

**DHLW Early Childhood Area**  
*Des Moines, Henry, Louisa, Washington*  
January 17<sup>th</sup> 2017  
Public Library  
115 W Washington St, Washington IA

**Minutes**

**Members Present:** Stan Stoops, Sheila Temple, Tricia Lipski, Dina Saunders, Chad Reckling, Mike Steele, Matt Latcham

**Members Absent:** Jim Cary, Brad Quigley, Melody Raub,

**Advisory members and guests present:** Tasha Beghtol, Cheryl Flaatten, Amanda McKee, Linda Cavalos, Julie Meir, Christa Poggemiller, Susan Gray, Danielle Petit-Majewski, Carol Detweiller, Stephanie Gardner, Roberta Sloat, Meghan Schrag.

Meeting called to order at 5:00pm by Mike Steele

**Motion** to approve the agenda

**Moved:** Stan Stoops     **Seconded:** Matt Latcham

**Motion carried unanimously**

**Membership**

New members - Members reviewed a board membership application from Sheila Temple. Sheila was the dental hygienist & I-Smile Coordinator at Washington Co Public Health for 18 years. She has recently changed careers and now works at University of Iowa. Tasha noted that Brad Quigley is a new Louisa Co Board of Supervisor and plans to participate as a DHLW member. He is unable to attend this meeting, but will be at the February meeting.

**Motion** to approve both Sheila Temple and Brad Quigley as new voting members of the board.

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

**Motion carried unanimously**

**Notes:** Sheila will serve as the parent/guardian/grandparent representative and Brad will serve as the business representative. Terms will be 3 years. The DHLW board now has 10 members.

Officers – Officers were selected during the nomination process and committee work in November. Terms will begin January 2017 and last for 2 years.

Chair – Melody Raub

Vice Chair – Mike Steele

Treasurer – Stan Stoops

Secretary – Tricia Lipski

**Motion** to approve the list of officers as submitted

**Moved:** Dina Saunders      **Seconded:** Chad Reckling

**Motion carried unanimously**

### Minutes

**Motion** to approve the minutes from November 15, 2016 minutes with a name spelling correction.

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

**Motion carried unanimously**

### Executive Committee

The second reading of amendments to the bylaws was completed.

**Motion** to approve the revised bylaws as submitted

**Moved:** Matt Latcham      **Seconded:** Stan Stoops

**Motion carried unanimously**

### Financial Report

Tasha Beghtol reviewed the financial summary and the monthly postings report from Central Iowa Juvenile Detention Center. The total percent spent reflects activity through November. Programs are required to provide additional narrative in the 2<sup>nd</sup> quarter report if they are below 40%. The dental programs typically get a slow start to the year and several of the family support programs have had staff turnover. The scholarship program has less children being served than expected, but Grow N Glow preschool recently achieved the quality benchmark and new scholarships are expected to begin soon.

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

**Moved:** Stan Stoops      **Seconded:** Sheila Temple

**Motion carried unanimously**

Tasha reviewed a budget amendment request from Des Moines Co Public Health for the Home Visitor program. Contracts less than \$30,000 may move up to 10% of the total contract without board approval. The Home Visitor contract is \$28,678 and the line item changes are less than 10%, but Tasha noted that this is a new scenario since they are requesting to move funds into a line item that had nothing allocated to it in the original request. Tasha explained that the current budget amendment policy does not address this type of scenario and she felt it warranted board approval. The program is requesting to take funds from contract services and move it to 'other' for the purpose of rent.

**Motion** to approve the budget amendment request as submitted by Des Moines County Public Health for the Home Visitor Program. The total contract amount is not changed.

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

**Motion carried unanimously**

### Program Presentation

Head Start Transportation – Washington County – Julie Portratz shared information about the Washington Head Start program and answered questions. There are 2 classrooms serving children 3-5yrs. Over half of the students

are using the transportation program subcontracted through Washington Co Mini Bus. The program includes a bus attendant to help with the children. Tasha shared that a recent need for additional support was requested and the Mini Bus partnered to help with one month of the extra costs.

The Family Connection (Henry & Washington Counties) – Meghan Schrag and Stephanie Gardner co presented to share information about what services the programs offer and some success stories about families that have participated. General discussion was held regarding the new DAISEY web based data system. Tasha shared a handout that from DAISEY that showed data for the two programs. DAISEY allows Tasha to pull data at any time and she can filter by program(s).

Louisa County Nest – Amanda McKee provided a brief update on transitions for the Nest program in Louisa Co. The program has moved into the Public Health building and recently hired a new coordinator. They are still trying to fill the refugee grant position. The program is in need of childcare for families attending the group classes.

**Joint Board Committee**

Chad Reckling provided an update and answered questions about the activity of the joint committee about consultation services. Chad and Mike along with 2 members from the Lee/Van Buren area board met to discuss the scope of work being done by both ECI locally funded consultants and CCR&R consultants. A letter was sent to the regional CCR&R office requesting information that might help the committee determine if work is being duplicated or if services are saturated. A meeting was held on January 13<sup>th</sup> in Mt Pleasant with committee members, Kristin O'Toole (CCR&R region 5), Jenny Kreiter (Community Action of Eastern Iowa), Shanell Wagler (ECI state office) and Mykala Robinson (DHS). Information provided by CCR&R at that meeting will be reviewed and included in FY18 planning discussions related to consultation services.

**Administrative Update**

A written update was provided. Tasha noted that the state ECI office has requested feedback from local areas regarding changes to the EC funding formula. Tasha also shared information about FY17 budget cuts. The ECI office made phone calls to all ECI are Directors on January 4<sup>th</sup> 2017 and asked that local boards begin planning for cuts ranging from 3-5%. No official word from the state office has been received as of today. Tricia Lipski, Dina Saunders, Sheila Temple and Chad Reckling volunteered for committees to review the funding formula, budget cuts, and program 2<sup>nd</sup> quarter reports.

Motion to adjourn by Mike Steele at 6:45pm

Minutes submitted by Tasha Beghtol, Director

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

Secretary \_\_\_\_\_