



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

**Draft**

**Agenda**  
**November 16<sup>th</sup>**  
**5:30pm**  
**Masonic Lodge**  
**206 N Main St, Mt. Pleasant, IA**

**Call to order** (Establishment of quorum)

**Welcome and Introductions**

**Approval of Agenda** Action

**Review/Acceptance of Minutes** Action

1. Consider approval of September 21<sup>st</sup> & October 26<sup>th</sup> 2021 minutes

**Financial Report – Treasurer** Action

2. Consider approval of current financial summary

**Nominating & Bylaw Committee – Committee members** Action(s)

3. Consider 1<sup>st</sup> review of bylaw revisions
4. Consider nomination for a new Chair to serve a 1-year term

**Contract Amendment – Tasha Beghtol** Action

5. Consider approval of contract amendment and revised budget for the Family Connection (Henry/Washington) program with Henry County ISU Extension

**FY22 Budget – Tasha Beghtol** Action(s)

6. Consider approval of changes to the Preschool Scholarship tuition structure
7. Consider approval of budget amendment request from Young House Family Services for the EPIC program

**Program Presentations – Tasha Beghtol** Board  
Professional Development

8. Family Support Home Visitation – LSI, Henry Co ISU Extension, Community Action of SE Iowa, and Young House Family Services

**Unite US Presentation – Megan Middaugh** Board  
Professional Development

**Administrative update – Tasha Beghtol** Information &  
Discussion

**Open Public Input**

*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.*

Tasha Beghtol is inviting you to a scheduled Zoom meeting.

Topic: DHLW Board

Time: Nov 16, 2021 05:30 PM Central Time (US and Canada)

Every month on the Third Tue, 8 occurrence(s)

Nov 16, 2021 05:30 PM

Dec 21, 2021 05:30 PM

Jan 18, 2022 05:30 PM

Feb 15, 2022 05:30 PM

Mar 15, 2022 05:30 PM

Apr 19, 2022 05:30 PM

May 17, 2022 05:30 PM

Jun 21, 2022 05:30 PM

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

Monthly:

[https://us02web.zoom.us/meeting/tZcrfu6hqTkuGtz10uVzohtyldjFbe7Uuu61/ics?icsToken=98tyKuGrqDItE9OXtBmPRpwqBIr4KPPwtnpbjbdHzU\\_wNTpcahfvOuZIFLB6R-3F](https://us02web.zoom.us/meeting/tZcrfu6hqTkuGtz10uVzohtyldjFbe7Uuu61/ics?icsToken=98tyKuGrqDItE9OXtBmPRpwqBIr4KPPwtnpbjbdHzU_wNTpcahfvOuZIFLB6R-3F)

Join Zoom Meeting

<https://us02web.zoom.us/j/83697972408?pwd=UFJ6SkNKUnBadjBVV3ZseGVacEszZz09>

Meeting ID: 836 9797 2408

Passcode: 099866

One tap mobile

+12532158782,,83697972408#,,, \*099866# US (Tacoma)

+13462487799,,83697972408#,,, \*099866# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 836 9797 2408

Passcode: 099866

Find your local number: <https://us02web.zoom.us/u/ki7vhXCgy>

*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*

**September 21st 2021 5:30pm**  
**206 N Main St.**  
**Mt Pleasant IA.**

**Minutes**

**Members Present:** Andrea Bowen, Tricia Lipski, Cyndi Mears, Brad Quigley, Melody Raub, Chad Reckling, Alisa Smith, Mike Steele, Unity Stevens, Stan Stoops

**Members Absent:** Shane McCampbell, Matt Latcham

**Advisory members and guests present:** Tasha Beghtol, Roberta Sloat, Jan Shelman, Abbie Derksen, Nancy Granaman, Kalisha Lutz, Linda Cavazos, Tamee DeCoursey

Meeting was called to order by Brad Quigley at 5:30pm with a quorum present

**Agenda**

**Motion** to approve the agenda as presented

**Moved:** Stan Stoops     **Seconded:** Melody Raub

**Motion carried unanimously**

**Minutes**

**Motion** to approve minutes of the August 17<sup>th</sup> 2021 meeting as submitted

**Moved:** Unity Stevens     **Seconded:** Tricia Lipski

**Motion carried unanimously**

**Financial Report**

Chad Reckling reviewed the financial summary and the monthly postings report from Central Iowa Juvenile Detention Center. The report reflects claims submitted for July only. Several programs do not begin submitting claims until August or September. 1<sup>st</sup> quarter deposits have been received from the state.

**Motion to approve the financial summaries for July as presented.**

**Moved:** Melody Raub     **Seconded:** Cyndi Mears

**Motion carried unanimously**

**Request for One-Time Funding (policy 4.9a)**

Tasha Beghtol reviewed a request from Kid Zone for an air purifier and supplies. The request includes a letter of support from the CCR&R Consultant. Discussion was held about the ability of the provider to access other funds for the purchase. Policy 4.9a may be reviewed and revised in the future to consider additional limits or requirements.

**Motion to approve the request from Kid Zone in the amount of \$437.56.**

**Moved** by Chad Reckling      **Seconded** by Tricia Lipski

**Motion carried unanimously**

### **Preschool Scholarship Quality Criteria**

Tasha Beghtol reviewed board policy 4.10 that allows for new preschool to have a one year exemption to quality criteria in order to access scholarships. Burlington Early Childhood Center and Columbus Community Childcare have implemented new 3 year old preschool programs for the 2021-2022 school year. Both programs will be required to meet the quality standards by next year in order to continue participation in the scholarship program.

**Motion to approve one year exemptions to the Burlington Early Childhood Center and Columbus Community Childcare Center**

**Moved** by Melody Raub      **Seconded** by Unity Stevens

**Motion carried unanimously**

### **Program Presentations**

Abbie Dersksen of Trinity Muscatine Public Health and Nancy Granaman of Lee County Health Department shared updates about the Child Care Nurse Consultant (CCNC) services in all four counties. Both CCNCs are back in the field and visiting sites in person. The new Quality Rating System (IQ4K) and CCNC requirements are coming January 2022. CCNCs noted that providers have been negatively impacted by the loss of DHS stipends and are struggling with extremely high staff turnover.

### **Ages & Stages**

Roberta Sloat, 1<sup>st</sup> Five Coordinator, provided information about the Ages & Stages (ASQ) screening tool. Roberta handed out and reviewed sample tools and shared how medical staff, childcare staff, and parents/caregivers might use the screener to identify developmental delays and refer children to additional services. Tasha Beghtol noted that several ECI funded programs are currently using the ASQ and it is now being specifically asked about in contracts that provide staff salary support to childcare centers.

### **Administrative Update**

- The Association of ECI Area Boards annual meeting will be on November 4<sup>th</sup> in Des Moines. Each area is allowed 2 attendees unless requested for more.
- The Family Connection program is now serving both Henry and Washington counties. All planned staff positions are now full and the program will be providing a revised budget.
- The Executive Committee met in August and is looking into additional support systems for the new Mt Pleasant Childcare Center. Committee minutes provided in the packet.
- The DHLW Board will be submitting a new community plan in October 2022. Tasha is working with Lee Van Buren area director to complete a regional assessment process and develop a new plan.
- Nominating and Bylaw committee needs to meet in October. Melody and Tricia volunteered.
- Executive Committee will meet in October, in place of the regular full board.

Motion to adjourn by Brad Quigley at 7pm

Minutes submitted by Tasha Beghtol, Director

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

DRAFT

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

October 26th 2021 12:30pm  
Washington Co Courthouse  
224 W Main St, Washington IA  
Online option available by zoom

**Minutes**

**Members Present:** Andrea Bowen, Cyndi Mears, Brad Quigley, Melody Raub, Chad Reckling, Alisa Smith, Unity Stevens, Stan Stoops

**Members Absent:** Shane McCampbell, Matt Latcham, Mike Steele, Tricia Lipski

**Advisory members and guests present:** Tasha Beghtol, Chad White, Heidi Schlueter

Meeting was called to order by Brad Quigley at 12:30pm with a quorum present

**Agenda**

**Motion** to approve the agenda as presented

**Moved:** Stan Stoops     **Seconded:** Cyndi Mears

**Motion carried unanimously**

**First Children's Finance Proposal (FCF)**

Tasha Beghtol provided an overview of the proposal from FCF and updates on the Mt Pleasant Childcare Center. The center has had some typical and nontypical struggles since opening in July. There was a turnover in Directors in August and the Chamber has stepped in to help provide fiscal tracking support. The DHLW Board provided \$50,000 in FY21 and is currently contracted for \$72,000 to support center staff. Based on staff changes and salary differences, the center will have an estimated \$10k unused funds at the end of FY22. The Executive committee is recommending approval of the FCF proposal of \$10,875 that will provide intensive financial and business training to the childcare center.

Heidi Schlueter from FCF provided additional information about the services they provide and answered questions about the proposal. The agency is currently hiring new staff and services will not be available until December at the earliest. If the proposal is approved, FCF will contract with DHLW as the payer of services and have a separate agreement with the Mt Pleasant Childcare Center Board to complete activities.

**Motion to approve the proposal from First Children's Finance as presented**

**Moved** by Chad Reckling     **Seconded** by Melody Raub

**Motion carried unanimously**

Motion to adjourn at 12:50 by Melody Raub

Minutes submitted by Tasha Beghtol, Director

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

## CIJDC financial report ending October 2021

## REVENUE

FY21 carryover \$ 168,007.25  
 FY22 revenues \$ 451,183.50  
 interest earned YTD \$ 12.15

**\$ 619,202.90**

## EXPENDITURE

YTD expenditures \$ 189,741.66

**\$ 189,741.66**

## SUMMARY BY CONTRACT

	PROGRAM	CONTRACT - Budget	Y-T-D EXPENSES	BALANCE	% SPENT
1	CCNC - Henry/Louisa/Washington	\$ 52,866.00	\$ 10,165.89	\$ 42,700.11	19%
2	CCNC - DSM Co	\$ 35,688.00	\$ 8,878.46	\$ 26,809.54	25%
3	Burlington CSD	\$ 112,796.00	\$ 13,295.74	\$ 99,500.26	12%
4	CART - Washington Co	\$ 22,467.11	\$ 2,516.74	\$ 19,950.37	11%
5	RVAP	\$ 4,435.81	\$ -	\$ 4,435.81	0%
6	Mt Pleasant Childcare	\$ 72,000.00	\$ 17,016.76	\$ 54,983.24	24%
7	FAMILY CONNECTION - Washington	\$ 14,133.28	\$ 14,133.28	\$ -	100%
8	FAMILY CONNECTION - Henry	\$ 275,867.55	\$ 33,148.61	\$ 242,718.94	12%
9	Louisa Healthy Families (HOPES)	\$ 77,464.00	\$ 18,623.60	\$ 58,840.40	24%
10	PAT - Des Moines Co	\$ 70,509.00	\$ 16,202.95	\$ 54,306.05	23%
11	EPIC - Young House	\$ 58,247.64	\$ 7,747.84	\$ 50,499.80	13%
12	PRESCHOOL SCHOLARSHIPS - All	\$ 75,490.00	\$ 1,725.30	\$ 73,764.70	2%
13	DENTAL - Henry/Washington	\$ 14,725.00	\$ 2,759.85	\$ 11,965.15	19%
14	DENTAL - Louisa Co	\$ 13,638.10	\$ 502.35	\$ 13,135.75	4%
15	DENTAL - DSM Co	\$ 30,977.76	\$ 4,749.18	\$ 26,228.58	15%
16	Quality Improvement Grants (4.9a)	\$ 20,000.00	\$ 437.56	\$ 19,562.44	2%
17	STAFF	\$ 89,860.00	\$ 30,656.90	\$ 59,203.10	34%
18	EC ADMINISTRATION	\$ 4,285.00	\$ 1,750.76	\$ 2,534.24	41%
19	SR- ADMINISTRATION	\$ 10,833.81	\$ 4,629.89	\$ 6,203.92	43%
20	SR general SUMMIT**	\$ 3,000.00	\$ 800.00	\$ 2,200.00	27%
	TOTAL	\$ 1,059,284.06	\$ 189,741.66	\$ 869,542.40	18%

## SUMMARY BY FUNDING CATEGORY

CATEGORY	BUDGET	Y-T-D EXPENSES	BALANCE	% SPENT
SR - ADMIN	\$ 35,333.81	\$ 12,918.47	\$ 22,415.34	37%
SR - QUALITY IMPROVEMENT	\$ 67,582.96	\$ 20,592.20	\$ 46,990.76	30%
SR - GENERAL	\$ 731,176.12	\$ 118,637.31	\$ 612,538.81	16%
SR general SUMMIT	\$ 3,000.00	\$ 800.00	\$ 2,200.00	27%
EC ADMIN	\$ 9,785.51	\$ 3,526.88	\$ 6,258.63	36%
EC - GENERAL	\$ 226,905.16	\$ 33,266.80	\$ 193,638.36	15%
TOTAL	\$ 1,073,783.56	\$ 189,741.66	\$ 884,041.90	18%

7:56 AM  
11/03/21  
Cash Basis

Central Iowa Detention  
DHLW #1 Postings Report- MONTH CASH  
October 2021

Num	Date	Name	Account	Paid Amo...
DEP	10/08/202	ECI	DHLW SR General	152,048.75 ✓
DEP	10/08/202	ECI	DHLW SR Quality Improvement	15,784.25 ✓
DEP	10/08/202	ECI	DHLW SR Admn	8,833.25 ✓
DEP	10/12/202	ECI	DHLW EC Admn <i>2nd Qtr Rev.</i>	2,446.28 ✓
DEP	10/12/202	ECI	DHLW EC General	46,479.22 ✓
1502	10/27/202	CIJDC	DHLW EC Admn <i>visa</i>	-34.59 ✓
1514	10/27/202	Burlington CSD	DHLW EC General <i>2 months</i>	-7,806.30 ✓
1515	10/27/202	Mt Pleasant Childcare	DHLW EC General <i>Sept/Oct</i>	-5,304.47 ✓
1516	10/27/202	Grant Wood AEA	DHLW EC General <i>CART</i>	-1,548.89 ✓
1502	10/27/202	CIJDC	DHLW SR Admn <i>visa</i>	-122.66 ✓
1504	10/27/202	Community of Action of Southeast Io...	DHLW SR General <i>PAT</i>	-6,606.94 ✓
1505	10/27/202	Community of Action of Southeast Io...	DHLW SR General <i>Scholarships</i>	-607.40 ✓
1506	10/27/202	Lutheran Services in Iowa	DHLW SR General <i>HOPE</i>	-6,778.43 ✓
1507	10/27/202	Trinity Muscatine Public Health	DHLW SR General <i>CCNL</i>	-3,855.35 ✓
1508	10/27/202	Trinity Muscatine Public Health	DHLW SR General <i>dental</i>	-502.35 ✓
1509	10/27/202	Lee county Health	DHLW SR General <i>CCNL</i>	-2,802.58 ✓
1510	10/27/202	Lee county Health	DHLW SR General <i>dental</i>	-4,749.18 ✓
1511	10/27/202	Henry County Extension	DHLW SR General <i>Family Conn.</i>	-18,327.52 ✓
1512	10/27/202	Washington County Public Health	DHLW SR General <i>dental</i>	-2,547.09 ✓
1513	10/27/202	Young House Family	DHLW SR General <i>EPIC</i>	-2,525.10 ✓
1503	10/27/202	Van Dijk Consultants	DHLW SR Summit ✓	-200.00 ✓
1517	10/31/202	CIJDC	DHLW EC Admn	-627.35 ✓
1517	10/31/202	CIJDC	DHLW SR Admn	-2,324.79 ✓
1517	10/31/202	CIJDC	DHLW SR Quality Improvement	-4,630.85 ✓
INT	10/31/202	ECI	DHLW EC General	0.94 ✓
INT	10/31/202	ECI	DHLW SR General	2.97 ✓
TOTAL				<u>153,693.82</u>



# **DHLW Early Childhood Area**

*Des Moines, Henry, Louisa, Washington*

## **Nominating & Bylaw Review Committee**

### **Minutes**

**October 20<sup>th</sup> 2021**

**9:00am**

**Washington Co Courthouse**

**224 W Main St**

**Washington IA**

**Members present: Tasha Beghtol, Melody Raub, and Tricia Lipski**

#### **1. Review and discuss potential nominees for board membership**

Board bylaws allow for a membership of 9-15. The board currently has 12 members and meets all legislative requirements. No new nominations will be made at this time.

#### **2. Review and discuss nominations for Executive Committee positions**

All 4 officer positions have 1 more year on their terms. Brad Quigley has indicated that he may be rotating off the board sometime in the next 6 months and recommended that the committee nominate a replacement for him. Members agreed by consensus to have someone finish his term through December 2022, and then make nominations next year for all 4 roles. Nomination will be taken at the November meeting from the full board.

#### **3. Review and revise the bylaws as needed**

Tasha reviewed the current bylaws and discussed updates to section 6.2 relating to meeting schedules and using virtual options. The 2<sup>nd</sup> paragraph will be replaced with a simplified reference to open meetings code. Bylaw revisions will be recommended in November for a 1<sup>st</sup> read. If approved, the 2<sup>nd</sup> and final read will be in January 2022.

*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.*

# **BYLAWS OF Des Moines, Henry, Louisa, & Washington Early Childhood Area Board**

## **ARTICLE I Name**

**1.1** The name of the organization shall be Des Moines, Henry, Louisa, and Washington Early Childhood Area Board (hereinafter called the Board). The Board will do business as the DHLW Early Childhood Area Board.

## **ARTICLE II Purpose**

**2.1** The Board is duly organized under Iowa Code Chapter 256I, 21, 22, & 69.16. The purpose of the Board is to oversee and coordinate collaborative services for children and families in Des Moines, Henry, Louisa, and Washington County. The long-term purpose shall be to improve the efficiency and effectiveness of services in the areas of education, health, and human services. The geographic area served by the board shall be all of Des Moines, Henry, Louisa and Washington County and school districts where all or a portion of the district is located within Des Moines, Henry, Louisa, and Washington county boundaries.

## **ARTICLE III General Membership**

### **3.1 Composition:**

The Board shall consist of 9-15 voting members. The Board shall strive for equal representation from all counties served by the Board. The Board shall comply with federal, state, and local laws that prohibit discrimination on the basis of gender, gender identity, sexual orientation, age, race, disability, creed, or national origin.

The Board will seek to have membership that is gender balanced as stated in Iowa Code Chapter 69.16A. The Board shall be gender balanced unless the Board has made a good faith effort to appoint a qualified person to fill a vacancy for a period of three months, but has been unable to make a compliant appointment.

### **3.2 Selection of Members:**

Members of the Board shall be elected officials or members of the public who are not employed by a provider of services to or for the Board. Membership shall include at least one local representative from each of the following areas: business, education, faith, health, human

services, and at least one parent, grandparent, or guardian of a child aged zero through age five. In addition, the Board will strive for one (1) county level elected official from each County.

The Board may receive and consider membership applications throughout the year when vacancies exist. Overall membership will be reviewed annually by the Nominating Committee. The Nominating Committee shall be composed of at least three board members and appointed by the Board. The committee shall convene annually in the fall to identify potential new members and new officers of the Board. It shall be the duty of the committee members to seek, obtain consent of, and finally to present to the Board names of individuals they perceive to be viable board member candidates. Approved candidates will be considered for membership and voted on at the first meeting of the calendar year.

### **3.3 Terms of Membership:**

- A. Appointments will be made for a three-year term.
- B. Staggered initial terms are as follows: 1/3 members for a one (1) year term, 1/3 members for a two (2) year term and 1/3 members for a three (3) year term. Initial terms shall be determined by lottery and by keeping a geographical balance at the first meeting.
- C. Appointments will fulfill the term of the previous board member, if applicable. The first term of a new member shall begin after the completion of the previous member's term. All terms will end on the last day of the calendar year

### **3.4 Resignation & Attendance:**

- A. Any member may send a written intent of resignation to the secretary or the Board. The resignation will become final upon action by the Board.
- B. Any member that has three (3) consecutive unexcused absences from the regularly scheduled meetings will:
  - 1. Receive written notice regarding absences
  - 2. Have thirty (30) days upon date of written notice to submit a letter of resignation or resume active participation.
  - 3. Be replaced if active participation is not resumed

### **3.5 Vacancies:**

The Board may choose to fill any vacancy on the Board because of resignation, death, long-term illness, disqualification or removal after at least 30 days notice of the vacancy.

### **3.6 Ex Officio Membership:**

The Board may approve ex officio members by a majority vote. Ex officio members shall participate in decision making discussion, but shall not have voting power. Ex officio members shall not count toward quorum.

### **3.7 Membership Reimbursement:**

Members may receive reimbursement for travel expenses relating to early childhood special events. Membership related travel expenses must be pre approved by the Board. Travel reimbursement shall not be allowed for participation in regularly scheduled Board meetings.

## **Article IV** **Officers**

### **4.1 Terms of Officers:**

The officers shall include the Chairperson, Vice Chairperson, Treasurer, and Secretary. Each office will be held for a two (2) year term. There will be a term limit of two (2) consecutive 2-year terms for officers followed by a one (1) year period before being eligible as an officer. Following the initial year of designation a Board member shall serve on the Board for a minimum of one (1) year before being eligible to serve as Chairperson. Officers shall be elected at the first regular meeting of the calendar year.

### **4.2 Chairperson:**

Shall preside at all meetings of the Board, present the agenda for each meeting, call special meetings, oversee the operations of the Board and the Board's compliance with Iowa law and these Bylaws, and execute documents on behalf of the Board when approved by the Board.

### **4.3 Vice Chairperson:**

Vice chairperson shall, in the absence of the Chairperson, assume such duties.

### **4.4 Secretary:**

Shall be responsible for completing comprehensive reviews of minutes and actions of the Board. The Secretary is responsible for communication with the DHLW Early Childhood Area Director assuring that such records are accurate and available when called upon to do so at any meeting of the Board.

### **4.5 Treasurer:**

Treasurer shall be responsible for communication with the DHLW Early Childhood Area Director assuring that all deposits and properly authorized expenditures are made in a timely manner, using appropriate accounting practices. The Treasurer shall present monthly financial reports to the Board.

## **ARTICLE V** **Authority and Responsibilities of the Board**

**5.1** Members shall be responsible for duties as outlined in the DHLW Early Childhood Area Policy and Procedure Manual and described in the *Board Member Job Description*.

## **ARTICLE VI** **Meetings**

### **6.1 Regular Meetings:**

All meetings shall be held in accordance with Roberts' Rules of Order. All meetings shall be subject to Iowa's Open Meeting, Open Records Laws, Iowa Code Chapter 21 and 22. A Board agenda will be posted 24 hours in advance.

### **6.2 Schedule and Location:**

The Board shall meet not less than six (6) times in a fiscal year. Meetings must be conveniently scheduled and located for the Board members and the general public, and should be held in Iowa Code Section 504A.22 approved sites. Notice shall be provided to all Board members at least 5 calendar days in advance, unless for good cause such notice is impossible or impractical. Annual meeting schedules and agendas are available at <http://www.dhlw.org/>

~~Where appropriate communication facilities are reasonably available, any or all board members shall have the right to participate in any board meeting by means of conference telephone or any means of communication by which all persons participating in the meeting are able to hear each other. It shall be noted in the minutes if any individual participates in a board meeting via conference call and they will be considered as "present" for the meeting.~~

Meetings may be conducted by electronic means in compliance with Iowa Code Section 21.8.

### **6.3 Special Meetings:**

The Chairperson may call a special meeting at any time. Notice shall be provided to all Board members at least 48 hours in advance.

### **6.4 Quorum:**

A quorum of Board members is required to conduct business. A quorum shall be defined as a majority of the total number of membership positions filled.

### **6.5 Public Discussion:**

Time shall be made available during regular meetings for open public discussion.

### **6.6 Proxies:**

There shall be no vote by proxy.

### **6.7 Public Access to Records**

Members of the public may request Board records by contacting the DHLW Early Childhood Area Director. The Board may charge a reasonable copy fee for record requests that exceed 20 pages.

## **ARTICLE VII** **Committees**

### **7.1 Executive committee:**

The Executive Committee shall consist of the Chairperson, Vice Chairperson, Secretary and Treasurer. The executive committee shall be responsible for Board oversight, annual performance reviews of staff, administrative and operational budget, provider contract oversight

and corrective action plans as needed, review and revision of policy and procedures, and making recommendations to the full board..

#### **7.2 Early Childhood Advisory Committee:**

The Early Childhood Advisory Committee shall consist of at least one (1) representative from each organization contracting for services with the Board. The committee may also include community partners and general members of the public. The DHLW Early Childhood Area Director shall be the committee Chair. The Committee's duties include, but are not limited to; recognize needs of children and families in the area, study and research of community issues, collaborate to reduce duplication of services, and provide regular communication to the Board.

#### **7.3 Nominating Committee:**

The Nominating Committee shall be composed of at least three board members and appointed by the Board. The committee shall convene annually in the fall to identify potential new members and new officers of the Board. It shall be the duty of the committee members to seek, obtain consent of, and finally to present to the Board names of individuals they perceive to be viable board member candidates. Approved candidates will be considered for membership and voted on at the first meeting of the calendar year.

#### **7.4 Ad Hoc Committee:**

The Board shall establish ad hoc committees as necessary.

### **ARTICLE VIII** **Designation of Fiscal Agency**

**8.1** The Board will designate a fiscal agent with an annual report and audit to all members.

### **Article IX** **Liability**

**9.1** The Board will maintain liability coverage for board members.

### **ARTICLE X** **Amendment to the Bylaws**

**10.1** These by-laws may be amended, altered or replaced and new by-laws may be adopted by a two-thirds vote of the membership of the Board, provided that at least twenty (20) days written notice has been given of the intention to alter, amend, repeal, or to adopt new by-laws at such meeting. A copy of the proposed amendments must be included in the notice. A proposed amendment shall be considered and voted on for passage at one (1) meeting of the board prior to the meeting at which it is to be finally passed. Each member's vote on an amendment shall be recorded. Proposed amendments shall be available upon request.

**ARTICLE XI**  
**Appeal Process**

**11.1** All decisions made by the Board shall be final. Agencies seeking appeals to a funding decision must follow the procedure outlined in the DHLW Early childhood Area *Appeal Policy*.

**ARTICLE XII**  
**Dissolution**

**12.1** This Board may be dissolved, in a manner consistent with the laws of the State of Iowa, and within the requirements of all funding sources.

**ARTICLE XIII**  
**Conflict of Interest**

**13.1** A member who believes they have a conflict of interest on a matter before the Board shall state the reason for the conflict of interest, refrain from participating in decision-making, and shall abstain from voting on the issue. Board members will annually review and sign a “Conflict of Interest Statement and Disclosure Form.” Board members must disclose all conflicts of interest, including perceived conflicts of interest.

**DHLW Early Childhood Area and  
Henry County Agricultural Extension  
The Family Connection**

Amendment to Agreement entered by the parties on July 1, 2021

Pursuant to Paragraph 14.0 (K) Amendments of the Contract entered by Henry County Agricultural Extension and DHLW Early Childhood Area on July 1, 2021, the Contract is amended as follows:

**6.0 COMPENSATION.**

The Contractor will be paid for the services described in the Scope of Work and Requirements Section 5.0 a fee not to exceed **\$254,059.00\*** for the Contract period. Line items are approved as outlined in the approved budget, which is attached hereto and incorporated into this Contract.

**Summary of Amendment**

This is the 2<sup>nd</sup> amendment for the contract period. The program has completed the transition to a 2-county service area. Final staffing costs are lower than originally estimated. The amendment reflects a budget reduction of \$21,808.55.

In all other respects, the Contract among the parties is ratified and affirmed.

**Henry County Agricultural Extension**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Name: Janet Smith  
Title: Regional Director  
Federal Tax Identification Number: 42-6021433

**DHLW Early Childhood Area**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Name: Brad Quigley  
Title: Board Chair



**Budget Form for FY22 (DHLW Early Childhood Area)**

To complete this form refer to RFR/RFP Instructions

**Family Connection-Henry/Washington**

Line Item descriptions and budget justification	Request to DHLW	Other funding	Source of other funding
<b>Direct staff salaries</b>	\$ 169,460.00	\$ -	
<i>Program Supervisor 40/Hr week X \$30/hour x 1720 hrs \$51600</i>			
<i>Family Support Specialists 40/hr week 1720 x \$22/hour Lisa Clark \$37840</i>			
<i>Family Support Specialist (steph) 2080 \$24/hr \$49920 (steph Gardner)</i>			
<i>***44 weeks is 9/1/21-6/30/22 1720 hours</i>			
<i>Family Support Specialist Jessica H-P(32/hours week 1720 hours at \$17.50+ \$30,100</i>			
<b>Direct Staff Benefits</b>	\$ 43,801.00	\$ -	0
<i>Health Insurance</i>			
<i>2 staff @ \$742/month 10 months \$14840</i>			
<i>1 staff declines health (Steph Gardner) 1 not eligible (Jessica H-P)</i>			
<i>IPERS/FICA 17.09% \$28961</i>			
<b>Contract Services</b>	\$ -	\$ -	
<i>NA</i>			
<b>Travel</b>	\$ 5,000.00	\$ -	
<i>Home Visit Travel 8200 mile/12months-\$ 4600</i>			
<i>PAT Found. Training Per diem/hotel x 3 \$141/night meals 3 days \$61/day \$606 /person x 3 \$1814</i>			
<i>Mileage to St. Louis (930 miles \$522/roundtrip) Virtual training-no training travel</i>			
<b>Equipment</b>	\$ 6,500.00	\$ -	
<i>5 HP/print fax scan x \$400 \$2000</i>			

3 Laptops @ \$1500 \$4500			
<b>Office Supplies</b>	\$	4,000.00	\$ -
copies, ink, postage, folders, tubs/bins, marketing materials			
<b>Operational</b>	\$	3,850.00	\$ -
<i>Subscriptions: \$470/visitor tracker, PAT</i>			
<i>PAT Curriculum: Foundational \$265/person x 4 = \$1060</i>			
<i>PAT Curriculum: Foundational 2- \$55/person x 4 = \$220</i>			
<i>cellphone/data \$50/month \$200/month x 10 months \$2000</i>			
<i>cellphone/data \$50/month x 2 months \$100</i>			
<b>Staff Professional Development</b>	\$	5,350.00	\$ -
<i>New Employee (2) Foundational 1 \$975/person, \$50 tech fee Foundational 2 \$600, \$50 tech \$1875/person x 2 \$3750</i>			
<i>General early childhood support training \$1000 Exam Certification Fee \$150x 4 \$600</i>			
<b>Incentives</b>	\$	4,000.00	\$ -
<i>laundry detergent, cleaning supplies, diapers, wipes, books, health and safety items, basic baby ar</i>			
subtotal	\$	241,961.00	\$ -
<b>Indirect Administration</b> - max of 8% of subtotal request allowed 5%	\$	12,098.00	
<b>TOTAL</b>	\$	254,059.00	\$ -
Administrator signature		date	

*Janet Smith*

7/15/2021

## DHLW Board Meeting

November 16<sup>th</sup> 2021

### Consideration for Preschool Scholarship structure change

Please be aware that the following data is not a full and accurate representation of all preschools within our four counties but instead is obtained from preschools that we have active agreements with. We are currently tracking tuition information for our 25 enrolled participants at 9 different preschools and representing 13 different class options within those programs. I have bulleted a few points of interest to share.

- For 68% of the low-income families currently being served, we cover less than 75% of their monthly preschool tuition.
  - For all 25 enrolled children, the average that we cover is about 69%.
  - Family co-pays range from \$0-\$154/month, with the average being \$41.47.
- Most preschools charge tuition monthly. For the 13 class options currently being tracked: The current tuition range is \$95-280/month and the average is \$142/month. Weekly hours of preschool services vary with a range from 5 to 12.6 hours per week.
- Our scholarship payment is currently determined using a formula based on \$2.50 per hour of preschool services. Raising our scholarship would tremendously help low-income families, especially during these times of hardship and uncertainty.
  - \$4.00 per hour would cover 100% of the tuition for 15 of our 25 currently enrolled children. Only 5 of the remaining 10 would have monthly co-pays greater than \$10 per month.
  - \$5.00 per hour would allow us to completely cover monthly tuition for all but one of our current families.

Scholarship value	% of families with <b>100%</b> preschool tuition coverage	% of families with <b>&gt;85%</b> preschool tuition coverage	Anticipated Expense* for the incentive (payments)
\$2.50/hr (current)	8.0%	12.0%	\$19,854
<b>\$4.00/hr</b>	<b>60.0%</b>	<b>96.0%</b>	<b>\$25,637</b>
<b>\$5.00/hr</b>	<b>96.0%</b>	<b>96.0%</b>	<b>\$26,666</b>

\*Anticipated expense is based on current enrollment of 25 and does not include expenses for additional enrollment.

- We would also like to extend scholarships to applicants between 200-300% federal poverty level. To maintain a tiered co-pay approach, we would require these families to pay a minimum co-pay of \$10 per month. We have four applications that were previously denied for being over

income and we would like to make their approvals effective November 1, 2021. This will add approximately \$5,000 to our anticipated expenses noted in the table above.

- Preschool enrollment dropped significantly since the start of the pandemic. Being able to pay 100% of the preschool tuition (in most cases) and extending services to those between 200-300% FPL might enable preschools to recruit more enrollees. We will also do another advertisement push in an attempt to increase participation numbers.

*Information provided by Kalisha Lutz, Early Child Care Program Specialist, and Tamee DeCoursey, Early Child Care Program Coordinator, Community Action of Southeast Iowa*

# **Budget Amendment Request FY22 (DHLW Early Childhood Area)**


Instructions: Send a completed and signed form (PDF format) to [tbehtol@dhlw.org](mailto:tbehtol@dhlw.org)

Note: Document has formulas embedded, but is not protected. If you 'delete' a cell the formula will be deleted.

## **Young House Family Services EPIC Program**

Line item descriptions and budget justification (This column should match original budget as approved by DHLW for the contract period - copy & paste)					Current budget		Revised budget request		% change	Brief explanation of line item change.	
<b>Direct staff salaries</b>					\$	40,087.00	\$	37,889.00	-5%	Time spent by the caseworkers is lower than budgeted.	
Program Director, 11 hours per pay period @ 11 x 26 pay periods = \$8,317											
Caseworker, 2 staff (.45 FTE each) 36 hrs/pay period @ 36 x 26 pay periods x 2 = \$30,532											
Clerical 3 hrs/pay period @ 3 x 26 pay periods = \$1,083											
Quality Improvement 8 hours for the year, 8 = \$155											
<b>Direct Staff Benefits</b>					\$	7,874.00	\$	7,640.00	-3%	Payroll taxes are lower based on reducing wages.	
Health, Dental, Life, 401k \$3,803											
Payroll Taxes, Unemployment, Worker's Compensation \$4,071											
<b>Contract Services</b>					\$	-	\$	-	#DIV/0!		
insert narrative here											
<b>Travel</b>					\$	800.00	\$	800.00	0%		
Mileage 2,051 miles @.39/mile											
<b>Equipment</b>					\$	-	\$	-	#DIV/0!		
insert narrative here											
<b>Office Supplies</b>					\$	1,481.00	\$	2,480.00	67%	Added supplies for the program, including Zones of Regulation books to use with participants	
Supplies, promotional materials, org dues, equipment repair, postage											

<b>Operational</b>		\$	3,591.00	\$	4,599.00	28%	Added additional fees for outsourcing our IT functions, switching to a new Electronic Health Record that is more expensive.
Audit, COA fees, interpreter fees, payroll service fees, other software fees, IT fees \$1,645							
Occupancy \$1,946							
<b>Staff Professional Development</b>		\$	100.00	\$	525.00	425%	Added a Zones of Regulation training for both caseworkers.
Education & Conference							
<b>Incentives</b>		\$	-	\$	-	#DIV/0!	
Insert narrative here							
<b>Indirect Administration - max of 8% of subtotal request allowed</b>	subtotal	\$	53,933.00	\$	53,933.00	0%	
		\$	4,314.64	\$	4,314.64		
<b>TOTAL</b>		\$	58,247.64	\$	58,247.64		


3 Nov 2021

Administrator signature
date