Andrea Curren's term and then be eligible for a new 3yr term. The board now has a membership of 9 and is gender balanced.

Minutes

Motion to approve minutes of the February 21st 2023 meeting

Moved: Matt Latcham **Seconded:** Jim Cary

Motion carried unanimously

Tricia Lipski arrived at 5:10pm

Financial Report

Matt Latcham reviewed the financial summary and the monthly postings report from Central Iowa Juvenile Detention Center. Programs with low spending percentages included HOPES Des Moines Co (35%), Preschool Scholarships (40%) and Dental (27%). HOPES got a late start in the year and expects to spend down. Preschool scholarship tuition amounts will be increased in the last few months. The dental program had a late January bill that is not reflected in the summary report.

Motion to approve the financial summary as presented

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

Motion carried unanimously

FY23 Budget Amendment Request

Members reviewed a budget amendment request from Trinity Muscatine Public Health to shift funds from incentives and staff PD to mileage. Overall contract amount does not change.

Motion to approve the budget amendment request for CCNC services with Trinity Muscatine Public Health as submitted.

Moved by Tricia Lipski **Seconded** by Matt Latcham

Motion carried unanimously

Members reviewed a budget amendment request from The Family Connection to shift funds into Staff PD and Operational line items. The overall contract amount does not change.

Motion to approve the budget amendment request for The Family Connection program with Henry County Agricultural Extension as submitted.

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

Motion carried unanimously

Contract Amendment Request

Members reviewed a request from the Mt Pleasant Childcare Center Board to extend the required completion date for a financial audit from March 31st to June 30th. The Executive Committee met on March 17th and reviewed information from the accounting firm completing the audit along with the continued work done by First Children’s Finance with the childcare center board. The Executive Committee recommends considering the amendment for approval. Matt Barton, Board Chair for the Mt Pleasant Childcare Center, provided additional updates and answered questions regarding the center’s business plans.

Motion to approve the contract amendment with Mt Pleasant Community Childcare Center as presented.

Moved by Jim Cary **Seconded** by Matt Latcham

Motion carried unanimously

Administrative Update

A written report provided that included site visit reports for 3 contractors.

Motion to adjourn at 5:50

Minutes submitted by Tasha Beghtol, Director

Approved on _____ Secretary _____

CIJDC financial report ending April 2023			
REVENUE		EXPENDITURE	
FY22 carryover	\$ 146,779.93	YTD expenditures	\$ 743,110.69
FY23 revenues	\$ 892,773.91	EC-PBIS reimbursements	\$ (52,091.03)
interest earned YTD	\$ 240.28	ICAP reimbursement	\$ (451.91)
\$ 1,039,794.12		\$ 690,567.75	

SUMMARY BY CONTRACT

	PROGRAM	CONTRACT - Budget	Y-T-D EXPENSES	BALANCE	% SPENT
1	CCNC - Henry/Louisa/Washington	\$ 49,883.00	\$ 37,184.09	\$ 12,698.91	75%
2	CCNC - DSM Co	\$ 37,671.00	\$ 28,253.25	\$ 9,417.75	75%
3	Burlington CSD	\$ 57,500.00	\$ 43,125.03	\$ 14,374.97	75%
4	Mt Pleasant Childcare	\$ 50,000.00	\$ 37,500.02	\$ 12,499.98	75%
5	First Children's Finance	\$ 7,600.00	\$ 7,600.00	\$ -	100%
6	HOPES - Des Moines Co	\$ 67,207.00	\$ 37,146.30	\$ 30,060.70	55%
7	THE FAMILY CONNECTION	\$ 301,000.00	\$ 207,998.99	\$ 93,001.01	69%
8	Louisa Healthy Families (HOPES)	\$ 83,456.00	\$ 59,745.01	\$ 23,710.99	72%
9	EC-PBIS (DHLW portion only)	\$ 86,041.46	\$ 54,217.12	\$ 31,824.34	63%
10	PRESCHOOL SCHOLARSHIPS - All	\$ 66,429.00	\$ 40,735.87	\$ 25,693.13	61%
11	DENTAL - Henry/Washington	\$ 5,075.00	\$ 4,967.17	\$ 107.83	98%
12	DENTAL - Louisa Co	\$ 1,477.56	\$ 819.78	\$ 657.78	55%
13	DENTAL - DSM Co	\$ 65,000.00	\$ 27,903.32	\$ 37,096.68	43%
14	Quality Improvement Grants (4.9a)	\$ -	\$ -	\$ -	#DIV/0!
15	STAFF	\$ 93,102.00	\$ 77,423.53	\$ 15,678.47	83%
16	MILEAGE	\$ 3,500.00	\$ 3,416.28	\$ 83.72	98%
17	EC ADMINISTRATION	\$ 4,587.12	\$ 3,976.84	\$ 610.28	87%
18	SR- ADMINISTRATION	\$ 10,341.53	\$ 8,986.73	\$ 1,354.80	87%
19	SR general SUMMIT*	\$ 3,000.00	\$ 9,568.42	\$ (6,568.42)	319%
	TOTAL	\$ 992,870.67	\$ 690,567.75	\$ 302,302.92	70%

SUMMARY BY FUNDING CATEGORY

CATEGORY	BUDGET	Y-T-D EXPENSES	BALANCE	% SPENT	
SR - ADMIN	\$ 36,341.53	\$ 30,665.40	\$ 5,676.13	84%	
SR - QUALITY IMPROVEMENT	\$ 71,520.91	\$ 55,289.89	\$ 16,231.02	77%	
SR - GENERAL	\$ 630,669.98	\$ 419,925.66	\$ 210,744.32	67%	
SR General SUMMIT	\$ 3,000.00	\$ 9,568.42	\$ (6,568.42)	319%	
SR General EC-PBIS (DHLW portion)	\$ 84,148.75	\$ 37,951.97	\$ 46,196.78	45%	
EC ADMIN	\$ 9,587.17	\$ 7,848.09	\$ 1,739.08	82%	
EC - General EC-PBIS (DHLW portion)	\$ 35,000.00	\$ 16,265.15	\$ 18,734.85	46%	
EC - GENERAL	\$ 168,833.59	\$ 113,053.17	\$ 55,780.42	67%	
	TOTAL	\$ 1,039,101.93	\$ 690,567.75	\$ 348,534.18	66%

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

Num	Date	Name	Account	Paid Amount
1769	04/05/2023	Lee county Health	DHLW SR General	-2,774.29
VOID 1639	04/05/2023	VOIDED	DHLW SR General	2,774.29
DEP	04/11/2023	ECI	DHLW SR General	153,156.75
DEP	04/11/2023	ECI	DHLW SR Quality Improvement	15,758.25
DEP	04/11/2023	ECI	DHLW SR Admn	8,820.50
DEP	04/11/2023	ECI	DHLW SR PBIS Lee/VB (Feb)	2,071.00
DEP	04/12/2023	ECI	DHLW EC Admn	2,267.25
DEP	04/12/2023	ECI	DHLW EC General	43,077.75
DEP	04/21/2023	ECI	DHLW SR PBIS Muscatine (Feb)	2,623.26
1770	04/24/2023	CIJDC	DHLW EC Admn VISA	-53.84
1772	04/24/2023	Masonic Temple Assn.	DHLW EC Admn rental	-42.00
1775	04/24/2023	Trinity Muscatine Public Health	DHLW EC General CCNC split	-1,918.56
1776	04/24/2023	Lee county Health	DHLW EC General CCNC split	-1,909.22
1778	04/24/2023	Burlington CSD	DHLW EC General	-4,791.67
1779	04/24/2023	Mt Pleasant Childcare	DHLW EC General	-4,166.67
1770	04/24/2023	CIJDC	DHLW SR Admn VISA	-138.46
1772	04/24/2023	Masonic Temple Assn.	DHLW SR Admn rental	-108.00
1774	04/24/2023	Community of Action of Southeast Iowa	DHLW SR General PS Scholarships	-8,598.48
1775	04/24/2023	Trinity Muscatine Public Health	DHLW SR General CCNC split	-1,918.56
1776	04/24/2023	Lee county Health	DHLW SR General CCNC split	-2,490.41
1777	04/24/2023	Henry County Extension	DHLW SR General Family Connection	-24,432.93
1781	04/24/2023	Lee county Health	DHLW SR General HOPES	-6,776.40
1770	04/24/2023	CIJDC	DHLW SR Summit VISA	-365.17
1771	04/24/2023	Van Dijk Consultants	DHLW SR Summit	-200.00
1773	04/24/2023	Jim Gill Inc.	DHLW SR Summit Final payment	-2,500.00
1780	04/24/2023	Henry County Extension	DHLW SR PBIS Total	-15,043.43
1780	04/24/2023	Henry County Extension	DHLW EC PBIS OHLW portion	-2,717.41
1782	04/25/2023	Lutheran Services in Iowa Feb & March	DHLW SR General Lousa HOPES	-13,626.66
DEP	04/26/2023	ECI	DHLW SR PBIS IJK (march)	2,664.13
1783	04/30/2023	CIJDC	DHLW EC Admn	-581.97
1783	04/30/2023	CIJDC	DHLW SR Admn	-2,442.90
1783	04/30/2023	CIJDC	DHLW SR Quality Improvement	-5,033.89
INT	04/30/2023	ECI	DHLW EC General	7.20
INT	04/30/2023	ECI	DHLW SR General	22.80
TOTAL				130,612.26

EC PBIS total reimbursements

2071
2623.26
2664.13

\$ 7358.39

FY23 WORKING BUDGET

EARLY CHILDHOOD Revenue

FY22 carryover	\$	32,040.76	includes int	
FY23 allocations	\$	181,380.00		\$ 36,276.00
	\$	-		
TOTAL	\$	213,420.76		

EARLY CHILDHOOD Budget

	BUDGET	CONTRACTS	PROGRAM
21% Admin	\$ 9,587.17		
allocation	\$ 9,069.00	\$ 5,000.00	staff
carryover	\$ 518.17	\$ 2,742.00	fiscal agent,EOR, audit
		\$ 542.64	insurance
		\$ 198.00	Association fees
		\$ 1,104.53	supplies-operation
		\$ 9,587.17	TOTAL
EC GENERAL	\$ 203,833.59		
allocation	\$ 172,311.00	\$ 57,500.00	Burlington CSD
carryover	\$ 31,513.40	\$ 50,000.00	Mt Pleasant CC
int	\$ 9.19	\$ -	QI /PD - Policy 4.9a
		\$ 23,253.81	CCNC - DSM
		\$ 29,941.00	CCNC - HLW
		\$ 25,000.00	PBIS PILOT
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ 185,694.81	
% reduction			
subtotal	\$ 18,138.78		unallocated
TOTAL EC admin + program	\$ 213,420.76		

8% unallocated

DRAFT

SCHOOL READY Revenue

FY22 carryover	\$	114,739.17	includes int	
FY23 allocations	\$	710,942.00		\$ 142,188.40
	\$	-		
TOTAL	\$	825,681.17		\$ 1,039,101.93

SCHOOL READY Budget

	CATEGORY	BUDGET	CONTRACTS	PROGRAM
79% Admin	\$ 36,341.53			
allocation	\$ 35,282.00	\$ 26,000.00		staff
carryover	\$ 1,059.53	\$ 5,562.00		fiscal agent,EOR, audit
		\$ 2,041.36		insurance
		\$ 744.00		Association fees
		\$ 1,994.17		supplies-operations
		\$ 36,341.53		TOTAL
Quality Improvement	\$ 71,520.91			
allocation	\$ 63,033.00	\$ 65,602.00		staff
carryover	\$ 8,487.91	\$ -		
% reduction		\$ -		
		\$ 65,602.00		subtotal
		\$ 5,918.91		unallocated
		\$ 71,520.91		TOTAL
General	\$ 717,818.73			
allocation	\$ 612,627.00	\$ 66,429.00		PS Scholarships
carryover	\$ 105,162.68	\$ 83,456.00		Louisa HFA
int	\$ 29.05	\$ -		
		\$ 67,675.00		HOPES- DSM
		\$ 301,000.00		HC Fam Con
		\$ 61,041.46		PBIS PILOT
final expenditure	\$ 819.78			dental-Louisa
final expenditure	\$ 4,967.17			dental-Hen/Wash
	\$ 65,000.00			dental-DSM
	\$ -			
	\$ 14,417.19			CCNC - DSM
	\$ 19,942.00			CCNC - HLW
	\$ 7,675.00			QI/PD - policy 4.9a
	\$ 3,000.00			1st Childrens Finance
	\$ -			summit + provider event
% reduction		\$ -		
		\$ 695,422.60		
		\$ 22,396.13		unallocated
TOTAL	\$ 825,681.17	\$ 717,818.73		TOTAL
	\$ 213,420.76			
	\$ 1,039,101.93			

3% unallocated



OFFICE OF AUDITOR OF STATE
STATE OF IOWA

Rob Sand
Auditor of State

State Capitol Building
Des Moines, Iowa 50319-0006
Telephone (515) 281-5834 Facsimile (515) 281-6518

NEWS RELEASE

Contact: Ernest Ruben
515/281-5834

FOR RELEASE

March 29, 2023

Auditor of State Rob Sand today released an agreed-upon procedures report for the Building Direction for Families, 4 R Kids, DHLW, Partnerships 4 Families, Better Tomorrows, Cedar Valley's Promise, HAWC Partnerships for Children, Lakes Region, Iowa River Valley, Early Childhood of North Central Iowa, Kids First Communities, Iowa/Jefferson/Keokuk, and Quad Counties 4 Kids Early Childhood Iowa Area Boards for which the Central Iowa Juvenile Detention Center is the fiscal agent for the period July 1, 2021 through June 30, 2022.

A copy of the agreed-upon procedures report is available for review on the Auditor of State's website at [Audit Reports – Auditor of State](#).

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**BUILDING DIRECTION FOR FAMILIES, 4 R KIDS,
DHLW, PARTNERSHIPS 4 FAMILIES, BETTER TOMORROWS,
CEDAR VALLEY'S PROMISE, HAWC PARTNERSHIPS FOR
CHILDREN, LAKES REGION, IOWA RIVER VALLEY, EARLY
CHILDHOOD OF NORTH CENTRAL IOWA, KIDS FIRST COMMUNITIES,
IOWA/JEFFERSON/KEOKUK, AND QUAD COUNTIES 4 KIDS
EARLY CHILDHOOD IOWA AREA BOARDS**

**AUDITOR OF STATE'S INDEPENDENT REPORT
ON APPLYING AGREED-UPON PROCEDURES**

**FOR THE PERIOD
JULY 1, 2021 THROUGH JUNE 30, 2022**

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Early Childhood Iowa Area Board

Officials

Name

Title

Central Iowa Juvenile Detention Center

Tony Reed	Executive Director
Kassie Ruth	Fiscal Director

Early Childhood Iowa Area Boards

Building Direction for Families:

Beth Ownby	Coordinator
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4 R Kids:

Debra Schrader	Executive Director
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DHLW:

Tasha Beghtol	Director
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Partnerships 4 Families:

Cindy Duhrkopf	Area Director
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Better Tomorrows:

Erin Monaghan	Area Director
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Cedar Valley's Promise:

Brenda Loop	Executive Director
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HAWC Partnerships for Children:

Alisha Dietzenbach	Coordinator
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Lakes Region:

Erin Pingel	Area Director
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Iowa River Valley:

Carrie Kube	Area Director
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Early Childhood of North Central Iowa:

Salena Siefken	Executive Director
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Kids First Communities:

Jenny Robinson	Area Director
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Iowa/Jefferson/Keokuk:

Tammy Wetjen-Kesterson	Executive Director
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Quad Counties 4 Kids:

Jenny Robinson	Area Director
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OFFICE OF AUDITOR OF STATE
STATE OF IOWA

Rob Sand
Auditor of State

State Capitol Building
Des Moines, Iowa 50319-0006
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Auditor of State's Independent Report on Applying Agreed-Upon Procedures

To the Members of the Building Direction for Families, 4 R Kids, DHLW, Partnerships 4 Families, Better Tomorrows, Cedar Valley's Promise, HAWC Partnerships for Children, Lakes Region, Iowa River Valley, Early Childhood of North Central Iowa, Kids First Communities, Iowa/Jefferson/Keokuk, and Quad Counties 4 Kids Early Childhood Iowa Area Boards:

We have performed the procedures below, which were agreed to by the Building Direction for Families, 4 R Kids, DHLW, Partnerships 4 Families, Better Tomorrows, Cedar Valley's Promise, HAWC Partnerships for Children, Lakes Region, Iowa River Valley, Early Childhood of North Central Iowa, Kids First Communities, Iowa/Jefferson/Keokuk, and Quad Counties 4 Kids Early Childhood Iowa Area Boards and the Iowa Department of Management (Department) for the period July 1, 2021 through June 30, 2022. The thirteen Early Childhood Iowa Area Boards were formed pursuant to the provisions of Chapter 256I of the Code of Iowa. The procedures performed are to review the financial activity of the Early Childhood Iowa Area Boards and to determine if the Area Boards' internal controls are adequate. The Area Boards' management is responsible for the financial information.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the Department. Consequently, we make no representation regarding the sufficiency of the procedures described below, either for the purpose for which this report has been requested or for any other purpose.

The procedures we performed are summarized as follows:


- a. We reviewed Chapter 256I of the Code of Iowa to determine and document the procedures required pertaining to Early Childhood Iowa Area Boards.
- b. We reviewed the Area Boards' internal controls to determine if proper control procedures are in place and incompatible duties, from a control standpoint, are not performed by the same individual.
- c. We reviewed the summary of financial data for each Early Childhood Iowa Area Board verifying the data for accuracy and ensuring it is supported by underlying records.
- d. We confirmed state receipts for each Early Childhood Iowa Area Board and traced the receipts into the accounting records, verifying the receipts are properly distributed between early childhood and school ready programs.
- e. We tested selected disbursements from each Early Childhood Iowa Area Board and tested that the disbursements were properly authorized, properly supported and charged to the proper program and funding category.
- f. We reviewed the fund balances for each Early Childhood Iowa Area Board verifying the fund balances by category reported on each Board's respective summary of financial data agreed with the financial records of the Area Board and reviewed the fund balances for any deficits.
- g. We recalculated the carry forward for the school ready funding reported by each Early Childhood Iowa Board to determine if the amount exceeded 20% of the fund balance.

Based on the performance of the procedures described above, no exceptions were noted.

We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the financial activity of the Early Childhood Iowa Area Boards for the period July 1, 2021 through June 30, 2022. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures; other matters might have come to our attention that would have been reported to you.

This report, a public record by law, is intended solely for the information and use of the Central Iowa Juvenile Detention Center and the Department of Management. This report is not intended to be and should not be used by anyone other than these specified parties.

We would like to acknowledge the many courtesies and assistance extended to us by personnel of the Central Iowa Juvenile Detention Center during the course of our agreed-upon procedures engagement. Should you have any questions concerning any of the above matters, we shall be pleased to discuss them with you at your convenience.



Ernest H. Ruben, Jr., CPA
Deputy Auditor of State

March 21, 2023

Schedule 1

Early Childhood Iowa Area Board

Financial Data

For the Period July 1, 2021 through June 30, 2022

Building Direction for Families

	Early Childhood	School Ready	Total
Revenues:			
State grants:			
Early childhood	\$ 95,096	-	95,096
Quality improvement	-	57,982	57,982
Allocation for administration	5,005	22,576	27,581
School ready general use	-	370,955	370,955
Total state grants	100,101	451,513	551,614
Interest on investments	5	20	25
Total revenues	100,106	451,533	551,639
Expenditures:			
Program services:			
Early childhood	92,872	-	92,872
Quality improvement	-	52,044	52,044
School ready general use	-	363,002	363,002
Total program services	92,872	415,046	507,918
Administration	5,028	21,960	26,988
Total expenditures	97,900	437,006	534,906
Change in fund balance	2,206	14,527	16,733
Fund balance beginning of year	26,967	97,969	124,936
Fund balance end of year	\$ 29,173	112,496	141,669

Early Childhood Iowa Area Board

Financial Data

For the Period July 1, 2021 through June 30, 2022

4 R Kids

	Early Childhood	School Ready	Total
Revenues:			
State grants:			
Early childhood	\$ 182,790	-	182,790
Quality improvement	-	83,748	83,748
Allocation for administration	9,620	45,341	54,961
School ready general use	-	777,732	777,732
Total state grants	192,410	906,821	1,099,231
Interest on investments	7	33	40
Insurance refund	37	168	205
Total revenues	192,454	907,022	1,099,476
Expenditures:			
Program services:			
Early childhood	183,843	-	183,843
Quality improvement	-	61,321	61,321
School ready general use	-	782,017	782,017
Total program services	183,843	843,338	1,027,181
Administration	9,707	46,362	56,069
Total expenditures	193,550	889,700	1,083,250
Change in fund balance	(1,096)	17,322	16,226
Fund balance beginning of year	28,796	118,280	147,076
Fund balance end of year	\$ 27,700	135,602	163,302

Schedule 3

Early Childhood Iowa Area Board

Financial Data

For the Period July 1, 2021 through June 30, 2022

DHLW

	Early Childhood	School Ready	Total
Revenues:			
State grants:			
Early childhood	\$ 185,917	-	185,917
Quality improvement	-	63,137	63,137
Allocation for administration	9,785	35,333	45,118
School ready general use	-	608,195	608,195
Total state grants	195,702	706,665	902,367
Interest on investments	9	29	38
Total revenues	195,711	706,694	902,405
Expenditures:			
Program services:			
Early childhood	195,392	-	195,392
Quality improvement	-	59,095	59,095
School ready general use	-	625,604	625,604
Total program services	195,392	684,699	880,091
Administration	9,267	34,274	43,541
Total expenditures	204,659	718,973	923,632
Change in fund balance	(8,948)	(12,279)	(21,227)
Fund balance beginning of year	40,989	127,019	168,008
Fund balance end of year	\$ 32,041	114,740	146,781

Early Childhood Iowa Area Board

Financial Data

For the Period July 1, 2021 through June 30, 2022

Partnerships 4 Families

	Early Childhood	School Ready	Total
Revenues:			
State grants:			
Early childhood	\$ 81,774	-	81,774
Quality improvement	-	58,782	58,782
Allocation for administration	4,304	21,878	26,182
School ready general use	-	356,896	356,896
Total state grants	86,078	437,556	523,634
Interest on investments	2	17	19
Total revenues	86,080	437,573	523,653
Expenditures:			
Program services:			
Early childhood	81,274	-	81,274
Quality improvement	-	61,472	61,472
School ready general use	-	349,704	349,704
Total program services	81,274	411,176	492,450
Administration	4,304	21,958	26,262
Total expenditures	85,578	433,134	518,712
Change in fund balance	502	4,439	4,941
Fund balance beginning of year	5,928	66,481	72,409
Fund balance end of year	\$ 6,430	70,920	77,350

Schedule 5

Early Childhood Iowa Area Board

Financial Data

For the Period July 1, 2021 through June 30, 2022

Better Tomorrows

	Early Childhood	School Ready	Total
Revenues:			
State grants:			
Early childhood	\$ 70,293	-	70,293
Quality improvement	-	51,116	51,116
Allocation for administration	3,700	16,424	20,124
School ready general use	-	260,949	260,949
Total state grants	73,993	328,489	402,482
Interest on investments	3	17	20
Total revenues	73,996	328,506	402,502
Expenditures:			
Program services:			
Early childhood	71,313	-	71,313
Quality improvement	-	51,153	51,153
School ready general use	-	266,280	266,280
Total program services	71,313	317,433	388,746
Administration	3,461	16,424	19,885
Total expenditures	74,774	333,857	408,631
Change in fund balance	(778)	(5,351)	(6,129)
Fund balance beginning of year	14,736	63,074	77,810
Fund balance end of year	\$ 13,958	57,723	71,681

Early Childhood Iowa Area Board

Financial Data

For the Period July 1, 2021 through June 30, 2022

Cedar Valley's Promise

	Early Childhood	School Ready	Total
Revenues:			
State grants:			
Early childhood	\$ 325,660	-	325,660
Quality improvement	-	58,252	58,252
Allocation for administration	17,140	40,974	58,114
School ready general use	-	720,263	720,263
Total state grants	342,800	819,489	1,162,289
Interest on investments	11	18	29
Total revenues	342,811	819,507	1,162,318
Expenditures:			
Program services:			
Early childhood	316,131	-	316,131
Quality improvement	-	51,473	51,473
School ready general use	-	691,729	691,729
Total program services	316,131	743,202	1,059,333
Administration	15,737	41,046	56,783
Total expenditures	331,868	784,248	1,116,116
Change in fund balance	10,943	35,259	46,202
Fund balance beginning of year	30,275	25,966	56,241
Fund balance end of year	\$ 41,218	61,225	102,443

Schedule 7

Early Childhood Iowa Area Board

Financial Data

For the Period July 1, 2021 through June 30, 2022

HAWC Partnerships for Children

	Early Childhood	School Ready	Total
Revenues:			
State grants:			
Early childhood	\$ 94,702	-	94,702
Quality improvement	-	64,495	64,495
Allocation for administration	4,984	24,119	29,103
School ready general use	-	393,763	393,763
Total state grants	99,686	482,377	582,063
Interest on investments	4	24	28
Total revenues	99,690	482,401	582,091
Expenditures:			
Program services:			
Early childhood	83,491	-	83,491
Quality improvement	-	31,778	31,778
School ready general use	-	361,757	361,757
Total program services	83,491	393,535	477,026
Administration	7,575	12,453	20,028
Total expenditures	91,066	405,988	497,054
Change in fund balance	8,624	76,413	85,037
Fund balance beginning of year	23,052	87,320	110,372
Fund balance end of year	\$ 31,676	163,733	195,409

Early Childhood Iowa Area Board

Financial Data

For the Period July 1, 2021 through June 30, 2022

Lakes Region

	Early Childhood	School Ready	Total
Revenues:			
State grants:			
Early childhood	\$ 76,794	-	76,794
Quality improvement	-	56,940	56,940
Allocation for administration	4,042	23,211	27,253
School ready general use	-	384,062	384,062
Total state grants	80,836	464,213	545,049
Interest on investments	4	25	29
Total revenues	80,840	464,238	545,078
Expenditures:			
Program services:			
Early childhood	77,217	-	77,217
Quality improvement	-	56,940	56,940
School ready general use	-	440,733	440,733
Total program services	77,217	497,673	574,890
Administration	4,042	23,211	27,253
Total expenditures	81,259	520,884	602,143
Change in fund balance	(419)	(56,646)	(57,065)
Fund balance beginning of year	16,025	114,017	130,042
Fund balance end of year	\$ 15,606	57,371	72,977

Schedule 9

Early Childhood Iowa Area Board

Financial Data

For the Period July 1, 2021 through June 30, 2022

Iowa River Valley

	Early Childhood	School Ready	Total
Revenues:			
State grants:			
Early childhood	\$ 112,453	-	112,453
Quality improvement	-	50,851	50,851
Allocation for administration	5,919	22,390	28,309
School ready general use	-	374,562	374,562
Total state grants	118,372	447,803	566,175
Interest on investments	4	14	18
Total revenues	118,376	447,817	566,193
Expenditures:			
Program services:			
Early childhood	112,942	-	112,942
Quality improvement	-	50,851	50,851
School ready general use	-	378,077	378,077
Total program services	112,942	428,928	541,870
Administration	5,355	20,298	25,653
Total expenditures	118,297	449,226	567,523
Change in fund balance	79	(1,409)	(1,330)
Fund balance beginning of year	4,195	67,018	71,213
Fund balance end of year	\$ 4,274	65,609	69,883

Early Childhood Iowa Area Board

Financial Data

For the Period July 1, 2021 through June 30, 2022

Early Childhood of North Central Iowa

	Early Childhood	School Ready	Total
Revenues:			
State grants:			
Early childhood	\$ 70,704	-	70,704
Quality improvement	-	59,526	59,526
Allocation for administration	3,721	21,470	25,191
School ready general use	-	348,398	348,398
Total state grants	74,425	429,394	503,819
Interest on investments	2	16	18
Total revenues	74,427	429,410	503,837
Expenditures:			
Program services:			
Early childhood	65,690	-	65,690
Quality improvement	-	84,628	84,628
School ready general use	-	307,245	307,245
Total program services	65,690	391,873	457,563
Administration	3,721	15,383	19,104
Total expenditures	69,411	407,256	476,667
Change in fund balance	5,016	22,154	27,170
Fund balance beginning of year	-	62,300	62,300
Fund balance end of year	\$ 5,016	84,454	89,470

Schedule 11

Early Childhood Iowa Area Board

Financial Data

For the Period July 1, 2021 through June 30, 2022

Kids First Communities

	Early Childhood	School Ready	Total
Revenues:			
State grants:			
Early childhood	\$ 66,566	-	66,566
Quality improvement	-	48,876	48,876
Allocation for administration	3,503	16,504	20,007
School ready general use	-	264,706	264,706
Total state grants	70,069	330,086	400,155
Interest on investments	5	30	35
Insurance refund and grant	20	1,105	1,125
Start up funds	500	1,500	2,000
Total revenues	70,594	332,721	403,315
Expenditures:			
Program services:			
Early childhood	64,465	-	64,465
Quality improvement	-	54,434	54,434
School ready general use	-	272,769	272,769
Total program services	64,465	327,203	391,668
Administration	3,543	15,838	19,381
Total expenditures	68,008	343,041	411,049
Change in fund balance	2,586	(10,320)	(7,734)
Fund balance beginning of year	5,660	45,503	51,163
Fund balance end of year	\$ 8,246	35,183	43,429

Early Childhood Iowa Area Board

Financial Data

For the Period July 1, 2021 through June 30, 2022

Iowa/Jefferson/Keokuk

	Early Childhood	School Ready	Total
Revenues:			
State grants:			
Early childhood	\$ 80,423	-	80,423
Quality improvement	-	51,974	51,974
Allocation for administration	4,233	21,301	25,534
School ready general use	-	352,736	352,736
Total state grants	84,656	426,011	510,667
Interest on investments	3	16	19
Total revenues	84,659	426,027	510,686
Expenditures:			
Program services:			
Early childhood	73,902	-	73,902
Quality improvement	-	51,745	51,745
School ready general use	-	340,205	340,205
Total program services	73,902	391,950	465,852
Administration	4,398	20,959	25,357
Total expenditures	78,300	412,909	491,209
Change in fund balance	6,359	13,118	19,477
Fund balance beginning of year	9,037	70,078	79,115
Fund balance end of year	\$ 15,396	83,196	98,592

Early Childhood Iowa Area Board

Financial Data

For the Period July 1, 2021 through June 30, 2022

Quad Counties 4 Kids

	Early Childhood	School Ready	Total
Revenues:			
State grants:			
Early childhood	\$ 51,733	-	51,733
Quality improvement	-	53,057	53,057
Allocation for administration	2,723	17,182	19,905
School ready general use	-	273,398	273,398
Total state grants	54,456	343,637	398,093
Interest on investments	2	15	17
Insurance refund and grant	27	1,152	1,179
Start up funds	500	1,500	2,000
Total revenues	54,985	346,304	401,289
Expenditures:			
Program services:			
Early childhood	45,267	-	45,267
Quality improvement	-	45,852	45,852
School ready general use	-	254,142	254,142
Total program services	45,267	299,994	345,261
Administration	3,550	19,193	22,743
Total expenditures	48,817	319,187	368,004
Change in fund balance	6,168	27,117	33,285
Fund balance beginning of year	4,662	36,252	40,914
Fund balance end of year	\$ 10,830	63,369	74,199

Building Direction for Families, 4 R Kids,
DHLW, Partnerships 4 Families, Better Tomorrows,
Cedar Valley's Promise, HAWC Partnerships for Children,
Lakes Region, Iowa River Valley, Early Childhood of
North Central Iowa, Kids First Communities,
Iowa/Jefferson/Keokuk, and Quad Counties 4 Kids
Early Childhood Iowa Area Boards

Staff

This engagement was performed by:

Ernest H. Ruben, Jr., CPA, Deputy
Tammy A. Hollinsworth, CIA, Manager
Nathan A. DeWit, Staff Auditor
Savannah R. Fitz, Staff Auditor

DHLW Early Childhood Area

Des Moines, Henry, Louisa, Washington

Executive Committee Minutes

April 20th 2023 8:30am

Washington Library

2nd Floor State Bank Room

115 W Washington St., Washington IA

Online option <https://us02web.zoom.us/j/89709503098>

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

Director Performance Review

Members completed a performance review of the DHLW Director and discussed previous and future professional goals. Additional discussion was held regarding health insurance cost and employer/employee portions covered. The Executive Committee recommends a 1% salary increase, annual health insurance stipend increase to @ \$14,664, and an annual mileage budget of @ \$4,000.

The director's mileage budget for FY23 has been fully spent as of April 11th. Members reviewed the budget and estimated additional mileage for the remainder of the year.

Recommendation by the Executive Committee to increase the FY23 staff mileage budget by \$750. (Increase from \$3500 to \$4250)

Operational & Admin Budget

Members reviewed the overall operational budget.

Recommendation by the Executive Committee to consider approval of the FY24 Operational and Administrative budget as presented.

DHLW Board Operational & Administrative Budget		
FY24 - JULY 1, 2023 - JUNE 30, 2024		
board liability insurance	\$ 3,100.00	estimated 20% increase (\$2584 in FY23)
fiscal agent and employer of record fees and audit	\$ 8,304.00	no change
Association fees	\$ 938.00	Reduced by \$4 from FY23
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 (McAfee) annual renewal	\$ 160.00	annual auto pay, renews in February
Godaddy website (domain, website builder, email)	\$ 270.00	annual auto pay, renews in August
Zoom annual renewal	\$ 165.00	annual auto pay, renews in January
PO Box	\$ 120.00	assumes no change
rental fees for meeting space (8 mtgs @ \$50ea)	\$ 400.00	Masonic Lodge
misc supplies and food for annual meeting	\$ 1,000.00	flexible line item =whatever is left after everything else and may change upon final allocations from state office
subtotal	\$ 15,990.00	
Staff salaries and benefits (health ins, IPERS, mileage, workers comp, unemployment, & liability ins)	\$ 104,106.98	7.21% overall increase (1% raise + increase to health insurance stipend and mileage)
TOTAL	\$ 120,096.98	

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.

Policy & Procedure updates/revisions

Members reviewed policies 4.4 *Provider Budget – Amendment Process* and 4.9a *Special Request for Funding – One-time purchase or single activity*. Additional clarifications were made to 4.4 regarding what budget amendments may not be used for. Policy 4.9a was revised to include quality standards. Recommendation by the Executive Committee to consider approval of revised policies 4.4 and 4.9a as presented.

FY23 Contracts

General contract updates provided by Tasha Beghtol included:

- A check for June 2022 expenses was re-issued to Lee County Health Dept. The fiscal agent notified Tasha that the original check was still outstanding. Lee Co Health Dept reviewed their records and confirmed that payment was not deposited. The original check has been cancelled and the fiscal agent will apply the correction to the appropriate fiscal year.
- LSI has had several claim errors in FY23 with changes in fiscal staff. Errors have been reviewed by both parties and the contractor will provide a list of corrections with the April billing. DHLW is expected to have a credit in April due to mileage errors.
- The Mt Pleasant Childcare Board has received a new bid to complete the audit. The previous company could not guarantee completion in time due to staff turnover. The childcare board has provided assurances that the audit will be done within the required time frame, June 30th 2023.
- The EC PBIS program is currently conducting interviews for the 3rd fulltime consultant position and is expecting to have the new hire starting in June.

Policy ID: 4.4	Title: Provider Budget – amendment process	Date Approved: 6-16-2015
Effective Date: 6-16-2015	Approved by: DHLW Early Childhood Area Board	
Revised: 11-15-2016, 5-16-2017, 5-17-2022		

Policy: Providers may request budget amendments. Providers with a total contract of \$30,000 or more must have DHLW Board approval for any budget change greater than 10% per line item. Contracts less than \$30,000 must have Board approval for any budget change greater than 10% of the total contract amount.

Budget amendments shall not be used for:

1. ~~the purpose of a~~ Adding funds to a line item that was originally approved at \$0
2. ~~Requesting an increase to the Indirect Cost Rate.~~

Bylaw/Iowa Code: None

Purpose: This policy provides a process for Providers to request budget amendments during the contract period. The request to shift significant unspent funds to the supplies and equipment line item during the last 3 months of the contract period is strongly discouraged.

Scope: This policy applies to Providers with standard operating budgets. Providers with a fee for service contract are not eligible for a budget amendment.

Responsibilities: The provider is responsible for ongoing monitoring of their program budget and notifying the ECA Director to request a budget amendment prior to expenditures that are in excess of the allowable 10%. Amendment request notification must be done prior to the expenditures being submitted.

Definitions: Provider - an agency, organization, school district, or preschool that has entered into a contract with the DHLW Early Childhood Area Board to provide services to families and children.

Procedure: Providers submit a program budget with contracts at the beginning of the fiscal year. This budget is considered the working budget for the contract period, unless an amendment is requested. Amendment requests may be submitted from the onset of the contract through February. Amendment requests received after March 1st will not be considered for approval, except in cases of staff changes that have occurred within 45 days of the request, or extreme circumstances beyond the control of the provider.

The Provider will send an amendment request to the ECA Director, including a detailed justification for the changes being requested. The ECA Director will provide any additional documents, forms, and instructions as needed to the provider. The ECA Director will put a complete request on the next available agenda. The Provider should attend the meeting.

Exception to policy request process – If a provider is seeking an amendment after March 1st based on the exception to policy clause, then the request must be submitted to the DHLW Director at least 15 days prior to the board meeting in which the provider wishes the request to be placed. The request and supporting materials will be reviewed by the DHLW Director and Executive Committee. The Executive Committee will determine if the requested amendment, based on exception to policy, will be placed on the agenda. The Executive Committee decision is final.

Forms: RFP/RFR budget form – amendment request

Policy ID: 4.9.a	Title: Special request for funding – One-time purchase or single activity	Date Approved: 5/18/2021
Effective Date: 7/1/2021	Approved by: DHLW Early Childhood Area Board	
Revised:		

Policy: DHLW Early Childhood Area may accept requests for funding of one-time purchases on an individual basis throughout the year.

Purpose: This policy provides a process by which the DHLW Board may consider a request for funding of a one-time purchase or single activity.

Responsibilities: The DHLW Board is responsible for setting the maximum annual budget allocated for requests made through this policy. The applicant is responsible for contacting the DHLW Director and completing required forms. The DHLW Director is responsible for completing a technical review of the request.

Definitions: *One-time purchase* may include multiple items relating to one project that would not be a typical ongoing need. General supplies for day to day operations would NOT qualify.

Procedure: Applicants must contact the DHLW office to discuss a request prior to submission of materials. A request may be considered if all of the following are met:

1. DHLW Funding is available
2. Other sources of funding are not available
3. The request meets eligible criteria for ECI funding
4. The request meets one or more of the DHLW Board priorities
5. The applicant has a clearly written request that includes a detailed budget and appropriate estimates
6. The applicant is able to make purchases for approved items and/or activity and then submit a DHLW Claim form for reimbursement
7. If the applicant is a childcare business, then they must:
 - a. Be a legally operating childcare business
 - ~~a.b.~~ Have an IQ4K rating OR use the one-time purchase for the purpose of completing an IQ4K application.
 - ~~b.c.~~ Have written support for the request from one or more of the following:
 - Child Care Resource & Referral
 - Child Care Nurse Consultant
 - DHS license/registration agent

The DHLW Board Chair will determine when a complete and eligible request is placed on an agenda. All decisions made by the board are final and not subject to appeal.

Forms: [One – Time Purchase Request Form](#) [DHLW Claim form](#)

FY2024 FISCAL AGENT AGREEMENT

This agreement, made this 1st day of July, 2023 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 **\$704,758** for a School Ready Children Services program, and a grant of state funds of **\$180,011** 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, 2023. This agreement shall remain in effect until June 30, 2024, 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 **\$8,304** 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 20th 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 in original signature. 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

Signature

Unity Stevens

Printed Chairperson Name

Board Chairperson

Title

Date

PO Box 882, Washington IA 52353

Address

Signature

Tony Reed

Printed Contact Name

Central Iowa Juvenile Detention Center

Agency

Executive Director

Title

Date

2317 Rick Collins Way, Eldora, Iowa 50627

Address

(641) 858-3852

Telephone Number

RUMMKK79GJ25

UEI number

42-1414825

EIN number



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

**Annual meeting
RFP/RFR Committee
Minutes**

April 28th 2023

3:00-6:00pm

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

Members Present: Bailea Grier, Matt Latcham, Tricia Lipski, Cyndi Mears, Melody Raub, Unity Stevens, Tasha Beghtol

Review of RFRs, program trend data, and FY23 program reports

Members reviewed and discussed renewal applications from 10 currently funded programs and 2 RFPs for new projects. Childcare centers requesting support for salaries are limited in the total amount to be funded per policy 4.12. Total requests of applications (including maximum allowed for childcare centers) is \$953,158. The total estimated funds available for FY24 is \$856,000.

Based on less carry over in FY23 and draft allocations from the state office showing a \$7,000 reduction in funds, the overall budget available for applications is not sufficient to support requests as submitted.

Members reviewed FY23 3rd report data in conjunction with each Request For Renewal application. Trend data reviewed included output numbers and outcome measures by program for the last 2-4 years. General notes and comments included:

- Family Support visit benchmarks are low for both Family Connection and HOPES Des Moines CO. HOPES is a new program with staff coming on board in the 2nd QTR.
- Louisa Healthy Families and HOPES Des Moines CO are evidenced based models. The Family connection is Iowa Credentialed, but not evidenced based. Discussion at the state level indicates increased interest and support for evidenced based programs.
- Discussion about equity of home visitation programs across the four counties. Des Moines county is high need and largest population. Consensus that funded programs should reflect need and population proportionately.
- Dental services and estimated outputs are still in transition and adding services to childcare centers in Washington County may not be feasible given the budget shortfalls.
- Discussion about how the dental program determines if a child is already being served by a dentist. Possible contract revisions to include specific criteria that focus on most at risk children with no other services available.
- Discussion about the ability of the childcare centers requesting funding to accurately justify what the actual gap in funding is. How can centers identify the exact need? Discussion held about the fairness of funding struggling programs vs high functioning programs.

- EC -PBIS Program discussion
 - The EC PBIS Steering Committee recommends that the formula for determining portion of contract by ECI Area should remain the same as the one used to start the pilot (portion paid = to portion of childcare sites in the 10 county area). The recommendation is different from the original plan, which was to share the cost of the program based on actual #s served starting in FY24. Program #s are rapidly and significantly changing at this time.
 - Members agreed by consensus to use the Steering Committee’s recommended formula for FY24 (49% DHLW, 18% Muscatine, 17% Lee/VB, 16% IJK)
 - Discussion was held regarding various ways to address discrepancies and possible contract language that could be used to ensure that all ECI Areas are getting and paying for their fair share in future years.

Members reviewed and scored two Request For Proposal applications. General comments included:

- Consensus to not consider the RFP from Wayland Area Child Care Organization for funding due to low scores and missing and/or unclear information.
- Discussion was held regarding the RFP from Henry County Public Health for a car seat project. Car seat efforts are identified in the EC Plan 2022 Update, but exact local need is unclear. The project, as proposed, would require significant contract monitoring for a small total contract amount. Additional discussion was held about how the project might function as a cost per seat check program, if funding is offered.

FY24 Budget Planning and Recommendations

Strategies agreed upon to develop a funding plan that worked within the draft budget included; not funding incentives for family support requests, not increasing FTEs unless warranted based on program performance, paying attention to 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, estimated funding available, trend data, and review of the applications; the committee recommends the following:

Program/Agency	FY24 Request or Maximum allowed	Funding Recommendation	Notes
Louisa Healthy Families/LSI	\$ 83,456.00	\$ 83,456.00	Good performance measures and meets a priority.
Family Connection/Henry CO ISU Extension	\$ 306,500.00	\$ 288,110.00	Meets a priority. Very high request for 2-county area as compared to spending in other family support programs. Visit benchmark is low @ 43% for the 3rd report (9 months). Reduction amount based on comparison of the percentage of unspent funds in FY22 and estimated unspent in FY23.

HOPES Des Moines Co/Lee CO Health Dept.	\$ 80,150.00	\$ 76,150.00	New program still developing. Meets a priority and serves largest populated county with high needs. Recommendation removes \$4,000 from incentive line item consistent with other family support programs.
Burlington early Childhood Center	\$ 43,125.00	\$ 43,125.00	Good performance measures and quality program. Fully implementing ASQ3 and ASQ SE, and partners with SCC lab school.
Mt Pleasant Childcare Center	\$ 37,500.00	\$ 8,000.00	Meets a priority in a high need area. Performance measures and quality need improvement. Recommendation is for a short term contract (\$8k over 3 months) with option to consider a renewal.
CCNC - DSM Co/Lee Co Health Dept	\$ 39,117.00	\$ 39,117.00	Meets a priority and has good performance measures.
CCNC - Louisa Co/Trinity Muscatine Public Health	\$52,870.00	\$ 52,870.00	Meets a priority and has good performance measures.
Dental - Lee CO Health Dept.	\$ 97,684.00	\$ 65,000.00	Service may be limited to most vulnerable populations. Amount reflects level funded contract and exceeds estimated total spent for all ECI covered dental services in FY22.
EC PBIS/Henry CO ISU Ext (DHLW portion only)	\$ 135,415.32	\$ 135,415.32	Meets a priority and area need. Amount reflects 49% of total program cost shared with 3 other ECI Areas.
Preschool Scholarships/Community Action SE Iowa	\$ 69,910.00	\$ 35,000.00	Need has fluctuated in recent years, with slow increase since covid. Service may be limited to lowest income and at risk children.
Wayland Area Child Care	\$ 5,000.00	\$ -	Scored low or not scored due to lack of information and/or unclear information.

Car Seat Program/Henry CO Public Health	\$ 2,430.80	\$ -	Avg total score was 86.25. Aligns with area priority. No funding recommended due to budget constraints and contract logistics. The amount of project monitoring would not be an efficient use of time for a contract of this size.
	\$ 953,158.12	\$ 826,243.32	TOTAL REQUESTS

DHLW Early Childhood Area

Des Moines, Henry, Louisa, Washington

Administrative Update

May 2023

ECI Update

Legislative highlights - ECI related:

- [SF561](#) - Health and Human Services Budget. This bill was passed and now contains all ECI funds for local areas (both Early Childhood and School Ready). Which means 100% of ECI funds, beginning in FY24 will come out of the HHS budget - *there will no longer be funds coming into ECI from the Dept. of Education (DE)*. Funding categories are still listed in the budget. Since there is no language change, ECI Area Boards expect to follow the same rules for funding categories.
- Funding for State level ECI has not changed (professional development, I2D2, etc.).
- NO changes to Chapter 256I, which establishes ECI, of which I am aware.

SE Iowa Early Childhood Summit

The 7th annual SE Iowa Early Childhood Summit was held on April 29th, May 5th, and May 6th. A full day of training for childcare professionals was held at Iowa Wesleyan in Mt Pleasant on April 29th. Over 60 providers from across southeast Iowa earned 6 hours of HHS credit. Family concerts and resource fairs were held in Williamsburg (May 5th), Mt Pleasant, Burlington, and Keokuk (May 6th). 53 families, including 80 children attended the events. Every child received a book and visited interactive resource tables hosted by various early childhood partners.

Association of ECI Area Boards and Advocates

The Association hosted a *Breakfast on the Hill* on March 29th 2023. Local Directors and Board Members spent time visiting with legislators about the ECI system and importance of 0-5. Senator Dawn Driscoll and Representative Taylor Collins stopped by and visited with Tasha Beghtol about the DHLW Early Childhood Area and activities.

Post session note from Association President, Elizabeth Stanek:

The Association still has more work to do in order to keep the great things that ECI is known for, particularly local control under a statewide framework. It is important that each of us continue to advocate for ECI and form relationships with our greater communities and legislators to tell the ECI local story and how we help children, families and communities.

Provider Appreciation Day

A childcare appreciation event was held at Washington County ISU Extension on May 11th 2023. 17 local early childhood professionals attended. The event was hosted by ISU Extension, WEDG, Washington Chamber, CCR&R, and DHLW Early Childhood Area. Gifts and door prizes were donated by Riverside Casino & Resorts, Connie Larson RE/MAX Affiliates, and Washington County Mental Health Coalition.

Contract and general office updates

- 3rd QTR Reports were due on April 20th 2023. 9/10 3rd reports were submitted on time. 1 report was returned for corrections and clarifications.
- Contractors (except childcare centers) were asked to provide an estimate of spending for the remainder of FY23 and clearly identify any potential amount(s) of unspent funds. 2 contractors estimate more than \$10K unspent.
- The EC-PBIS program has filled the 3rd fulltime consultant position. The new hire will start in June.