

# DHLW Early Childhood Area

*Des Moines, Henry, Louisa, Washington*

March 15<sup>th</sup> 2016 5:00pm

WACO Elementary Library    200 S Main    Crawfordsville, IA

## Minutes

**Members Present:** Stan Stoops, Mary Campbell, Mike Steele, Tricia Lipski, Sergio Ayala, Dina Saunders, Paula Buckman, Chad Reckling, Matt Latcham

**Members Absent:** Jim Cary, Melody Raub, Jacque Hesseltine

**Advisory members present:** Tasha Beghtol, Lori Kuntz, Julie Meir, Karen Erikson, and Linda Cavazos

Meeting called to order at 5:00pm by Tricia Lipski

**Motion** to approve the agenda

**Moved:** Mary Campbell    **Seconded:** Paula Buckman

**Motion carried unanimously**

**Motion** to approve the minutes from February 16<sup>th</sup> 2016 meeting

**Moved:** Paula Buckman    **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. The 3<sup>rd</sup> quarter EC payment has been received. Most programs are on target in expenditures. CCR&R will not have expenditures until the 3<sup>rd</sup> quarter. The Des Moines Co Dental program had some corrections to make in billing. Corrections have been made and bills are now up to date, but total expenditures are lower than expected. Tasha will follow up with program to gather more information about why expenditures are low and if the program expects to have unspent funds at the end of the year.

The DHLW account with Central Iowa Juvenile Detention center includes \$9600.01 of Non-ECI funds that were carried over from the previous DSM/Louisa board. The DHLW board agreed during the merger that the extra funds would be used to cover audits. The DSM/Louisa audit is complete and the bill has been paid (\$6,120), but the check is not included in the postings report because it is not ECI money. The check will be documented in next month's bank statement. The balance of the non-ECI funds is \$3,480.01. The bill for the Henry/Washington Audit is typically \$1,500-\$1,800. The board will determine a use for remainder of the non-ECI funds after both audits are paid.

**Motion** to approve the financial summary and postings report as submitted

**Moved:** Mary Campbell    **Seconded:** Dina Saunders

**Motion carried unanimously**

Tasha reviewed the representation letter for TD&T regarding the completed Fy15 audit for the DSM/Louisa board. The audit does not include any activity or funds relating to the DHLW board. The draft report was shared with members and states that there were no findings related to financial statements and no instances of non-compliance. A final report will be sent by TD&T upon approval from the DHLW Early Childhood Board.

**Motion** to authorize the board chair's signature on the representation letter to TD&T regarding the FY 2015 audit report for the Des Moines/Louisa ECI Area board.

**Moved:** Sergio Ayala    **Seconded:** Matt Latcham

**Motion carried unanimously**

Tasha reviewed the budget amendment request from Lutheran Services of Iowa for the HOPES program. The total budget/contract amount is not changing. The line items for 'salaries', 'supplies', and 'staff PD' were reduced and the line item for 'travel' was increased. The program has expended all travel funds and needs to shift the budget to complete the year.

**Motion** to approve the budget amendment request as submitted for the HOPES program in Louisa Co provided by LSI.

**Moved:** Mike Steele    **Seconded:** Chad Reckling

**Motion carried unanimously**

**Program Committee**

Committee members reviewed the draft Request for Renewal (RFR) and recommended process for applications for FY17 funding. The RFR is an abbreviated application that will be only available to currently funded programs. The board may release a formal Request for Proposal at a later date if money is available and/or they wish to receive additional requests for specific programs. Applications will be due April 13<sup>th</sup> 2016. Tasha will mail packets to members and a committee meeting will be held prior to the May 17<sup>th</sup> meeting to review applications. Committee members recommended that all members review all applications and that the committee meeting is held in the evening to accommodate as many members as possible.

**Motion** to approve the Request for Renewal instructions, application, and budget form as submitted.

**Moved:** Mary Campbell    **Seconded:** Paula Buckman

**Motion carried unanimously**

Tasha noted that the board binders had updated information in them regarding indicators. The dental indicators have been updated since the last meeting and all indicator data is in the binder. Members reviewed and discussed the 2<sup>nd</sup> quarter summary progress report handout. Tasha explained that the program committee had discussed several programs in detail and discussed the option of using a cost per visit fee for family support programs. No recommendation is being made at this time for a cost per visit fee. Tasha noted that details of those discussions are in the Program Committee minutes and provided in the board packets. Tasha reviewed a handout with information about the Home Visitor contract and billing. The program committee had requested more information to be gathered and shared with the full board in relation to the lack of progress in meeting benchmarks.

## Program Presentations

Quality Improvement Project - Julie Meir, CCR&R Consultant, shared information and answered questions about the Quality Improvement project that serves all four counties. CCR&R receives \$15,000 from the DHLW Board to use toward incentives for providers working participating in the Iowa Quality Rating System. 33 applications were received and 30 providers will get incentives. 2 applications were denied because of failure to get all the paperwork turned in and 1 applicant withdrew. Tasha asked if the program could do a survey of the participants to gather information about QRS participation in relation to having the incentives available. Julie said they could create a survey for the participants.

Des Moines County Nest – Karen Erikson shared information and answered questions about the Nest program in Des Moines County. The program has been operating for 21 years as of this coming June. They receive other funding support through United Way and PCAI. They have a 10 member board and provide services to families with children prenatal through kindergarten. There are no guidelines for participation and they include men and grandparents. The most supplies needed are diapers, wipes, and laundry detergent.

Stork's Nest (Louisa County) – Lori Kuntz shared information about the Stork's Nest and updated the board about the re-credentialing process. Lori noted that the process has been challenging with lack of information from the credentialing agency and she is concerned about the current waiver that the program has in relation to educational background of the program director. Tasha shared that she has talked with Pat McReynolds who is the Wapello/Mahaska ECI Director and a family support peer reviewer/mentor. Tasha explained that the process has been frustrating for other programs as well, but based on new information that she learned from Pat she is hopeful that things will improve and the program waiver will remain in effect. Lori stated she is leaving the position as of June 30<sup>th</sup> and that the PCAI Council (contractor and administrating agency for the Stork's Nest) has decided to not continue the program. Discussion was held about possible solutions in order to keep the program going. Matt Latcham noted that the DHLW board should not push the program into doing something they don't want to do. Tasha noted that if the PCAI board closes the program there will be a gap in services in Louisa Co and the DHLW Board needs to consider options and impacts. Discussion was held about the options of hiring a new director for the program and staying open. Lori noted that the PCAI Council has discussed it and it would cost too much to hire someone with the required educational background. Lori stated that the Council has made their decision to close.

## Administrative Update

Written report is provided. No additional information provided.

Meeting adjourned at 6:45pm, motion by Paula Buckman, seconded by Sergio Ayala

Next meeting will be March 15<sup>th</sup> location TBD

Minutes submitted by Tasha Beghtol, Director

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

Secretary \_\_\_\_\_