**Scott County Kids
Early Childhood Iowa
Meeting Minutes**

**Meeting Date:** February 3rd, 2015

**In Attendance:** Mary Drees, Marc Engels, Chris Skaala, Tom Taylor, Scott Cauwels, Carolyn Scheibe, Sheri Flack, Mary Dubert, Jay Sommers and Rich Clewell

**Excused:** Rep. Cindy Winckler, Larry Barker, Pastor Rodgers Kirk

**Absent:**  Linda Greenlee

**Guests:** Donna Moritz; Bi-State, Michelle Cullin; Genesis VNA, Brent Ayers; Davenport YMCA, Lorelei Pfautz; Friendly House, Renee Rankin; Friendly House, Molli Nickerson; Scott County Kids Decat

**Staff:** Diane Martens, Jesse Mumm

\*\*please note that action items were addressed first, at the beginning of the agenda, due to time constraints.

**Call to Order:** Engels called the meeting to order at 11:35a.m. Introductions were made.

**Approval of Minutes for September, November and December:** Martens explained there was a typo in the September minutes, the cost of CPR First Aid from the Red Cross was $100 in the minutes at Contracts Management and during discussion $110 was the amount discussed. Martens talked to Moritz regarding this as the contract with Red Cross was set to begin. Moritz advised having revised minutes approved. Clewell motioned to approve the September 2nd, 2014 minutes, seconded by Dubert. All aye votes, motion carried. Clewell motioned to approve the November 4th, 2014 minutes, seconded by Drees. All aye votes, motion carried. Skaala motioned to approve the December 12th, 2014 minutes, seconded by Flack. All aye votes, motion carried.

**Old Business**

 **Fiscal Issues**

 **FY15 Expenditures**Moritz referred to the Early Childhood expenditures noting December being 50% through the fiscal year and Early Childhood funds are 40% spent. Moritz continued with the State School Ready funds, noting they are 50% through the year and 43% spent. Total funds are 50% through the year and are 42% spent with a remaining balance of $1,075,501.21.

 **Maternal, Infant and Early Childhood (MIECHV)**Martens stated that Parent Pals is holding a lunch and learn on February 13th. If anyone is interested please contact Martens so that she can forward you the information, RSVP is due by February 9th.

 **Levels of Excellence**

The Bi-State Regional Commission has provided us with a proposal for help with preparing the Community Plan. The LOE Committee has reviewed the proposal and is pleased with the total cost of $7,296 which spans FY15 and FY16. The cost could be paid from admin funds. Additional SR Quality funds could be used to replenish staffing. Bylaws are prepared for board’s approval; we are still lacking board members to approve these.

Dubert moved to go into contract with Bi-State for help preparing the Community Plan at $7,296 and to use SR Quality funds to replenish Admin, seconded by Clewell. All aye votes, motion carried.

 **Muscatine ECI**Martens reported that she received an email from Melanie Langley in December stating she would be gathering the information requested by SCKECI. Langley also said she is coordinating a meeting with Cedar/ Jones ECI for January or February. Martens stated that the State Board mentioned giving Muscatine ECI another year extension. Clewell reported that the State Board’s committee will be meeting to establish firm dates of progress for the merger. Dubert is curious to know if the state board is aware of Muscatine’s financial situation. Clewell responded that the board is aware. Dubert is very concerned about the financial state of Muscatine ECI, and she feels that the state needs to fix the financial side before the merger, even if that means sending state staff to Muscatine County.

**New Business**

 **Presentation: Child Care and Preschool Scholarships-Renee Rankin and Lorelei Pfautz**

Rankin and Pfautz gave an overview of the Child Care and Preschool Scholarships. Rankin reported that Income Evaluations of the families are done every 6 months to make sure they still qualify for the services. In Evaluations families are asked “How does the scholarship help you and your family?” If a family is right at the 100% poverty rate than they are referred to Head Start first. If Head Start is unable to provide assistance than the Friendly House steps in. Dubert asked if there is anything in the program that is an obstacle or barrier. Rankin responded that the child is required to have an 85% attendance rate. Sometimes there could be an acceptation to that such as; an extended holiday, extended illness. Rankin gave the example that over the winter there was a child with an illness that required him to be admitted into the hospital for an extended period of time. That family lost their scholarship because he missed too many days. Rankin and Pfautz feel this is an important rule but could benefit from ‘acceptance rules’.

 **Audit**

We received the report back from Tami Foley for the review of FY14 Federal funds. No Follow-up is required. The Recommendation and Summary states; The reviewer identified areas for possible improvements in the “Comments” section of the Monitoring Worksheet and in the Review Comment Worksheets attached. In addition, reviewer recommends that the board continue to strengthen the ‘Scope of Services’ section in contracts so that contractor performance expectations are measurable. Although no specific issues were identified. Martens noted hat she signed up for DHS Contracting Classes. Martens also said that she and Moritz are reviewing the information and may request some clarifications.

 **Early Head Start**

Community Action of Eastern Iowa applied for 12 home based slots and requested a letter of support from the board. Barker was able to sign the letter. On January 23rd Roger Pavey forwarded an email letting us know CAEI was awarded $100,000. These slots will be used more in the Clinton area.

 **Amendment to State ECI contract**

Martens received an email from Shanell Wagler on December 16th explaining that because this year the state board policy changed from requiring quarterly to semi-annual financial updates an amendment to state ECI contract is needed. Barker signed the amendment, the amendment has been returned to Wagler.

 **Early Childhood Coordinating Council**

The next meeting is scheduled for February 25th at 11:30a.m. All board members are encouraged to attend.

**Committee Reports**

 **Contracts Management** **Committee Report**

The committee is recommending accepting the proposed budget amendment for AIM4Excellence. The current budget is $35,810 (for 10 participants), the revised proposal amount is $15,010. The program has only four participants.

Clewell made a motion to approve the decrease in the AIM4Excellence budget from $35,810 to $15,010, seconded by Dubert. All aye votes, motion carried.

 **Home Visitation Proposal**

Genesis was the only agency to respond to the request for proposal. The proposal was reviewed by Mary Drees, Mary Dubert, Dr. Don Healy, Donna Moritz and Diane Martens. The proposed program is called Family Connects. The program is evidenced based. The review committee was very impressed with this program. Moritz noted that the amount of funding Genesis is contributing to the startup for this program is very impressive. The program would have startup cost and activities in FY15, actual services would begin in FY16. The Contracts Management committee is recommending moving forward contracting with Genesis for the Family Connects program contingent upon approval from the ECI State technical assistance team. This program would replace Universal Assessment. Funding for FY15 would come from Support Quality Improvement Funds ($5,722.00) and Family Support and Parent Education Funds($27,117.99) for a total of $32,890.00. Next year’s funding would come out of the allocated Universal Assessment and Nest funds for a total of $127,505.00.

Clewell moved to approve entering into contract with Genesis for the new program Family Connects contingent on approval from the State Technical Assistance Team, seconded by Dubert. All aye votes, motion carried.

 **Outcomes**

 **Committee Report**

The second quarter reports were due February 1st. Martens will be setting up a meeting with the committee to review the reports.

 **REDCaps Report**

At the December ECI Coordinators meeting the Family Support Administrative Update noted they had not determined yet what can or would be used for the state annual report due to many issues with the report.

 **Nominations**

 **Committee Report**

 **Election of Officers**

Chris Skaala’s term is up for re-election. Sommers made a motion to approve Skaala for a second term, seconded by Engels. All aye votes, motion carried.

Chair Person: Larry Barker-Sommers made a motion to approve Barker for Board Chair, seconded by Clewell. All aye votes, motion carried.

Vice Chair Person: Marc Engels-Clewell made a motion to approve Engels for Vice Chair, seconded by Dubert. All aye votes, motion carried.

Secretary: Christine Skaala-Sommers made a motion to approve Skaala for Secretary, seconded by Clewell. All aye votes, motion carried.

Tom Taylor has submitted his application to return as a board member. Sommers made a motion to approve Taylor as a board member, seconded by Skaala. All aye votes, motion carried.

Martens noted that Shirleen Martin’s second term ended in December. The board is still in need of one board member. There will be an ad in the February issue of Family Focus.

 **Public Awareness**

 **Committee Report**

Twin State is finishing up the website and it should be up and running this month. Public Awareness will be looking at different advertising options once the website is launched.

**State Early Childhood Iowa**

 **State ECI Board Meeting: 1/9/2015 Report from Clewell**

\*\*See ‘Muscatine ECI’ above.

 **State ECI Coordinator Meeting: 12/3/2014 Report from Martens**

Martens attended the coordinator meeting. Clewell and other State Board members also attended. The board members were there to let coordinators know they are supportive of ECI. The group participated in an exercise of listing strengths and challenges of various options for ECI. Chad Dahms from the Department of Human Services addressed the group and provided a handout (which was included in the packets) regarding the Child Care Development Block Grant (CCDBG) Act of 2014. Dahms explained that they are still learning about the expectations for these changes. A couple of highlights are; 12 month eligibility and phase-out of assistance for child care assistance.

**Legislative Updates**

March 5th is Day on the Hill. Martens provided the board with a handout on Day on the Hill and the 2015 Policy Priorities from the Child Family Policy Center.
**Other**

 **Site Visits**

Martens has scheduled site visits with all contractors for FY15. A schedule of the site visits is included in the packets. Board members are encouraged to attend. Please contact Martens if you are interested and she will provide location and other details.

 **FY16 Re-application Process**

Martens provided the committee with the anticipated schedule for the FY16 re-application process. Martens also suggested offering an open application for the Early Childhood Funds. If there are any concerns or changes to be made please let Martens know.

 **Rep. Winckler has contacted Shanell Wagler**

Regarding the board’s concerns around the changes to Tool G, Tool FF and outreach for Home Visitation programs Wagler would like to meet with SCKECI Board members. Martens has been in contact with Barker and Rep. Winckler to coordinate meeting times.

 **Scott County Family Y**

Deb Gustafson from the Scott County Family Y submitted an application for equipment for $44,000 for the new site being built as well as the Newcomb Church Child Care site. The application was received following the Contracts Management meeting. Martens asked the board if the process could move forward without the committee review of the items. Dubert asked Brent Ayers if one more month would put them behind schedule and it will not. Dubert is recommending moving forward with the usual process. Ayers did report that they have been proactive in getting the Child Care Nurse Consultant’s approval of the items and have removed the ones she had concerns about. This new center will provide child care for 104 children; 44 new slots. The Downtown Child Care Center will close once this new site is open.

**Public Input**

None
**Next Meeting**Next Meeting: March 3rd, 2015

Clewell moved to adjourn the meeting at 1:12p.m., seconded by Taylor. All ayes, motion carried.