



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

Draft

Agenda
June 18, 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

Program Presentation – Bryan Baker

- Burlington CSD, Corse Early Childhood Center

Information &
Board PD

FY25 Funding – Tasha Beghtol

- Consider approval of revised budget and contract with Henry County Agricultural Extension for The Family Connection program
- Consider approval of revised budget and contract with Lee County Health Department for the HOPES- Des Moines Co program
- Consider approval of revised budget and contract with Lutheran Services in Iowa for the Louisa Healthy Families program

Action(s)

Contract Update – Tasha Beghtol

- Southeast Iowa Early Childhood Project – funding partner changes and adjustment to services

Information

Administrative update – Tasha Beghtol

- Family Support Administrative Update

Information &
Discussion

Recurring Zoom Link: <https://us02web.zoom.us/j/89275389994?pwd=a1BKdmc4aUhnBTBJN0l6SlhvWlptZz09>

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
May 21, 2024
5pm
307 E Monroe St., Mt Pleasant, IA

Minutes

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

Members Absent: Jim Cary, Bailea Grier

Advisory members and guests present: Tasha Beghtol, Amy McLaughlin, Toni Krana, Melissa Tucker, Jacki McCracken, Missy Park, Rachel Patterson-Rahn

Meeting was called to order by Chair, Unity Stevens, at 5:05pm with a quorum present

Consent Agenda

Motion to approve the consent agenda, April 2, 2024 minutes, and administrative update as presented.

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

Motion carried unanimously

Matt Latcham arrived at 5:10

Financial Report

Tasha Beghtol reviewed the financial summary and the monthly postings report from Central Iowa Juvenile Detention Center. The report reflects program expenses through March. Check # 1935 on the postings report was applied to the wrong category. It has been corrected.

Motion to accept the financial summary as presented

Moved: Shawn Maine **Seconded:** Tricia Lipski

Motion carried unanimously

Policy 4.9a

Tasha Beghtol reviewed an application from Lee County Public Health for dental supplies. The dental contract that the DHLW board has with LCHD is a fee for service, not eligible for budget amendment. A request for additional supplies was most suitable under policy 4.9a.

Motion to approve the request from Lee County Health Department as submitted.

Moved: Shawn Maine **Seconded:** Melody Raub

Motion carried unanimously

Executive Committee

Unity Stevens reviewed the minutes from the Executive Committee meeting held on April 16th 2024. The committee recommends a \$1,000 increase for the director mileage budget to cover estimated expenses through June 30.

Motion to approve the increased mileage budget as presented.

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

Motion carried unanimously

Members reviewed the operational and administrative budget for FY25 as recommended by the Executive Committee. The budget includes board liability insurance, fiscal agent fees, all operational items, and staff salaries. Total budget is \$123,331.10.

Motion to approve the FY25 Operational and Administrative Budget as presented.

Moved by Melody Raub **Seconded** by Cyndi Mears

Motion carried unanimously

Tasha Beghtol reviewed the fiscal agent agreement with Central Iowa Juvenile Detention Center. The total fees reflect a \$200 increase due to additional work for audits. This is the first increase requested by CIJDC. Total cost for employer of record and fiscal services is \$8504.

Motion to approve the fiscal agent agreement as presented.

Moved by Mike Steele **Seconded** by Shawn Maine

Motion carried unanimously

FY25 Budget – RFR/RFP Committee

Committee members shared an overview of discussions and reviewed minutes from the April 25th 2024 meeting. 10 Renewals were submitted and reviewed. Members considered each renewal application and committee recommendation individually for votes.

Louisa Healthy Families

Motion to approve \$78,003 to LSI for Louisa Healthy Families program.

Moved by Tricia Lipski **Seconded** by Melody Raub

Motion carried unanimously

Award is less than amount requested. Revised budget and contract required for approval at the June meeting.

Family Connection

Motion to approve \$259,642.80 to Henry Co ISU Agricultural Extension for the Family Connection program.

Moved by Tricia Lipski **Seconded** by Melody Raub

Motion carried unanimously

Award is less than amount requested. Revised budget and contract required for approval at the June meeting.

HOPES Des Moines County

Motion to approve \$73,406.03 to Lee County Health Department for the HOPES- Des Moines County program.

Moved by Shawn Maine **Seconded** by Mike Steele

Motion carried unanimously

Award is less than amount requested. Revised budget and contract required for approval at the June meeting.

Burlington Early Childhood Center

Motion to not fund the renewal as recommended by the committee.

Moved by Melody Raub **Seconded** by Cyndi Mears

Motion carried unanimously

Mt Pleasant Community Childcare Center

Motion to not fund the renewal as recommended by the committee.

Moved by Shawn Maine **Seconded** by Tricia Lipski

Motion carried unanimously

CCNC – Des Moines

Motion to approve \$41,867.53 to Lee Co Health Department for Child Care Nurse Consultant services in Des Moines County.

Moved by Cyndi Mears **Seconded** by Melody Raub

Motion carried unanimously

CCNC – Henry, Louisa, Washington

Motion to approve \$55,188 to Trinity Muscatine Public Health for the Child Care Nurse Consultant services in Henry, Louisa, and Washington Counties.

Moved by Tricia Lipski **Seconded** by Shawn Maine

Motion carried unanimously

Dental

Motion to approve \$65,000 to Lee County Health Department for dental services in all 4 counties.

Moved by Cyndi Mears **Seconded** by Melody Raub

Motion carried unanimously

Southeast Iowa Early Childhood Project (SEI EC Project)

Motion to approve \$122,181.29 to Henry County ISU Agricultural Extension for the Southeast Iowa Early Childhood Project (formerly known as EC -PBIS).

Moved by Shawn Maine **Seconded** by Mike Steele

Motion carried unanimously

Preschool Scholarship

Motion to approve \$45,685 to Community Action of SE Iowa for the Preschool Scholarship program.

Moved by Tricia Lipski **Seconded** by Melody Raub

Abstention by Cyndi Mears

Motion carried

Stan Stoops arrived at 5:55pm

Administrative Update

A written report was provided. Discussion was held regarding how to re-distribute the computers that were returned to the DHLW office when the Columbus Junction center closed. Members agreed by consensus to authorize Tasha Beghtol to identify where the items can be best used and to distribute them. Action is not required in future meetings.

Meeting adjourned at 6:07pm by Unity Stevens

Minutes submitted by Tasha Beghtol, Director

Approved on _____

DRAFT

REVENUE		EXPENDITURE	
FY23 carryover	\$ 106,286.48	YTD expenditures	\$ 908,280.54
FY24 revenues	\$ 886,239.00	EC-PBIS reimbursements	\$ (108,139.61)
interest earned YTD	\$ 1,163.17	ICAP reimbursement	\$ (1,000.00)
		voided checks	\$ (9,364.05)
	\$ 993,688.65		\$ 789,776.88

SUMMARY BY CONTRACT

	PROGRAM	CONTRACT - Budget	Y-T-D EXPENSES	BALANCE	% SPENT
1	CCNC - Henry/Louisa/Washington	\$ 52,870.00	\$ 45,230.54	\$ 7,639.46	86%
2	CCNC - DSM Co	\$ 39,117.00	\$ 32,454.63	\$ 6,662.37	83%
3	Burlington CSD	\$ 43,125.00	\$ 35,937.50	\$ 7,187.50	83%
4	Mt Pleasant Childcare	\$ 24,000.00	\$ 24,000.00	\$ -	100%
5	HOPES - Des Moines Co	\$ 76,150.00	\$ 57,647.90	\$ 18,502.10	76%
6	THE FAMILY CONNECTION	\$ 276,969.00	\$ 212,967.55	\$ 64,001.45	77%
7	Louisa Healthy Families (HOPES)	\$ 83,456.00	\$ 69,153.22	\$ 14,302.78	83%
8	EC-PBIS (DHLW portion only)	\$ 135,415.31	\$ 103,898.82	\$ 31,516.49	77%
9	PRESCHOOL SCHOLARSHIPS - All	\$ 35,000.00	\$ 27,023.70	\$ 7,976.30	77%
10	DENTAL	\$ 65,000.00	\$ 55,228.18	\$ 9,771.82	85%
11	Quality Improvement Grants (4.9a)	\$ 10,000.00	\$ 6,244.32	\$ 3,755.68	62%
12	STAFF	\$ 93,102.00	\$ 89,950.30	\$ 3,151.70	97%
13	MILEAGE	\$ 5,000.00	\$ 4,490.34	\$ 509.66	90%
14	EC ADMINISTRATION	\$ 3,210.03	\$ 2,830.93	\$ 379.10	88%
15	SR- ADMINISTRATION	\$ 12,981.29	\$ 11,317.05	\$ 1,664.24	87%
16	SR general SUMMIT*	\$ 3,000.00	\$ 11,401.90	\$ (8,401.90)	380%
	TOTAL	\$ 958,395.63	\$ 789,776.88	\$ 168,618.75	82%

SUMMARY BY FUNDING CATEGORY

CATEGORY	BUDGET	Y-T-D EXPENSES	BALANCE	% SPENT
SR - ADMIN	\$ 35,381.29	\$ 31,106.02	\$ 4,275.27	88%
SR - QUALITY IMPROVEMENT	\$ 68,946.44	\$ 62,058.58	\$ 6,887.86	90%
SR - GENERAL	\$ 638,812.22	\$ 492,388.77	\$ 146,423.45	77%
SR General SUMMIT	\$ 3,000.00	\$ 11,401.90	\$ (8,401.90)	380%
SR General EC-PBIS (DHLW portion)	\$ 48,854.31	\$ 37,403.57	\$ 11,450.74	77%
EC ADMIN	\$ 9,410.03	\$ 8,228.01	\$ 1,182.02	87%
EC - General EC-PBIS (DHLW portion)	\$ 86,561.00	\$ 66,495.25	\$ 20,065.75	77%
EC - GENERAL	\$ 103,560.19	\$ 80,694.78	\$ 22,865.41	78%
TOTAL	\$ 994,525.48	\$ 789,776.88	\$ 204,748.60	79%

Central Iowa Detention
DHLW #1 Postings Report- MONTH CASH

Cash Basis

May 2024

Num	Date	Name	Account	Paid Amount
DEP	05/02/2024	ECI	DHLW SR PBIS Muscatine (Feb)	3,742.91 ✓
DEP	05/02/2024	ECI	DHLW SR PBIS Muscatine (Jan)	4,033.42 ✓
DEP	05/19/2024	ECI	DHLW SR PBIS Lee NB (March)	3,532.49 ✓
1947	05/26/2024	CIJDC	DHLW EC Admn VISA	-71.98 ✓
1953	05/26/2024	Trinity Muscatine Public Health	DHLW EC General CCNC	-1,269.76 ✓
1954	05/26/2024	Lee county Health	DHLW EC General CCNC	-1,148.95 ✓
1957	05/26/2024	Burlington CSD	DHLW EC General	-3,593.75 ✓
1947	05/26/2024	CIJDC	DHLW SR Admn VISA	-306.87 ✓
1951	05/26/2024	Community Action of Southeast Iowa	DHLW SR General PS Scholarship	-4,232.27 ✓
1952	05/26/2024	Lutheran Services in Iowa	DHLW SR General Larisa Healthy Fam	-6,901.45 ✓
1953	05/26/2024	Trinity Muscatine Public Health	DHLW SR General CCNC	-3,809.29 ✓
1954	05/26/2024	Lee county Health	DHLW SR General CCNC	-3,446.85 ✓
1955	05/26/2024	Lee county Health	DHLW SR General Dental	-20,196.58 ✓
1956	05/26/2024	Henry County Extension	DHLW SR General Family Connection	-24,710.65 ✓
1959	05/26/2024	Lee county Health	DHLW SR General HOPES-OSM	-10,551.17 ✓
1947	05/26/2024	CIJDC	DHLW SR Summit VISA	-208.30 ✓
1948	05/26/2024	Cindee Van Dijk	DHLW SR Summit	-200.00 ✓
1949	05/26/2024	Consolidated Management Co.	DHLW SR Summit conference	-1,518.23 ✓
1950	05/26/2024	Henry County Extension	DHLW SR Summit copies	-170.00 ✓
1958	05/26/2024	Henry County Extension	DHLW SR PBIS	-15,517.27 ✓
1958	05/26/2024	Henry County Extension	DHLW EC PBIS	-7,089.47 ✓
DEP	05/30/2024	Deposit	DHLW SR Summit PBIS ISK/Adm	3,617.08 ✓
VOID 1960	05/31/2024	VOIDED - correction	DHLW EC Admn	621.33
1960	05/31/2024	CIJDC	DHLW EC Admn	-621.33
1961	05/31/2024	CIJDC	DHLW EC Admn	-587.66
1960	05/31/2024	CIJDC	DHLW SR Admn	-2,323.86
1961	05/31/2024	CIJDC	DHLW SR Admn	-2,200.39
1960	05/31/2024	CIJDC	DHLW SR Quality Improvement	-5,775.09
1961	05/31/2024	CIJDC	DHLW SR Quality Improvement	-5,415.88
1960	05/31/2024	CIJDC	DHLW SR General	-643.77
1961	05/31/2024	CIJDC	DHLW SR General	-598.87
INT	05/31/2024	ECI	DHLW EC General	51.92
INT	05/31/2024	ECI	DHLW SR General	207.66 ^{INT}
VOID 1960	05/31/2024	VOIDED	DHLW SR General	643.77
VOID 1960	05/31/2024	VOIDED } correction	DHLW SR Quality Improvement	5,775.09
VOID 1960	05/31/2024	VOIDED	DHLW SR Admn	2,323.86
TOTAL				<u>-98,560.16</u>

Staff & Fiscal

4 EC PBIS = 14,925.90

DHLW Board meeting Handout – June 18th 2024

FY25 RFR Process Continued - Revised budgets, scope of work, and performance bonus

HOPES Des Moines County

Lee County Health Department

RFR requested amount \$81,562.26

Amount approved \$73,406.03

Adjustments made:

- Reduced FTEs minimally (.01)
- Reduced all line items except travel

Fiscal Year 2025 Contract, Section 5.0 F.

2. Quarterly target benchmarks eligible for performance bonus shall include:
 - a. QTR 1 (July – September) 78 home visits completed
 - b. QTR 2 (October – December) 78 home visits completed
 - c. QTR 3 (January – March) 78 home visits completed
 - d. QTR 4 (April – June) 78 home visits completed
 - e. Yearend (July – June) 100% of eligible children will receive a developmental screening
3. Target benchmarks not eligible for performance bonuses, but used for performance monitoring shall include:
 - a. 12 children served
 - b. 12 families served
 - c. 4 group-based parent education opportunities completed
 - d. 312 home visits completed
 - e. 30% of enrollment will include first time moms
 - f. 25% prenatal enrollment
 - g. 90% of families will be at or below 201% federal poverty level
 - h. 5% or less of children enrolled will be age 4 or 5
 - i. 85% of eligible children will receive a developmental screening

7.0 PERFORMANCE BONUS

The Contractor shall be entitled to a quarterly performance bonus of up to \$2,039, payable according to the terms outlined in Section 7.0 A. The Contractor shall use quarterly performance bonus(es) for HOPES - Des Moines County program related expenditures not already covered under the approved budget.

A. Benchmark Achievement and Payment

1. The Contractor shall receive the full quarterly bonus, if the benchmark is met. If the benchmark is not fully met, then the Contractor shall receive 85% of the quarterly bonus, if 85-99% of the benchmark is achieved. The Contractor shall not be eligible for a quarterly bonus if less than 85% of the benchmark is achieved.
2. Quarterly bonus payments will be automatically processed following the submission of progress reports as outlined in Section 5.0 E 9. The Contractor is not required to submit a claim form for a performance bonus. Performance bonus expenditures are subject to monitoring as outlined in Section 5.0 C.

Louisa Healthy Families

LSI

RFR requested amount \$86,670

Amount approved \$78,003

Adjustments made:

- Reduced direct staff from 1 FTE to .925 FTE
- Increased operational expenses

Fiscal Year 2025 Contract, Section 5.0 F

2. Quarterly target benchmarks eligible for performance bonus shall include:
 - a. QTR 1 (July – September) 90 home visits completed
 - b. QTR 2 (October – December) 90 home visits completed
 - c. QTR 3 (January – March) 90 home visits completed
 - d. QTR 4 (April – June) 90 home visits completed
 - e. Yearend (July – June) 100% of eligible children will receive a developmental screening
3. Target benchmarks not eligible for performance bonuses, but used for performance monitoring shall include:
 - a. 20 children served
 - b. 17 families served
 - c. 15 group-based parent education opportunities completed
 - d. 360 home visits completed
 - e. 30% of enrollment will include first time moms
 - f. 25% prenatal enrollment
 - g. 90% of families will be at or below 201% federal poverty level
 - h. 5% or less of children enrolled will be age 4 or 5
 - i. 85% of eligible children will receive a developmental screening

7.0 PERFORMANCE BONUS

The Contractor shall be entitled to a quarterly performance bonus of up to \$2,166, payable according to the terms outlined in Section 7.0 A. The Contractor shall use a maximum of \$800 per quarterly performance bonus earned to provide performance based salary stipend(s) to the Family Support Specialist(s) working in Louisa County. The Contractor shall use the remaining quarterly performance bonus(es) for Louisa Healthy Families program related expenditures not already covered under the approved budget.

A. Benchmark Achievement and Payment

1. The Contractor shall receive the full quarterly bonus, if the benchmark is met. If the benchmark is not fully met, then the Contractor shall receive 85% of the quarterly bonus, if 85-99% of the benchmark is achieved. The Contractor shall not be eligible for a quarterly bonus if less than 85% of the benchmark is achieved.
2. Quarterly bonus payments will be automatically processed following the submission of progress reports as outlined in Section 5.0 E 9. The Contractor is not required to submit a claim form for a performance bonus. Performance bonus expenditures are subject to monitoring as outlined in Section 5.0 C.

Family Connection

Henry County Agricultural Extension District

RFR requested amount \$288,492

Awarded amount \$259,642.80

Contract amount: \$257,910

Adjustments made:

- 1 parent educator will reduce PAT direct time from .5 FTE to .375 FTE
- Reduced all line items except travel

Fiscal Year 2025 Contract, Section 5.0 F

2. Quarterly target benchmarks eligible for performance bonus shall include:
 - a. QTR 1 (July – September) 312 home visits completed
 - b. QTR 2 (October – December) 312 home visits completed
 - c. QTR 3 (January – March) 312 home visits completed
 - d. QTR 4 (April – June) 312 home visits completed
 - e. Yearend (July – June) 100% of eligible children will receive a developmental screening
3. Target benchmarks not eligible for performance bonuses, but used for performance monitoring shall include:
 - a. 100 children served
 - b. 65 families served
 - c. 24 group-based parent education opportunities completed
 - d. 1248 home visits completed
 - e. 30% of enrollment will include first time moms
 - f. 25% prenatal enrollment
 - g. 90% of families will be at or below 201% federal poverty level
 - h. 5% or less of children enrolled will be age 4 or 5
 - i. 85% of eligible children will receive a developmental screening

7.0 PERFORMANCE BONUS

The Contractor shall be entitled to a quarterly performance bonus of up to \$7,212, payable according to the terms outlined in Section 7.0 A. The Contractor shall use a maximum of \$2,000 per quarterly performance bonus earned to provide performance based salary stipend(s) to the Family Support Specialist(s). The Contractor shall use the remaining quarterly performance bonus(es) for The Family Connection program related expenditures not already covered under the approved budget.

A. Benchmark Achievement and Payment

1. The Contractor shall receive the full quarterly bonus, if the benchmark is met. If the benchmark is not fully met, then the Contractor shall receive 85% of the quarterly bonus, if 85-99% of the benchmark is achieved. The Contractor shall not be eligible for a quarterly bonus if less than 85% of the benchmark is achieved.
2. Quarterly bonus payments will be automatically processed following the submission of progress reports as outlined in Section 5.0 E 9. The Contractor is not required to submit a claim form for a performance bonus. Performance bonus expenditures are subject to monitoring as outlined in Section 5.0 C.

Budget Form for FY25 (DHLW Early Childhood Area)

To complete this form refer to RFR/RFP Instructions

The Family Connection

Line Item descriptions and budget justification	Portion requested from DHLW	Portion covered by other funding	Source of other funding
Direct staff salaries	\$ 175,890.00	\$ 16,770.00	ICAPP grant
1.0 FTE Family Support Supervisor \$31.50 x 2080 hours = \$65,520			
1.0 FTE Family Support Specialist \$23.50 x 2080 hours = \$48,880			
1.0 FTE Family Support Specialist \$21.50 x 2080 hours = \$44,720			
0.375 FTE Family Support Specialist \$21.50 x 780 hours = \$16,770			
Direct Staff Benefits	\$ 50,999.00	\$ 2,865.00	ICAPP grant
IPERS & FICA = 17.09% x \$175,890 = \$30,059			
2 staff x 1.0 FTE x \$845/month x 6 months = \$10,140			
2 staff x 1.0 FTE x \$900/month x 6 months = \$10,800			
Contract Services	\$ -	\$ -	
N/A			
Travel	\$ 8,400.00	\$ -	
1045 x \$0.67/mile x 12 months = \$8400			
Equipment	\$ 300.00	\$ -	
1 stand up des/work station x \$300			

Office Supplies	\$1,500		
Copies, ink, postage, marketing, program materials			
Operational	\$ 5,740.00	\$ -	
PAT Affiliate Renewal Fee = \$2200			
Foundational I \$220 x 4 = \$880			
Foundational II \$65 x 4 = \$260			
Phone stipend \$50 x 4 staff x 12 months = \$2400			
Staff Professional Development	\$ 2,800.00	\$ -	
General Early Childhood and Family Support Professional Development (PAT requires 20 hours per year.)			
4 staff x \$200 = \$800			
New staff PAT training = \$2000			
Incentives	\$ -	\$ 5,000.00	Donations and grants
Incentives are purchased or donated through partnerships with churches, individuals, and services groups.			
subtotal	\$ 245,629.00	\$ 24,635.00	
Indirect Administration - Maximum allowed without a federally approved rate is 5%	\$ 12,281.00		
TOTAL	\$ 257,910.00	\$ 24,635.00	
<i>Whitney Howell</i> Administrator signature	<i>WJH</i>	6/6/24 date	

Budget Form for FY25 (DHLW Early Childhood Area)
To complete this form refer to RFR/RFP Instructions

Louisa Healthy Families, Lutheran Services in Iowa (LSI)

Line Item descriptions and budget justification	Portion requested from DHLW	Portion covered by other funding	Source of other funding
Direct staff salaries	\$ 51,401.00	\$ 2,050.00	Louisa County Board of supervisors, United Funds of Louisa County, Community Foundation of Columbus Junction
.018 FTE Service Director 38 hrs/\$33.52/Total \$1,274			
.2 FTE Program Coordinator 416hrs/\$26.51/Total \$11,028			
.025 FTE Program Supervisor 52 hrs/\$23.10/Total \$1,201			
.925 FTE Family Support Specialist 1,924 hrs/\$19.10/Total \$36,748			
Family Support Specialist data completion equity incentive \$3,200 total (\$800 per quarter)			
Direct Staff Benefits	\$ 10,904.00	\$ 410.00	Louisa County Board of supervisors, United Funds of Louisa County, Community Foundation of Columbus Junction
Benefit/Taxes at 20% \$10,690			
Cell Phone \$624			
Contract Services	\$ -	\$ -	
N/A			
Travel	\$ 3,500.00	\$ -	
7,000 miles at .50 per mile \$3,500			
Equipment	\$ -	\$ -	
N/A			
Office Supplies	\$ 382.00	\$ 238.00	
Printing/Postage/Shipping \$20			
Program Supplies \$200			
Office Supplies \$100			
Curriculum \$300			
Operational	\$ 1,210.00	\$ -	
Organization Dues \$750 (HFA)			
Organization Dues \$460 (PAT)			
Staff Professional Development	\$ 200.00	\$ -	
Trainings- PCA conference, ISU and local trainings, Mental Health \$200			
Incentives	\$ -	\$ 1,434.00	Louisa County BOS, United Funds of Louisa County and Community Foundation of CJ
Client assistance- Car seats, crib, diapers, wipes, child proofing supplies, etc. \$934			
Nest Store Items- Car seats, High Chairs, Diapers, Wipes, etc. \$500			
subtotal	\$ 67,597.00	\$ 4,132.00	
Indirect Administration - Maximum allowed without a federally approved rate is 5%	\$ 10,406.00	\$ 641.00	
LSI's federally approved rate is 15.5% \$11,047			
TOTAL	\$ 78,003.00	\$ 4,773.00	
<i>Melina Tucker</i> Administrator signature	6/14/24	date	

Budget Form for FY25 (DHLW Early Childhood Area)
To complete this form refer to RFR/RFP Instructions

Lee County Health Department

Line Item descriptions and budget justification	Portion requested from DHLW	Portion covered by other funding	Source of other funding
Direct staff salaries	\$ 46,522.03	\$ 2,819.00	LCHD inkind for
<i>.25 FTE ██████████ FSS to provide in home visiting services in Des Moines CO and attend group sessions (annual salary \$72686 x .25 = \$18172)</i>			Finance/Operations
<i>.03 FTE for ██████████, Program Supervisor, to provide expansion oversight, assure program fidelity is maintained and weekly supervision occurs with the new home visitor and to organize and coordinate group sessions Annual salary \$93441 x .03 = \$2803 (.02 \$1869 LCHD match)</i>			Director to provide supervision of
<i>.50 FTE ██████████ FSS to provide in home visiting services in Des Moines CO and attend group sessions Annual salary 38542 x .5 = \$19271</i>			Program Manager,
<i>.07 FTE ██████████ FSS to provide in home visiting services in Des Moines CO to families that were assigned to her in transition and for 24 visits to be able to service 2 families until age 5 Annual salary \$42707 x .05 = \$2135</i>			prepare grant vouchers, Program
<i>.05 FTE for ██████████, Program Manager, to provide oversight to Program Supervisor and assure program fidelity and standards are followed Annual salary \$82841 x .05 = \$4141</i>			Supervisor partially covered by grant, partially match
Direct Staff Benefits	\$ 22,501.00	\$ 1,985.00	LCHD inkind for
<i>.25 FTE ██████████ FSS to provide in home visiting services in Des Moines CO and attend group sessions Benefits 36027 x .25 = \$9007</i>			Finance/Operations
<i>.03 FTE for ██████████, Program Supervisor, to provide expansion oversight, assure program fidelity is maintained and weekly supervision occurs with the new home visitor and to organize and coordinate group sessions Benefits \$39574 x .03 = \$1187 (.02 match \$791)</i>			Director to provide supervision of
<i>.50 FTE ██████████ FSS to provide in home visiting services in Des Moines CO and attend group sessions Benefits \$17748 x .5 = \$8874</i>			Program Manager,
<i>.05 FTE ██████████ FSS to provide in home visiting services in Des Moines CO to families that were assigned to her in transition and for 24 visits to be able to service 2 families until age 5 Benefits \$30904 x .05 = \$1545</i>			prepare grant vouchers, Program Supervisor partially covered by grant, partially match

<i>.05 FTE for [REDACTED], Program Manager, to provide oversight to Program Supervisor and assure program fidelity and standards are followed benefits \$37763 x .05 = \$1888</i>			
Contract Services	\$ -	\$ -	
<i>insert narrative here</i>			
Travel	\$ 3,600.00	\$ -	
<i>Avg of 600 miles a month x 12 x \$.50</i>			
Equipment	\$ -	\$ -	
<i>insert narrative here</i>			
Office Supplies	\$ 100.00	\$ 900.00	LCHD Inkind
<i>Misc office supplies as needed (pens, paper, staples, etc) \$100</i>			
<i>Cell phone monthly charges \$300</i>			
<i>Supplies for group sessions \$400</i>			
Operational	\$ 683.00	\$ 3,358.00	LCHD Inkind
<i>Partial Rent for Burlington Office \$295/mth (\$1170 DHLW, \$2370 LCHD inkind)</i>			
<i>Affiliation Fees \$500</i>			
Staff Professional Development	\$ -	\$ -	
<i>insert narrative here</i>			
Incentives	\$ -	\$ -	
<i>insert narrative here</i>			

subtotal	\$ 73,406.03	\$ 9,062.00	
Indirect Administration - Maximum allowed without a federally approved rate is 5%			
2%			
TOTAL	\$ 73,406.03	\$ 9,062.00	

Administrator signature *Michelle Ross* date 6/4/2024

FY25 Family Support Contracts - Revised Budgets and benchmarks

June 13th 2024 DHLW Contract Committee

Visit benchmark historically has been based on total direct hours (FTE) purchased. The denominator would be 3 for a single county service area and 3.5 for educators who travel across more than one county. Supervisors who also provide some visits are NOT included in the calculations. For example any visits done by the Family Connection supervisor would be a bonus visit. Sample formula below:

- 1 FTE = 2080 hours
- Minus 80 for vacation
- Minus 72 for holidays
- 1928 total direct hours /3 = 642 visits
- 1928 total direct hours /3.5 = 550 visits

Possible new benchmark discussed with each program is based on caseloads AND incorporates the required 2 visits per month. The number of families that 1 staff person should serve is recommended by the model they use. Comparison with 1 fulltime staff from above looks like:

- PAT model
- 1 FTE = 20 families
- 20 families X 2 visits per month X 12 months = 480 visits per year

- HFA Model
- 1 FTE = 15-17 families based on family level of enrollment
- 16 families X 2 visits per month X 12 months = 384 visits per year

FY25 Benchmarks for consideration based on revised budgets

CONTRACTOR	PROGRAM	MODEL	AMOUNT AWARDED	DIRECT STAFF TIME	VISIT BENCHMARK (FTE formula)	VISIT BENCHMARK (caseload formula)
Lee Co Health Dept	HOPES – DSM co	HFA	\$73,406.03	.75 FTE	469	312
LSI	Louisa Healthy Families	HFA and PAT	\$78,003	.925 FTE	506	360
Henry CO ISU Extension	The Family Connection	PAT	\$257,910 *revised budget came in less than awarded amount	2.625 FTE	1525 *supervisor not included	1248 *assumes supervisor caseload of 5 families

DHLW Early Childhood Area

Des Moines, Henry, Louisa, Washington

Administrative Update

June 2024

ECI Update

- The ECI State Board meeting scheduled for June 7th 2024 was cancelled due to lack of quorum. The meeting has not yet been rescheduled. Information about ECI state meetings can be found on the [Iowa HHS website under 'public meetings'](#) and members from the public are welcome to attend.

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 hosted a *Legislative Session Summary* on June 10th and reviewed primary election results. Local Board members may RSVP for all activities on the [AECIAB&A](#) website or contact Tasha Beghtol for information.
- Save the Date! Association annual meeting is scheduled for November 14th 2024. The 2025 Breakfast on the Hill and Social event have been scheduled for February 25th and 26th.

Southeast Iowa Early Childhood Summit 2024

- The 2024 summit activities included a childcare conference on April 27th at Southeastern Community College - West Burlington and Jim Gill concerts on May 3rd in Williamsburg, and May 4th 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.

Other Updates

Childcare

- The Timmons Family Childcare Center opened June 10th in the former I Care Childcare center location in Burlington.
- Little Me and Company, new childcare center in Wayland, is now open and staffed.
- I-pads that were returned to the DHLW office have now been distributed to other childcare centers.
- Childcare Wage Enhancement Project (WEP) planning meetings are ongoing in Washington County. A taskforce is being developed to work on details and possible implementation.

General

- The DHLW budget has been submitted through iowagrants.gov and is awaiting approval. The budget must be approved before the state will issue contracts with the DHLW Board, and before local contracts with providers may be issued. All contracts must be signed by June 30th.

Family Support Administrative Update

Submitted by Janet Nickell Horras

March - May 2024

Falsified Home Visit Records has occurred five times in the past year. Home visitors have a great deal of autonomy which unfortunately has contributed to these situations. In all five cases the supervisor became aware through a combination of monitoring, complaints from families or community members. In all cases the home visitor in question was fabricating home visiting documentation including home visit review forms, assessments and mileage reimbursement.

In all cases the proper authorities were notified. Falsifying records is a civil matter not a criminal matter. In all cases the home visitor's employment was terminated. In each situation, it was not occurring with all families in the caseload and it was not occurring at every scheduled home visit.

The state has an incident reporting procedure that is being followed. The state is in the process of finalizing a policy to aid in reporting, documentation, file deletion, prevention strategies and increased monitoring protocols. The state is also actively pursuing electronic visit verification to prevent this from occurring in the future.

The Workforce form is completed by the supervisor for the family support staff they supervise. A report is generated that will be able to tell us how many home visitor FTEs are working across the state and other basic demographic information. The form was launched June 1, 2023 with an expectation that data will be entered by July 31, 2023 and then kept up to date as staffing changes occur.

Table One: MIECHV and FSSD DAISEY Workforce Report – effective date 05/10/24

MIECHV FTEs	FSSD FTEs	Position
41.51	144.97	Home Visitors
0	4.06	Group-based Parent Education Facilitators
9.32	76.93	Supervisors
5.09	6.94	Other (includes program administrators and support staff)
55.92	232.9	Total

Early Childhood Iowa Area Directors have completed a review and the workforce data is finally update. It appears all programs have entered their data that was due on July 31, 2023.

It is worth noting that overall the **supervisor ratio to home visitors and group-based parent education facilitators** appears to be very high for FSSD. Industry standards are typically 1 supervisor FTE to 5 home visitor/group-based parent education facilitator FTEs. Each ECI Area Director is encouraged to include checking supervisor ratios in their monitoring reviews.

A check of the workforce report also revealed that 57 people working as home visitors or group-based parent education facilitators are **not recorded as having earned their national family support certification within one year of hire**. Some of the 57 individuals may have a waiver due to language or other barriers. A report is being sent to each of the impacted ECI Area Directors so they may review and work toward compliance with the programs they monitor and fund.

Iowa MIECHV

The 2020 MIECHV Needs Assessment was successfully amended to include eligibility for MIECHV funding to the top 50 at risk counties in the state. Unfortunately, sequestration limited the state’s ability to expand funding awards for FY25. The state was able to secure matching funds that allowed us to draw down an additional \$725,893 in federal funds that assisted in filling the gap created by sequestration and the ending of ARPA and Innovation funding on 9/30/24. The geographic footprint for MIECHV is expanding upon HRSA approval, into the following new counties: Cass, Harrison, Henry, Mahaska, Monona, and Monroe. Without new funding, capacity will be very small in these expansion counties.

The state home visiting project director has announced her retirement from state government, effective October 1, 2024. A transition is underway with Ms. PJ West, being named interim MIECHV project director. Ms. Horras will finish up the Innovation and ARPA grant duties.

Home Visit Review Tracker Form

The Home Visit Review Tracker Form was initiated on July 1, 2023. Anything that is a new process typically takes a period of time for the field to adjust and develop the muscle memory for completion of a new form. One of three things appears to be happening with the Home Visit Review Tracker. One possibility is that home visitors are not delivering home visits at the minimum frequency required (2 x per month.) The second possibility is that home visitors are not completed the required form. The third possibility is that home visitors are not discharging families in a timely fashion. Families with no home visits for a three month period of time should always be discharged so another family can be enrolled. Early Childhood Iowa is structured on the foundation of local control which also means local administration and oversight.

Table Two: Percentage of Completed Home Visits per Month FY24 (100% = 2 home visits per family) DAISEY FSSD and MIECHV Home Visit Review Form Tracker (retrieved 5/28/24)

Month	% of Completed Home Visits (Dosage) FSSD	% of Completed Home Visits (Dosage) MIECHV
July	44.5%	72.9%
August	48.8%	77.0%
September	45.7%	73.7%
October	45.5%	76.5%

November	44.0%	74.6%
December	42.2%	73.4%
January	45.0%	76.6%
February	46.3%	77.1%
March	45.8%	77.6%
April	44.1%	77.4%

MIECHV/HOPES-HFI is included for comparison purposes only. The tracker report is set up for a baseline of a minimum of two home visits per month with each family. The nature of service provision is you will have some families, due to personal circumstances, that will miss home visits. Two home visits per month is a minimum standard and is required for ECI funded programs (See Tool ff.) It is worth noting that the percentages for each month for ECI increased after sharing this data with the board at the March meeting. That means that we had home visitors entering data that was past due.

ECI Area Directors are encouraged to request a print out of the Home Visit Review Tracker Form with family PII (personally identifiable information) removed and only the DAISEY caregiver ID used as identification. Pay special attention to trends such as

- Home visitors that frequently do not provide two home visits per month with the majority of families in their caseload.
- Pay special attention to DAISEY caregiver IDs that have received no home visits.
- Ask questions about a supervisory review occurring every month when there are no home visits.
- Ask what the program has done to re-engage the family.
- Ask why the family has not been discharged so another family may have that slot when it has been three months of no home visits.