

DHLW Early Childhood Area
Des Moines, Henry, Louisa, Washington
June 20th 2017
Louisa County ISU Extension
317 Van Buren St., Wapello IA

Minutes

Members Present: Stan Stoops, Jim Cary, Dina Saunders, Mike Steele, Tricia Lipski, Chad Reckling, Melody Raub, Brad Quigley

Members Absent: Matt Latcham, Sheila Temple

Advisory members and guests present: Tasha Beghtol, Hannah Lipski, Stephanie Gardner, Cheryl Flaatten, Karen Erikson, Kristin O'Toole, Julie Mier, Jeanie Wade-Nagel,

Meeting called to order at 5:00pm by Melody Raub

Motion to approve the agenda

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

Motion carried unanimously

Minutes

Motion to approve the minutes from May 16th, 2017 meeting as submitted

Moved: Stan Stoops **Seconded:** Jim Cary

Motion carried unanimously

Financial Report

Stan Stoops reviewed the financial summary and the monthly postings report from Central Iowa Juvenile Detention Center. The summary reflects expenses through April for all programs. There will not be any more bills for the dental program in Henry and Washington counties so the 65% spent is a final amount. Several of the family support programs are going to have more carry over funding than anticipated. The overall carry over for the board will be below the 20% maximum allowance. Tasha Beghtol noted that the \$30 discrepancy from last month was a missing entry in the spreadsheet for SCC board rental. Tasha's records reconcile with CIJDC reports.

Motion to approve the financial report and postings as submitted

Moved: Dina Saunders **Seconded:** Tricia Lipski

Motion carried unanimously

FY16 Audit

Tasha Beghtol reviewed the completed auditor's report provided by CIJDC. DHLW information can be found on pages 20 and 30 of the full report. No instances of non-compliance were noted.

Motion to approve the FY16 audit as provided by CIJDC and submit a copy to the state ECI office.

Moved: Stan Stoops **Seconded:** Brad Quigley

Motion carried unanimously

FY18 Budget and Contracts

Tasha Beghtol noted that 6 of the Request for Renewals (RFR) approved last month were awarded less funding than asked for. Based on board policy those revised budgets and contracts must be reviewed by the full board before engaging in contracts.

Danville Early Learning Center requested \$54,320 and was awarded \$17,117. The grant is used solely for salary support. Budget adjustments will reduce the amount of staff time paid for.

Motion to approve the revised budget and FY18 contract with Danville Early Learning Center.

Moved: Tricia Lipski **Seconded:** Dina Saunders

Motion carried unanimously

The Nest of Louisa County requested \$46,787.76 and was awarded \$45,258. The revised budget reduces staff time for the Coordinator, but keeps the direct program facilitator at the same amount of hours as in the original RFR. No other line items were adjusted.

Motion to approve the revised budget and FY18 contract with Lutheran Services in Iowa for the Nest of Louisa County program.

Moved: Chad Reckling **Seconded:** Stan Stoops

Motion carried unanimously

The Head Start Transportation program serving Henry and Des Moines Counties requested \$55,443.72 and was awarded \$48,336. The Community Action board has not yet finalized budget adjustments and approvals. Tasha noted that she has talked with Marcia Munford, Program Administrator, and confirmed that reductions will occur in the salaries and benefits line item. Final budgets are expected to be completed within the next month or two. Marcia will attend the DHLW August meeting to provide updates and a final revised budget.

Motion to approve the FY18 contract with Community Action of Southeast Iowa for the Head Start Transportation program with the expectation of a final revised budget to be provided by August.

Moved: Tricia Lipski **Seconded:** Brad Quigley

Motion carried unanimously

Note: Bills may be received once contract is executed, but payments will not be provided until the revised budget is on file.

Mike Steele arrived at 5:19pm

Tasha Beghtol provided information about the updated budget and additional funds available due to the larger carryover amounts than anticipated a couple months ago. Some family support programs were reduced at the May meeting based on performance and funding restraints. After consulting with Chair, Melody Raub and Vice Chair, Mike Steele, Tasha requested that the Family Connection-Henry County and PAT programs provide 2 budget

scenarios. One budget based on larger reductions as approved in May and one budget based on smaller reductions provided in other options from the May meeting.

The Family Connection Henry County requested \$107,117 and was awarded \$96,405.30 based on Option 1 reductions. Tasha noted that the program has decided to make significant changes in staffing as an overall program restructuring. The total amount of the revised budget (\$90,656) is less than the awarded amount due to significant reductions in the cost of staffing, but it shows increased costs in supplies, incentives, and travel. Stephanie Gardner shared information about challenges in program recruitment and marketing. The increased line items reflect new strategies to increase the number of families served.

Chad Reckling asked about the target benchmarks for the number of families and children served. Tasha noted that the number of visits had been adjusted, but families and children had not. Members agreed by consensus to reduce the benchmarks to 85 children and 73 families served in order to align with the restructured staffing plan.

Motion to approve the revised budget of \$90,656 and FY18 contract with Henry County Agricultural Extension for the Family Connection program. Contract will also reflect the revised benchmarks for children and families.

Moved: Tricia Lipski **Seconded:** Mike Steele

Motion carried unanimously

Parents as Teachers (Des Moines and Louisa Counties) requested \$68,497 and was awarded \$54,797.60 based on Option 1 reductions. Cheryl Flaatten provided revised budgets based on Option 1 (20% reduction from request) and Option 2 (10% reduction from request). Both options provide for a fulltime parent educator, but Option 2 increases the Supervisor staff time from 3 to 4 hours per week. Benchmarks for families, children and number of visits are the same regardless of the option selected.

Motion to approve an increased budget of \$61,647.30 and FY18 contract with Community Action of Southeast Iowa for the Parents as Teachers program.

Moved: Chad Reckling **Seconded:** Tricia Lipski

Motion carried unanimously

The Home Visitor program in Des Moines County requested \$28,605.95 and was awarded \$25,745.40 based on Option 1. Tasha reviewed the updated benchmark handout from the May meeting reflecting adjustments to numbers achieved and additional information about the 'hospital home visits' identified in the budget. Discussion was held regarding the 'hospital home visits' completed by RNs employed at the hospital. The visits do not qualify as home visits according to ECI definitions and are utilized as a recruitment and marketing tool. No other program family support programs funded by DHLW include this type of visit/service in their budget. Members agreed by consensus that the language should be revised to more accurately identify the service and to not confuse it with home visits that are tracked in DAISEY. Concerns were noted by members about the effectiveness of the subcontracted visits and appropriateness of using ECI funding to support them.

Motion to approve an increased budget of \$28,290.95 and FY18 contract with Des Moines County Public Health for the Home Visitor program. The contracted amount includes the subcontracted visits, but removes the \$315 for car seats.

Moved: Stan Stoops **Seconded:** Brad Quigley

Ayes – Jim Cary, Brad Quigley, Dina Saunders, Mike Steele, Stan Stoops

Nays – Chad Reckling and Tricia Lipski

Motion carried

Note: Tasha will gather more detailed information about the subcontracted visits and attend the coordinated intake meetings.

FY18 Request For Renewal Process continued

Two applications were put on hold at the May meeting pending further information and potential program adjustments.

The CART Program has agreed to shift focus of services from preschool classrooms to childcare providers. Members reviewed the revised scope of services and Jeanie Wade Nagel provided updates and answered questions. The program will complete final trainings with participating preschools to prevent an abrupt loss services and will collaborate with 4Cs to identify childcare providers and coordinate training opportunities.

Motion to approve \$18,898 to Grant Wood AEA for the CART program services in FY18. Contract will reflect revised scope of services and will be funded mostly with *early childhood* funds.

Moved: Tricia Lipski **Seconded:** Chad Reckling

Motion carried unanimously

Tasha Beghtol provided an update on the Nest of Des Moines County RFR and budget discussions. Tasha met with Karen Erikson and the Nest's Treasurer to review the budget and general fiscal practices. Tasha shared that the number of families and kids served along with structure of the classes provided were guided by the previous ECI board and may not be the best fit for program and/or families today. Revisions to the benchmarks and services are needed, but the budget submitted is appropriate at this time. Tasha noted that she will continue to work with Karen and the Nest board to determine more appropriate benchmarks.

Motion to approve \$42,000 to the Nest of Des Moines County for FY18. Contract amendments relating to benchmarks are expected for FY18.

Moved: Jim Cary **Seconded:** Dina Saunders

Motion carried unanimously

FY18 Request For Proposal process continued

Discussion was held regarding the RFP received from CCR&R Region 5 for 3 projects with a total request of \$27,500. Kristin O'Toole and Julie Meir provided additional information about the Iowa PITC training and other CCR&R services. Discussion was held regarding how the incentives for the PITC portion of the application will be utilized. Members agreed that a combination of salary bonuses and materials/supplies would best suit the needs of providers. Kristin noted that the details of incentives are flexible and at the discretion of the DHLW board. Members agreed by consensus that the PITC training/coaching project was the only part of the RFP to be considered for funding.

Motion to award \$20,000 to Community Action of Eastern Iowa – CCR&R Region 5 for the PITC incentive program.

Moved: Chad Reckling **Seconded:** Tricia Lipski

Motion carried unanimously

Note: Tasha will meet with Kristin to determine the details and process of the incentives.

Administrative update – Written update provided by Tasha Beghtol

Motion to adjourn by Stan Stoops, seconded by Jim Cary. Meeting adjourned 6:45pm.

Minutes submitted by Tasha Beghtol, Director

Approved on _____ Secretary _____