



AGENDA			
DATE	JANUARY 20 <sup>TH</sup> 2026	TIME	5:00pm
LOCATION	<p>Online zoom  <a href="https://us02web.zoom.us/j/81349624904?pwd=XD5QeYEiLtbLmaTmdvyb60ACbImhZa.1">https://us02web.zoom.us/j/81349624904?pwd=XD5QeYEiLtbLmaTmdvyb60ACbImhZa.1</a></p> <p>Meeting ID: 813 4962 4904            Passcode: 857602</p> <p>Mt Pleasant Public Library            307 E Monroe, Mt. Pleasant, IA. 52641  <i>(If circumstances require a virtual only meeting, then notice will be posted on the <a href="http://DHLW.org">DHLW.org</a> homepage.)</i></p>		

TIME		
5:00pm	<b>Welcome/Introductions</b>	
	<b>Consent Agenda:</b> <ul style="list-style-type: none"> <li>• Agenda for today’s meeting</li> <li>• Approval of minutes from November 18<sup>th</sup> 2025</li> <li>• Administrative Update</li> </ul>	Action
	<b>Public Comment</b> (limit of 3 minutes per person)	
	<b>Financial Report – Treasurer</b> <ol style="list-style-type: none"> <li>1. Consider acceptance of current financial summary</li> </ol>	Action
	<b>One-time Funding Request (Policy 4.9a) – Matt Latcham</b> <ol style="list-style-type: none"> <li>2. Consider approval of request from Wayland Childcare Center for equipment purchase/quality improvement</li> <li>3. Update on award to New London Child Care for quality improvements</li> </ol>	Action Action
	<b>FY26 Contracts – Tasha Beghtol</b> <ol style="list-style-type: none"> <li>4. Consider approval of an amendment to the Preschool Scholarship Coordination contract with Cheryl Flaatten to include procedures for payment to preschools.</li> <li>5. Consider approval of change in contract period for grant funds previously awarded to Mt Pleasant Community Childcare Center.</li> <li>6. Consider approval of agreements for services related to Summit</li> </ol>	Action Action Action

*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.*

	<p>activities.</p> <ul style="list-style-type: none"> <li>a. Agreement with Jim Gill Inc for 4 family concerts and 1 conference session.</li> <li>b. Rental agreement with Fairfield Arts and Convention Center.</li> </ul>	
	<p><b>Program Presentations</b></p> <ul style="list-style-type: none"> <li>7. Preschool Scholarships &amp; Transportation (Muscatine County) – Yesenia Cruz &amp; Kim Warren</li> <li>8. Preschool Scholarships (DHLW) – Cheryl Flaatten</li> </ul>	Information & discussion
	<p><b>Administrative Update</b> – Tasha Beghtol</p>	Information & Discussion

*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+M Early Childhood Area

*Des Moines, Henry, Louisa, Washington, Muscatine*

November 18<sup>th</sup>, 2025

5:00pm

Mt Pleasant Public Library

307 E Monroe, Mt Pleasant IA. 52641

Zoom option: Meeting ID: 813 4962 4904 Passcode: 857602

## Minutes

**Members Present:** Jim Cary, Matt Latcham, Tricia Lipski, Shawn Maine, Cyndi Mears, Mike Steele, Stan Stoops, Paris White

**Members Absent:** Melody Raub, Unity Stevens

**Advisory members and guests present:** Tasha Beghtol, Jacki McCracken, Becky Beckner, Jen Roberts, Ginger Knisley, Linda Boshart, Toni Krana, Dawn Lero, Jen Craft, Amy McLaughlin, Jojo Green, Kim Warren, Stevie Bethurem

Meeting was called to order by Matt Latcham at 5:00pm with a quorum present.

### Consent Agenda

**Motion** to approve the consent agenda, October 21<sup>st</sup> minutes, and Admin update as presented.

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

Abstention by Jim Cary

**Motion carried**

Stan Stoops arrived at 5:05

### Financial Report

Tasha Beghtol reviewed the financial summaries, and the monthly postings report from Central Iowa Juvenile Detention Center. The report reflects the first 3 months of program spending. The Preschool Scholarships and Transportation programs have lower enrollments and will likely have unspent funds at the end of the year. Preschools in DHLW are receiving tuition payments directly and may now be seen on the report in row 9.

**Motion to** accept the financial summary as presented.

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

**Motion carried unanimously**

### FY26 Funding

Members reviewed an application from The Family Connection under Policy 4.9a, One-time Purchase or Activity. The Family Connection is seeking funding to support professional development activities in the

spring. Tasha Beghtol noted that the request includes a buffer in case of increased travel costs at the time of completion. If awarded funding, the program may be reimbursed for what was actually paid, not to exceed the awarded total.

**Motion to** approve \$4652 to the Family Connection program for professional development activities.

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

**Motion carried unanimously**

Members reviewed an application from The New London Community Child Care Center under Policy 4.9a, One-time Purchase or Activity. The Center is seeking support for health & safety improvements to the facility. The center has received a support letter from the CCR&R consultant for these improvements.

**Motion to** approve \$4750 to the New London Community Child Care Center for health & safety improvements.

**Moved:** Jim Cary    **Seconded:** Cyndi Mears

**Motion carried unanimously**

Tasha Beghtol reviewed a contract with United Way of Southeast Iowa to implement the Dolly Parton Imagination Library in Des Moines, Henry, and Louisa counties. The contract has expanded through partnership with the Lee/Van Buren ECI Area board to include Van Buren counties. DHLW+M will act as the fiscal designee, paying bills in full and then invoicing partners for reimbursement.

**Motion to** approve the contract with United Way of Southeast Iowa for the Dolly Parton Imagination Library as presented and for the chair to sign. DHLW+M total compensation is \$20,000. Children First total compensation is \$7,250.

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

**Motion carried unanimously**

Tricia Lipski arrived at 5:35pm

### **Program Presentation**

Stevie Bethurem, Owner and Director of Stevie's Busy Bees in Fort Madison, shared information about her work with the SE Iowa Early Childhood Project Consultants and experiences as a center director. Dr. Becky Beckner shared additional information about her work with Ms. Bethurem and noted the challenges of meeting regulations and serving children with unique needs.

### **Administrative Update**

A written report was provided. Additional discussion was held about the current plans for Districts. Tasha Beghtol shared that D7 is now moving forward with planning for possible implementation and D6 will meet in December sometime after the State ECI board convenes. Matt Latcham noted that the slow and confusing progress toward any changes to ECI is a result of the state's actions. It is not the fault of the local board.

Meeting adjourned by Chair, Matt Latcham, at 6:25pm

Minutes submitted by Tasha Beghtol, Director

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

DRAFT

Bank balance as of 12/31/2025 \$ 354,828.10

CIJDC financial report			
REVENUE		EXPENDITURE	
DHLW+M FY25 carryover	\$ 113,218.43	CIJDC report	\$ 432,524.59
DHLW+M FY26 Revenue	\$ 559,826.42	SEI EC Project reimbursements	\$ (26,595.90)
DHLW+M Interest earned YTD	\$ 1,475.86	Summit reimbursements	\$ -
		Imagination Library reimbursements	\$ -
		voided ck #2139	\$ (187.49)
<b>TOTAL</b>	<b>\$ 674,520.71</b>		<b>\$ 405,741.20</b>

SUMMARY BY CONTRACT

PROGRAM	CONTRACT AMOUNT	DHLW+M Y-T-D EXPENSES	BALANCE OF FUNDS	TOTAL PERCENT SPENT
1 COORDINATED INTAKE	\$ 17,505.00	\$ 6,105.79	\$ 11,399.21	35%
2 HOPES - Des Moines Co	\$ 49,500.00	\$ 23,344.46	\$ 26,155.54	47%
3 THE FAMILY CONNECTION	\$ 247,234.00	\$ 96,998.48	\$ 150,235.52	39%
4 LSI - Louisa & Muscatine	\$ 250,767.00	\$ 88,223.70	\$ 162,543.30	35%
5 DENTAL	\$ 79,663.45	\$ 33,458.85	\$ 46,204.60	42%
6 IMAGINATION LIBRARY -MC	\$ 10,000.00	\$ 4,166.69	\$ 5,833.31	42%
7 IMAGINATION LIBRARY DHLV - DHLW+M	\$ 20,000.00	\$ -	\$ 20,000.00	0%
8 PRESCHOOL SCHOLARSHIPS - MC	\$ 12,774.70	\$ 1,199.27	\$ 11,575.43	9%
9 PRESCHOOL SCHOLARSHIP COOR	\$ 9,750.00	\$ 3,321.48	\$ 6,428.52	34%
10 PRESCHOOL SCHOLARSHIPS -DHLW	\$ 40,250.00	\$ 6,683.00	\$ 33,567.00	17%
11 SEI EC Project (DHLW+M only)	\$ 126,731.54	\$ 51,169.88	\$ 75,561.66	40%
12 TRANSPORTATION	\$ 80,227.75	\$ 12,230.42	\$ 67,997.33	15%
13 POLICY 4.9a	\$ 35,000.00	\$ 4,861.67	\$ 30,138.33	14%
14 STAFF & Benefits	\$ 126,280.18	\$ 59,732.62	\$ 66,547.56	47%
15 MILEAGE	\$ 5,000.00	\$ 2,088.43	\$ 2,911.57	42%
16 ADMINISTRATION	\$ 18,281.82	\$ 12,156.46	\$ 6,125.36	66%
17 SUMMIT*	\$ 6,000.00	\$ -	\$ 6,000.00	0%
<b>TOTAL</b>	<b>\$ 1,134,965.44</b>	<b>\$ 405,741.20</b>	<b>\$ 729,224.24</b>	<b>36%</b>

SUMMARY BY FUNDING CATEGORY

CATEGORY	TOTAL DHLW+M BUDGET	Y-T-D EXPENSES	BALANCE	% SPENT
ADMIN	\$ 55,664.07	\$ 30,076.23	\$ 25,587.84	54%
COMMUNITY COLLABORATION	\$ 119,211.47	\$ 43,901.28	\$ 75,310.19	37%
HOME VISITATION	\$ 416,035.56	\$ 185,222.18	\$ 230,813.38	45%
DISCRETIONARY	\$ 641,960.15	\$ 146,541.51	\$ 495,418.64	23%
<b>TOTAL</b>	<b>\$ 1,232,871.25</b>	<b>\$ 405,741.20</b>	<b>\$ 827,130.05</b>	<b>33%</b>

9:38 AM  
01/05/26  
Cash Basis

Central Iowa Detention  
DHLW #1 Postings Report- MONTH CASH  
December 2025

Num	Date	Name	Account	Paid Amount
2237	12/15/2025	Messiah Lutheran Preschool	DHLW- Program Discretionary NOV	-1,285.00 ✓
2238	12/15/2025	Danville Early Learning Center	DHLW- Program Discretionary NOV	-200.00 ✓
2239	12/15/2025	Stewart Preschool	DHLW- Program Discretionary NOV	-475.00 ✓
2240	12/15/2025	Mediapolis Childcare and Preschool	DHLW- Program Discretionary NOV	-266.00 ✓
2241	12/15/2025	Corse Early Childhood Center	DHLW- Program Discretionary NOV	-200.00 ✓
DEP	12/15/2025	Deposit	DHLW- SEI EC Project Lec/VB (Oct)	3,075.08 ✓
2756	12/31/2025	CIJDC	DHLW- Admin Visa (Computer)	-1,990.87 ✓
2757	12/31/2025	CIJDC	DHLW- Admin	-3,464.23 ✓
2248	12/31/2025	Lutheran Services in Iowa	DHLW- Home Visitation	-25,998.03 ✓
2249	12/31/2025	Henry County Extension	DHLW- Home Visitation Fam Connecton	-18,094.53 ✓
2242	12/31/2025	Henry County Public Health	DHLW- Program Discretionary Policy 4.9a	-966.85 ✓
2243	12/31/2025	Cheryl Flaatten	DHLW- Program Discretionary PS Coor	-1,271.80 ✓
2244	12/31/2025	United Way of Muscatine County	DHLW- Program Discretionary Transportation	-2,700.72 ✓
2245	12/31/2025	United Way of Muscatine County	DHLW- Program Discretionary PS Scholarship	-450.88 ✓
2246	12/31/2025	Trinity Muscatine Public Health	DHLW- Program Discretionary car. Intake	-1,346.88 ✓
2247	12/31/2025	United Way of Muscatine County	DHLW- Program Discretionary Imag. Library	-833.33 ✓
2755	12/31/2025	Lee county Health	DHLW- Program Discretionary HOPEs	-3,610.13 ✓
2757	12/31/2025	CIJDC	DHLW- Community Plan & Collab	-6,706.37 ✓
INT	12/31/2025	ECI	DHLW- Interest	310.13 ✓
DEP	12/31/2025	Deposit (November)	DHLW- SEI EC Project Lec/VB + ISK	4,780.27 ✓
2250	12/31/2025	Henry County Extension	DHLW- SEI EC Project	-13,977.40 ✓
TOTAL				<u>-75,672.54</u>

**Policy 4.9a Applications**

Date received	Applicant	Amount	Support letter required	date support letter received	Service Type	Date approved by board	Amount awarded	Amount claimed	date paid	Check # - Claim closed	Request overview & notes
6/1/2025	Iowa AEYC	\$ 2,687.00	NO		PD	8/19/2025	\$ 2,687.00	\$ 2,687.00	8/25/2025	#2140	Fall conference scholarships for 8 providers already registered. Iowa AEYC wil bill DHLW+M direct.
7/14/2025	YMCA of Washington County, Cornelia Day Child Care Center	\$ 1,207.82	YES	7/16/2025	QI	8/19/2025	\$ 1,207.82	\$ 1,207.82	9/18/2025	#2154	Purchase 4 CPR manikins and additional equipment. Required letter of support received. Meets a quality improvement service type.
7/15/2025	Unity Point Trinity Muscatine Public Health, CCNC program	\$ 2,693.55	NO		QI	8/19/2025	\$ 2,693.55				Purchase 8 CPR manikins and additional equipment. Meets a quality improvement service type.
7/15/2025	Lutheran Services in Iowa	\$ 1,250.00	NO		PD	8/19/2025	\$ 1,250.00				Requested support for the cost of HFA Peer Reviewer Training. Meets a Professional development service type.
7/25/2025	Henry County Public health	\$ 500.00	NO		QI	8/19/2025	\$ 500.00	\$ 479.96	12/22/2025	#2242	Purchase of car seats. Meets a quality improvement OR car seat safety service type.
7/25/2025	Happy Time Childcare	\$ 1,852.04	YES	8/11/2025	QI	8/19/2025	\$ 1,852.04				Purchase of security cameras. Required letter of support received. Meets QI
7/30/2025	Henry County Public health	\$ 500.00	NO		QI	8/19/2025	\$ 500.00	\$ 486.89	12/22/2025	#2242	Purchase health & safety items to enhance the newborn home visitor program. Meets a QI service type.
10/27/2025	New London Childcare Center	\$ 4,750.00	YES	11/4/2025	QI	11/18/2025	\$ 4,750.00				Replacing faucets throughout for health & safety required improvements.
11/4/2025	The Family Connection	\$ 4,652.00	NO		PD	11/18/2025	\$ 4,652.00				Travel, lodging, and registration for 3 staff to attend the Infant Mental Health conference in Kalamazoo MI in April 2026.
11/10/2025	Wayland Area Childcare	\$ 700.00	YES	11/12/2025	QI						Purchase specialty strollers for infant room.

**TOTAL REQUEST \$ 20,792.41**

**\$ 20,092.41 TOTAL AWARDED**

**\$ 4,861.67 TOTAL CLAIMED**

**\$ 14,907.59 BALANCE AVAILABLE IN 4.9a for additional requests**

**INCOMPLETE APPLICATION**



# DHLW+M Early Childhood Area

*Des Moines, Henry, Louisa, Washington, Muscatine*

## One-time Purchase or Activity Request Form

The DHLW+M Board has designated funding in FY26 to support early childhood projects and/or professionals with one-time purchases or short-term activities. One-time purchases must directly enhance the well-being of families with children prenatal through age 5. Short-term activities may include professional development opportunities attended by individuals directly working in an early childhood program, or training opportunities implemented for early childhood professionals. This application is not intended for long-term high cost projects. Contact Tasha Beghtol, DHLW+M Director, prior to completion of this application to confirm eligibility and amount of funding available.

Email: [tbeghtol@dhlw.org](mailto:tbeghtol@dhlw.org)

Phone: 319-461-1369

Refer to DHLW+M Early Childhood Area Policy 4.9a for additional information. Send a completed request form and other required materials to [tbeghtol@dhlw.org](mailto:tbeghtol@dhlw.org).

### Applicant Information

Name of Organization:	Wayland Area Childcare Organization - Little Me & Company Childcare Center
Address:	217 West Main Street, P.O. Box 293
City & Zip:	Wayland, Iowa, 52654
Name and title of person completing the application:	Linda Boshart, Board of Directors Vice President
Email:	boshart.linda@gmail.com
Phone:	319-750-1262

### What type of organization or business is requesting the funding? Select One

- Community Organization or Non-Profit that is NOT childcare
- Licensed Child Care Center
- Registered Child Development Home
- Child Care Home accepting CCA
- Child care home business not registered with HHS

### For Childcare Applicants Only:

What is your current QRS/IQ4K achieved level? none

Will the items/activity requested increase your current QRS/IQ4K level? No

Total requested amount \$ 700

**Required materials to include with your application:**

\*For one-time purchases include copies of any quotes, order forms, or advertisements that justify the amount requested.

\*For short term activity include a detailed budget with narrative explaining all costs.

\*All requests from **childcare businesses must** include a note of support from CCR&R consultant, CCNC, or HHS. The note may be sent directly from the agency to [tbeghtol@dhlw.org](mailto:tbeghtol@dhlw.org)

**Provide a brief description in the box below about what you are requesting funding for and why.**

We are requesting funds to purchase two quad stroller wagons. We currently have eight infants enrolled in Little Me & Company (full capacity) and would like to have the capability to take them outside when the weather is nice. Taking children for a stroller ride offers more than just a change of scenery—it provides numerous developmental and health benefits. Fresh air and natural sunlight help support vitamin D production and overall well-being, while the gentle movement of the stroller can have a calming effect, reducing fussiness and promoting better sleep. Outdoor walks also stimulate a child’s curiosity and sensory development, as they encounter new sights, sounds, and smells. Additionally, stroller walks encourage physical activity for the caregiver, creating a shared opportunity for bonding and conversation, strengthening emotional connections and supporting social development.

Link to quad stroller wagon:  
<https://www.target.com/p/safety-1st-summit-quad-stroller-wagon-gray-harbor/-/A-92794735>

**ASSURANCE:** *By signing below the applicant affirms that all information in this request and supporting material are correct and true. If awarded funding, the Applicant is responsible for purchasing the item and then sending copies of receipts for reimbursement.*

Signed: Linda Boshart

Digitally signed by Linda Boshart  
Date: 2025.11.06 16:25:18  
-06'00'

Date: 11/06/2025



Explore Gift Ideas

Shop all Safety 1st  
**Safety 1st Summit Quad Stroller Wagon**

★★★★☆ 25 | 4 Questions

**\$349.99**

Color Gray



- Pickup**  
Not available
- Delivery**  
Check availability
- Shipping**  
Arrives by Tue, Nov 11



[www.iowaccrr.org](http://www.iowaccrr.org)

To: DHLW+M Early Childhood Iowa Board

November 12<sup>th</sup>, 2025

## To DHLW+M ECI Board,

Little Me & Co has been a licensed child care center operating in its current location since 2024. The program is licensed to serve up to 50 children and is the only regulated child care program in Wayland and the surrounding areas. Little Me & Co adheres to the Iowa Department of Health and Human Services (HHS) Rules and Regulations.

The center has partnered with Child Care Resource & Referral (CCR&R) to receive consultation and technical assistance in support of its program goals. Naomi Thomas has served as Center Director since the program opened in 2024. During this time, the program has experienced growth, allowing it to expand services to the most needed age group: infants and toddlers.

Little Me & Co is requesting funding for two strollers/wagons to regularly outdoor experiences for its younger children. These outings offer valuable developmental and health benefits, and the requested equipment will make the opportunities more accessible and safe.

The program is aware of HHS regulations regarding walking trips, including maintaining appropriate child-to-staff field trip ratios, carrying first aid kits, and securing authorization forms. This is the first time the program has applied for funding related to this initiative.

*Jodi Norton*

Child Care Consultant Supervisor  
Child Care Resource & Referral of Southeast Iowa  
Community Action of Eastern Iowa  
[jnorton@caeiowa.org](mailto:jnorton@caeiowa.org)

p (319) 321-8810  
500 E. 59<sup>th</sup> St, Davenport, IA 52807  
Serving 19 Counties

*We are here for you!*

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**CONTRACT AMENDMENT**

<b>CONTRACT #:</b> DHLWM – 26 - 008	<b>AMENDMENT #:</b> 001
<b>CONTRACTOR:</b> Cheryl Flaatten	<b>CONTRACT TITLE:</b> <b>Preschool Scholarship Coordination</b>

This contract is amended to add a procedure for receiving and paying tuition bills from preschools.

Specific additions to the current contract language include the following sections and corresponding details:

- 1.3.1.3 Provide one (1) Preschool Scholarship Program Coordinator. The duties of the specialist shall include, but are not limited to:
  - E. Monitor attendance rates for children receiving scholarships and notify preschools if the attendance needs improvement. Less than 80% attendance on a regular basis requires improvement for retaining a scholarship.
  - F. Submit a *Preschool Tuition Claim Form* monthly to the DHLW+M Director. The form shall include total monthly tuition for each participating preschool. The Preschool Scholarship Coordinator shall ensure that the tuition bills are accurate. The DHLW+M Director shall review claims and submit for payment directly to the participating preschools from the Contractor’s fiscal agent.

All other terms of the contract remain in effect. The contractor specifies no additional changes have been made to the Special, General or Contingent Terms.

The parties hereto have executed this contract amendment on the day and year last specified below.	
<b>For and on behalf of the ECI Area Board:</b>	<b>For and on behalf of the Contractor:</b>
By: _____	By: _____
Matt Latcham, Board Chair	Cheryl Flaatten

**MEMORANDUM OF UNDERSTANDING**  
 Between  
**DHLW+M Early Childhood Area**  
 and  
**Jim Gill, Inc**

This agreement is entered into by and between **DHLW+M Early Childhood Area Board (DHLW+M) and Jim Gill, Inc** for family music concerts with literacy activities and one training session for early childhood professionals.

Identity of parties

- DHLW+M Early Childhood Area address is PO Box 882 Washington, IA. 52353.
- Jim Gill, Inc. address is 835 N Kenilworth Ave, Oak Park, IL. 60302. Jim Gill, Inc. is an independent contractor organized under the laws of Illinois. (FEIN = 36-3849669).

**Jim Gill, Inc. will:**

1. Provide three (3) family concerts with a literacy activity. Concerts and literacy activities will occur as follows:

CONCERT SCHEDULE		
*Concert start times and location may be modified by either party within 30 days of the event.		
DATE	TIME	LOCATION
Friday March 27 <sup>th</sup> 2026	5:30pm	Williamsburg, IA.
Saturday March 28 <sup>th</sup> 2026	10:00am	West Burlington, IA
Saturday March 28 <sup>th</sup> 2026	3:00pm	Keokuk, IA
Friday April 24 <sup>th</sup> 2026	5:30pm	Ottumwa, IA

2. Provide one (1) 90 minute training session at the Southeast Iowa Early Childhood Summit, annual conference on April 25<sup>th</sup> 2026 in Fairfield, IA. The training shall include instructional content on music play and literacy activities to early childhood professionals.
3. Provide liability insurance certificate(s) within 30 days of the start of this agreement.
4. Submit invoices for payment to Tasha Beghtol via email at [tbeghtol@dhlw.org](mailto:tbeghtol@dhlw.org).

**DHLW+M will:**

1. Reserve and prepare locations for the activities. Preparation shall include providing tables and chairs and coloring supplies for the literacy activity following the concerts.
2. Provide payment to Jim Gill, Inc. upon receipt of invoices and completion of services.

**Compensation:**

Jim Gill, Inc. will be paid for the concerts and training described in this agreement a fee not to exceed \$12,000. All expenses related to the completion of the five (5) events are included in the total fee. The fee will be paid in two (2) equal disbursements. Final payment will be provided upon conclusion of the last event.

**Essential Terms and Conditions:**

1. This agreement may be terminated by any party by providing written notice 30 days in advance.
2. This agreement shall take effect on February 1 ,2026 through April 30, 2026.

**Execution of agreement:**

\_\_\_\_\_

**DHLW+M Early Childhood Area Board Chair**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Jim Gill, Owner**

\_\_\_\_\_

**Date**



**FACILITY LICENSE AGREEMENT**  
**Expo Hall + Cambridge/Smith**  
**Professional Development Day**  
**Saturday, April 25, 2026 | 7am- 4pm**

This Facility License Agreement (“**AGREEMENT**”), entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2026 by and between: **Fairfield Arts and Convention Center** (“**CENTER**”) and (“**CLIENT**”)

**DHLW Early Childhood Area**  
**Tasha Beghtol**  
**PO Box 882**  
**Washington IA. 52353**  
**tbeghtol@dhlw.org | 319-461-1369**

The parties agree as follows:

**DEPOSIT & BOOKING CONFIRMATION**

**CLIENT** agrees to submit a non-refundable deposit of **\$950** and a signed Agreement by **January 31, 2026** to secure the event reservation.

The **CENTER** will hold the requested date in good faith until the due date stated above.

If the signed **AGREEMENT** and deposit are not received by the due date, the **CENTER** may release the date to other clients without further notice.

For events scheduled within 14 days of the contract issue date, full payment is due at signing.

**DEFINITIONS**

- **AGREEMENT:** This Facility License **AGREEMENT** and all attached or referenced **ADDENDUMS**.
- **CENTER:** Fairfield Arts and Convention Center, located at 200 North Main Street, Fairfield, Iowa 52556.
- **CLIENT:** The individual or organization entering into this **AGREEMENT** with the **CENTER**.
- **EVENT:** The event described in this Agreement, including all related activities hosted or prepared for at the **CENTER**.
- **ADDENDUMS:** Any supplemental documents attached to or incorporated by reference into this **AGREEMENT**.
- **FACILITY RENTAL:** Refers to all non-food charges associated with the **EVENT**, including room rental or event package, labor, equipment, decorations, and marketing services provided by the **CENTER**.

**EVENT PROMOTIONS & NAME USAGE**

**CLIENT** may only refer to the venue as **Fairfield Arts and Convention Center** in all materials, including print, online, and social media. No other names, abbreviations, or descriptors may be used. All promotional materials referencing the venue—such as flyers, posters, invitations, ticketing pages, press releases, websites, and social media posts—must be submitted to the **CENTER** for written approval prior to public release. Failure to comply may result in delayed promotion, required revisions, or restricted access to the facility. Use of the **CENTER**'s logo in any form is strictly prohibited.

### **SCOPE OF USE**

CLIENT is permitted to use the designated space(s) at the CENTER solely for the EVENT described in this AGREEMENT and for no other purpose. Reserved space(s): **Expo Hall + Cambridge/Smith**

**EVENT DATE: April 25, 2026**

**EVENT BEGINS: 7am**

**EVENT ENDS: 4pm**

**CLEANUP BEGINS:** Immediately after the EVENT. The facility must be vacated—by all guests, vendors, and belongings—by 12:00 AM sharp. This deadline is strictly enforced.

### **PAYMENT**

A non-refundable deposit equal to 50% of the total FACILITY RENTAL is due with the signed AGREEMENT. The remaining balance is due 14 days prior to the EVENT. Final menu selections and full payment for pre-ordered food and beverage must be submitted no later than 14 days prior to the EVENT.

CLIENT is required to provide a valid credit card to be kept on file with the CENTER for all post-event charges, including beverage and bar services, damages, policy violations, or excessive cleaning. The CENTER will automatically process any outstanding balance on this card following the EVENT. If CLIENT is unable to provide a credit card, an alternative payment method must be arranged and approved in writing by the CENTER prior to the EVENT.

Changes to the event schedule, space usage, or staffing needs requested within 14 days of the EVENT may result in a minimum \$50 late change fee. Additional labor or facility access required as a result of these changes will also be billed at a minimum of \$25/hour (pre-event) or \$50/hour (post-event) at the discretion of the CENTER.

No use of the facility is permitted past 12:00 AM. A \$100 penalty will be charged for every 30-minute period (or portion thereof) that the facility is not fully vacated after 12:00 AM.

Any remaining balance will be charged to the card on file or paid within 10 days of invoice. Late payments are subject to an 18% interest charge.

### **ADDENDUMS**

The following ADDENDUMS are incorporated into this AGREEMENT and are required for all EVENTS and must be completed before any EVENT is considered confirmed:

- X Event Settlement Addendum

No EVENT is fully confirmed until all required Addendums are submitted and approved by the CENTER.

### **CANCELLATION**

All cancellations must be submitted in writing.

- Cancellations made 15 or more days before the EVENT will receive a refund of any payments made excluding the non-refundable deposit, processed within 10 business days.
- Cancellations made within 14 days of the EVENT are not eligible for a refund.

Refunds may incur processing fees based on the original payment method. Exceptions to this policy may be granted at the sole discretion of the CENTER.

### **FOOD & BEVERAGE**

The CENTER offers in-house food options and may approve outside catering only if specific food items requested by the CLIENT are not available through the CENTER. All outside catering must be pre-approved in writing, and caterers are required to provide proof of liability insurance and authorization to serve food in the state of Iowa. CLIENT must submit all required documentation to the CENTER at least 14 days before the EVENT.

The CENTER is the sole licensed provider and server of all alcoholic beverages on the premises. No outside alcohol is permitted, and no individuals, vendors, or caterers may serve alcohol under any circumstances.

Due to state law and our licensing, any violation of this policy—including a guest or vendor bringing or serving alcohol—will result in a **\$500 penalty** added to the final invoice. The CENTER reserves the right to terminate the EVENT if such violations occur.

#### **COST ESTIMATE**

The CENTER will provide a written cost estimate based on the EVENT details submitted by the CLIENT. This estimate is a good-faith projection and may not reflect final charges.

CLIENT is financially responsible for all final EVENT costs, including but not limited to:

- additional labor, technical services, or equipment requested by CLIENT;
- catering services, food & beverage, and related fees;
- extension of rental time or use of additional spaces not included in the original agreement;
- any other services or resources provided at CLIENT's request that were not part of the original estimate;
- damages to the CENTER's facilities, equipment, or property caused by CLIENT, CLIENT's guests, or vendors; and
- costs or penalties incurred due to CLIENT's violation of CENTER policies.

Any such charges will be added to the final invoice and reflected in the Event Settlement ADDENDUM.

#### **CLIENT'S INDEMNIFICATION**

CLIENT agrees to defend, indemnify, and hold harmless the Fairfield Arts & Convention Center, its board, officers, employees, agents, and affiliates from and against any claims, damages, losses, or expenses—including reasonable attorney's fees—arising out of:

- Injury, illness, or damage to persons or property resulting from the actions or negligence of the CLIENT, their guests, vendors, contractors, or agents;
- Any services or products provided by the CLIENT or their vendors;
- Any failure by the CLIENT to comply with the terms of this AGREEMENT.

This obligation is not limited by any workers' compensation or insurance benefits available to CLIENT or their vendors.

The CENTER and CLIENT also waive all rights against each other for loss or damage covered by insurance, including fire, theft, vandalism, or other extended perils.

#### **FACILITY USE POLICIES**

The CLIENT agrees to the following rules and acknowledges that failure to comply may result in additional charges or penalties:

Smoke-Free Facility: Smoking and vaping are prohibited in all areas of the CENTER.                     initials

Helium Balloons: Not permitted without a signed waiver. Helium tanks are strictly prohibited.                     initials

Glitter & Confetti: Not permitted anywhere on the premises.                     initials

Duct Tape: Use of duct tape on any surface is prohibited.                     initials

Open Flames: No open flames (such as candles) are allowed without prior written approval from the CENTER.                     initials

Alcohol Service: All alcohol must be provided and served by CENTER staff. No outside alcohol is permitted.                     initials

Late Changes: Changes or special requests made within 14 days of the event may incur a minimum \$50 fee.                     initials

**GOVERNING LAW**

This AGREEMENT shall be governed by and interpreted in accordance with the laws of the State of Iowa. Any legal action arising from this Agreement shall be brought in a court located in Jefferson County, Iowa.

**FORCE MAJEURE**

Neither party shall be held liable for failure to perform their obligations under this AGREEMENT if such failure is caused by events beyond their reasonable control, including but not limited to: natural disasters, fire, flood, extreme weather, government restrictions or regulations, acts of war, terrorism, civil unrest, labor disputes, power outages, or major transportation disruptions.

If a Force Majeure event prevents the EVENT from occurring as scheduled:

- CLIENT may reschedule the EVENT for a future date within 12 months, subject to CENTER availability.
- If rescheduling is not possible, CLIENT may receive a refund of all payments made, excluding a \$100 administrative fee

A Force Majeure cancellation shall not be considered a breach of this AGREEMENT, and neither party shall be liable for any resulting damages.

**RESCHEDULING**

CLIENT may request to reschedule the EVENT with a minimum of 30 days' notice, subject to availability. The non-refundable deposit will be applied to the new date.

CLIENT is permitted to reschedule the EVENT once at no charge. Any additional rescheduling requests will incur a \$50 rescheduling fee per occurrence.

Rescheduling requests made within 30 days of the original EVENT may be treated as cancellations and are subject to standard cancellation terms.

**DÉCOR & INSTALLATIONS**

All decorations and installed elements (including lighting, signage, drapery, staging, etc.) must be approved in advance by the CENTER. Nothing may be attached to walls, floors, ceilings, doors, or fixtures without written permission from the CENTER. CLIENT is responsible for any damages or cleaning costs resulting from unauthorized decorations or equipment.

**VENDOR ACCESS**

All vendor deliveries, setup, and breakdown must be scheduled in advance with the CENTER and occur within the contracted rental window. CLIENT must ensure all vendors are aware of and comply with CENTER policies.

Vendors must vacate the facility by the contracted end time unless otherwise approved in writing by the CENTER.

**PHOTOGRAPHY & PROMOTION**

Unless otherwise requested in writing, CLIENT grants the CENTER permission to use images of the EVENT for promotional purposes, including use on the CENTER's website, social media, or printed materials. The CENTER agrees not to use identifying information about the CLIENT without prior consent.

**PERSONAL PROPERTY**

The CENTER is not responsible for lost, stolen, or damaged personal property belonging to the CLIENT, their guests, vendors, or contractors during the EVENT. All items must be removed from the premises by the end of the contracted rental period unless otherwise approved in writing.

**FINAL ACKNOWLEDGEMENT & SIGNATURE PAGE**

Reservation & Payment Summary

Item	Amount	Due Date	Initial
Non-Refundable Deposit (50%)	\$950.00	At signing	_____
Remaining Balance (50%)	\$957.25	14 days prior to event	_____
Pre-Ordered Food Payment	TBD	14 days prior to event	_____
Post-Event Beverage Charges	TBD	Billed after event	_____

**Policy Acknowledgments**

By signing below, CLIENT confirms they have read, understood, and initialed all critical policy items listed in the "Facility Use Policies" section of this AGREEMENT, including rules regarding alcohol, décor, vendors, and late changes.

**Agreement Signature**

By signing below, CLIENT acknowledges that they have read and understood this AGREEMENT and all attached ADDENDUMS and agree to abide by its terms.

For CENTER:



Lindsay Bauer  
Executive Director  
Fairfield Arts & Convention Center

January 8, 2026

For CLIENT:

{ \_\_\_\_\_ }  
Signature

Print Name \_\_\_\_\_

Title \_\_\_\_\_

If Non-Profit:  
SSN# \_\_\_\_\_ or

FEDERAL TAX ID# \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Make all checks payable to: **Fairfield Arts and Convention Center**  
**200 N. Main Street**  
**Fairfield, IA 52556**

**FOR ONLINE PAYMENT AND DEPOSITS**  
**SCAN QR CODE OR FOLLOW LINK**  
[https://swipesimple.com/links/lnk\\_f5f2ffcb](https://swipesimple.com/links/lnk_f5f2ffcb)



# DHLW+M Early Childhood Area

*Des Moines, Henry, Louisa, Washington, Muscatine*

## Administrative Update

### JANUARY 2026

#### ECI State Board

The ECI State Board met on December 2<sup>nd</sup> 2025 and January 9<sup>th</sup> 2026. ECI meeting information can be found on the [Iowa HHS website under 'public meetings'](#) and members from the public are welcome to attend.

Agenda items from December 2<sup>nd</sup>, 2025 included:

#### LAKES ECI Area Board Termination Plan

- 2 service coverage options were discussed. The board approved option A which stated:
  - Designate HHS to end the Lakes Board service contracts (family support contracts and I-Smile) and to re-issue the former Lakes Area Board's contracts for service for the four counties (family support contracts and I-Smile for FY26.

#### HAWC ECI Area Board Action Plan Update

- The HAWC board is currently on a corrective action plan monitored by the state team.

#### FY25 Annual Report Preview

- Dr. Heather Rouse, ISU, shared slides and answered questions about performance measure data from services funded by ECI areas in FY25.

#### Workshop focused on an updated designation process

- General discussion about current and future options for designation

Agenda items from January 9<sup>th</sup>, 2026 included:

#### FY25 Annual Report

- The FY25 Annual Report was approved with minor format adjustments and edits.

#### HAWC ECI Action Plan

- Amanda Winslow provided updates on the HAWCs corrective action plan. The director has resigned and improvements are still needed. Action was taken to give the HAWC board a month to have discussions with local partners that may step in to provide day-to-day oversight until additional regional/district discussion may happen.

#### Service contract assumptions from Lakes underway

- Updates on contracts in the Lakes area and approval of invoices

#### Tool FF

- Amanda McKee provided updates and information about changes to Tool FF and family support home visitation eligibility requirements. The state Board approved Tool FF changes that will go into effect July 1, 2026.

#### Scott County Letter

- Discussion held regarding Scott County's family support home visitation unspent funds.

#### Tools from the Toolkit

- Discussion about Policies and Procedures for ECI Areas. Tools are being incorporated into P&P manual. Members agreed to convene workgroups to review the draft documents.

\*\*UPDATE since the January 9<sup>th</sup> meeting – the state team has scheduled weekly ‘optional office hours workshops’ starting January 30<sup>th</sup> for review of the comprehensive operations manual.

#### Workshop focused on updated designation process

- Emily Westergard, Board Chair, shared a draft process for developing a new designation process for ECI Areas.

#### ECI State Board Membership

- Discussion about getting applicants to fill the current 5 citizen positions that are open.

### **District update**

#### District 6 (D6)

The ECI District 6 Board Elect met virtually on December 17<sup>th</sup>, 2025 (additional notes included at the end of this update) and discussed scenarios for changes to ECI boundaries. Members agreed to continue to meet for updates until more concrete decisions are provided by the state. The next D6 Board Elect meeting will be held virtually on January 21<sup>st</sup>, 2026 at 5:00pm. Agendas can be found on local ECI Area websites.

The Infant Early Childhood Mental Health (IECMH) consultant programs serving counties in D6 meet on a quarterly basis to network and learn from each other. This group met on January 5<sup>th</sup> and talked about ways to define what an IECMH consultant does day-to-day and how to better tell the story of the work they do in reports. Amanda McKee, state ECI office, joined the group to learn more and provide feedback. Members agreed to work on developing a list of agreed upon definitions related to the field, and a brief description of what they do by setting, (childcare, family support, community). Final documents will be shared with the ECI state office as information.

#### District 7 (D7)

Directors from ECI areas with counties in D7 met on December 5<sup>th</sup> & 19<sup>th</sup> 2025. Committees have been formed to work on various procedures and plans for possible transition of boundaries. D7 will hold it’s first in-person meeting with Directors and identified Board Elect members on February 6<sup>th</sup>, 2026 in Iowa City. This will be a retreat meeting from 10am – 2pm.

### **Summit**

The SE IA Early Childhood Summit committee and activities have expanded to include the Mahaska/Wapello ECI Area. Jim Gill concerts will take place in Williamsburg (3/27), West Burlington & Keokuk (3/28), and Ottumwa on (4/24). The annual conference will take place on April 25<sup>th</sup> in Fairfield. It is open to all early childhood professionals including childcare staff, preschool teachers, family support, and anyone working in the field. Jim Gill will provide the morning keynote session. The next Summit Committee meeting is February 5<sup>th</sup>, 2026 at 10am.

For more information or to participate in the virtual meeting contact Tasha at [tbeghtol@dhlw.org](mailto:tbeghtol@dhlw.org)

### **Association of ECI Area Boards and Advocates**

The Association will begin hosting legislative updates with Matt Eide and Kate Walton starting January 26<sup>th</sup> at 10am. Association members, directors and local board members are welcome to attend. For more information and to RSVP go to [aeciaba.org](http://aeciaba.org) events tab.

### **Office updates**

- Central Iowa Juvenile Detention Center (CIJDC) has requested that all documentation be submitted along with payment vouchers. All receipts that are provided and reviewed by the DHLW+M Director are now also sent to the fiscal agent, CDJDC.
  - CIJDC has requested that all ECI Area boards provide them with a Personnel Handbook. The primary purpose of the request is related to PTO as determined by the local board.
  - The state ECI office implemented a Qualtrics reporting process for use by local ECI Areas in FY25. ECI Areas must now report performance data to the state at mid-year and yearend. Local contractors must submit 2<sup>nd</sup> QTR reports by January 20<sup>th</sup>. The state Qualtrics report is due on February 26<sup>th</sup>.
- 

12-17-25

ECI District 6 (D6) Board-Elect minutes

This meeting took place via zoom with the following present:

D6 members: Kecia Appelby, Dr. Amanda Gerber, Unity Stevens, Patricia Hinrichs, Sue Kientz, Kris Rankin, Garrett Ross, Blaire Siems, Matt Latcham, Seth Meyer

ECI Directors: Tasha Beghtol, Ginger Knisley, Pat McReynolds, Amy Blanchard, Erin Monaghan, and Tammy Wetjen-Kesterson

Guests: Amy McLaughlin, Jackie McCracken, and Cyndi Mears

Tasha opened the meeting at 5:00 pm with a welcome and an overview of the plan for the meeting

There was no response to a call for public comment

**THRIVE application highlights:** The awards were not announced as scheduled. At the area Director's meeting it was expressed that we should not pursue Thrive like service types such as housing.

**The Future of ECI:**

Tasha prepared and shared a document outlining scenarios of what the future of ECI may look like and who has control of which parts. Highlights of that discussion and further updates:

The state ECI board is meeting again January 9<sup>th</sup>. The chair of that board has been reaching out to small groups of ECI Directors and gathering information. The action of the state board of allowing HHS to take over directly the Lakes Area contracts rather than giving that to a neighboring ECI area is concerning. There is no precedent to that.

D6 Elect members concerns and comments included:

If the state takes over, our work won't matter. We need patience right now and to not lose hope, we need to help guide the process. We need clear and concise paths to move forward. Some counties chose not to join our letter of intent, so we are not really D6 (further discussion that this body desires input with the "missing counties" but does not know how to proceed.). Fear of loss of control and feeling as though we have hit a wall with no guidance. Clearly HHS can do many things without oversight. The board is not a fan of flailing but don't want to get behind in the process as change is clearly coming. Could move forward somewhat by proposing what the map should/could look like. State says it is a lot of extra work to take over the Lakes contracts but ECI Directors volunteer for more and more duties.

**Next steps:**

D6 Board Elect and Directors will continue to meet on the established schedule of the 3<sup>rd</sup> Wednesday at 5:00 pm to maintain communications and relationship building, react and respond to any potential action at the state board or legislative level, and Directors will focus on the background work of staff structures, fiscal agent, board dissolution procedures, etc.

This meeting was adjourned at approximately 6:00 pm. The next D6 meeting will take place Wednesday, January 21, 2026 at 5:00 pm via zoom.

Minutes provided by Ginger Knisley