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

**Meeting Date:** April 7th, 2015

**In Attendance:** Larry Barker,Marc Engels, Chris Skaala, Carolyn Scheibe, Linda Greenlee Linda Representing Pastor Rodgers Kirk, Mary Drees and Rich Clewell

**Excused:** Rep. Cindy Winckler, Sheri Flack, Scott Cauwels, Tom Taylor and Mary Dubert

**Absent:** Jay Sommers

**Guests:** Donna Moritz; Bi-State, Tera Weets, Genesis VNA, Jacqueline Roscoe; Community Action of Eastern Iowa, Mary Jo Huddleston; CCR&R, Kathy Yoke; CCR&R, Pam Lynch; CCR&R, Kristin O’Toole; CCR&R, Tessa Amato; CCR&R

**Staff:** Diane Martens, Jesse Mumm

**Call to Order:** Barker called the meeting to order at 11:34a.m. Introductions were made.

**Approval of Minutes for March 3rd, 2015** Engels moved to approve the March 3rd, 2015 minutes, seconded by Clewell. All aye votes, motion carried.

**Old Business**

**Fiscal Issues**

**FY15 Expenditures**Moritz referred to the Early Childhood expenditures noting February being 67% through the fiscal year and Early Childhood funds are 56% spent. Moritz continued with the State School Ready funds, noting they are 67% through the year and 56% spent. Total funds are 67% through the year and are 56% spent with a remaining balance of $807,559.15. Clewell mentioned that DHS does not recommend funding Child Care Scholarships and inquired why we continue to fund them. Martens reported that often the families that utilized Child Care Scholarships are the families that falling through the cracks, the families often are just missing the DHS requirements. Martens also mentioned that Friendly House has a great system for identifying qualifications for the scholarships. Barker, Moritz and Martens all expressed their support in the program and explained that this gives parents a choice in child care rather than just settling.

**Levels of Excellence**

The Levels of Excellence Committee has met with Bi-State and some dates have been set. A fiscal assessment has been sent to area agencies. Additional questions have been added to provide more information to help the board in community planning. A parent survey has been created on Survey Monkey. An email with the link has been sent to area agencies as well as the Board so that the survey can be forwarded to parents. The email that was sent offered for hard copies of the survey to be dropped off at any agency or child care center upon request.

**Community Focus Group**

A community focus group will be held on May 14th, 2015. Location to be announced.

**Board Retreat**

The Board retreat will be held June 2nd, 2015 just prior to the regular board meeting.

**Maternal, Infant and Early Childhood (MIECHV)**Janet Horas, the State Home Visitation Director for IDPH, was at the April 2nd Contracts Management meeting and explained that HRSA (Health Resources Services Administration) has said they made a mistake with not funding Iowa. Horas reported that the state cannot appeal the decision at a federal level. Horas said there is enough money to maintain home visitation and some other essential functions of MIECHV until September 30th. At this time Horas has contracted with local agencies(in Scott County, Lutheran Services in Iowa) until June 30th because there is enough un-used funding to be able to contract until that time. Horas fully anticipates that with reducing to essential functions, there will be enough funding to re-contract until September 30th. Horas is cautiously hopeful that HRSA will correct the mistake and fully fund Iowa (including the expansion).

**Muscatine ECI**

On March 26th, 2015, Andrew Fangman, the Chairperson for Muscatine ECI, emailed Martens with Muscatine’s ECI end of year fiscal reports for FY14, a FY15 claims report, the AEA’s audit and the letter to the State ECI Board dated February 15, 2014 requesting a three-year waiver to delay a merger. This was included on the State ECI Agenda; Clewell reported that the State meeting was on Friday. The board will make a decision in June taking in to consideration the requests made from Muscatine ECI.

Scott County and Muscatine County previously met in December. At this meeting the Scott County ECI requested financial statements from Muscatine which were not received until March 26th, 2015. Moritz reviewed the statements noting that their fiscal agent is Mississippi Bend AEA, their School Ready Carryforward for FY15 is at 11%-$377,000 and their Early Childhood Carryforward for FY15 is at 13%-$105,000. She also noted that the end of year report audited by the MBAEA does not match the end of year report provided by the board.

Clewell also noted that at the State Board meeting Muscatine reported that they were under the impression that Scott County did not want to meet again. The State Board members informed them that that was incorrect. After clarification to the Muscatine ECI board, they provided Scott County ECI with Financial information.

**New Business**

**Presentation: Quality Child Care, Child Care Resource and Referral**

Huddleston introduced the group; Jacqueline-it is her third week on the job, Kathy-Fulltime Consultant for Scott County, Pam- Community Contact for 19 counties and marketing, Christine-Training Specialist, Tessa- Child Care Consultant, Mary Jo- 20 years with CCR&R, responsible for 19 counties in the area.

CCR&R provides referrals and helps parents choose child care. They provide training and technical assistance for child care providers.

*Christine*-CCR&R partnered with Scott County Kids for a Child Care Conference, 500 invites were sent, 78 people registered. There were several sessions, all topics chosen based on provider feedback; Relationships with Parents, Stress Management, Math Activities, Every Day Activities. 69 people attended (88% attendance rate). Each attendee received a $50.00 LakeShore voucher. 68/69 evaluations were received with good input and a 100% satisfaction rate. A handout on this training was provided.

*Tessa-*Currently reviewing the quality enhancement grant, 24 grants were completed. One QRS4 rated center received inside and outside materials and are now able to strive for QRS5.

*Kathy-*There is currently an Urgent Need Grant and a Non-Registered to Registered Grant. The Urgent Need grant helps to create safe environments in the neighborhood. One provider didn’t have furniture for children to sleep on during 3rd shift visits, with this grant she was able to receive cribs, cots, sheets and a changing table. The Non-Registered to Registered grant encourages registration for child care providers. They receive a packet of starter items after completing their packet. 2 applications were received, one is now registered and the other is pending. This grant ends in May, CCR&R is hoping to have more applicants.

*Pam-*Currently sending out brochures, flyers and weekly emails. Special emails target specific audiences. The last email that was sent out was sent to 239 people, usually there is a 30% or above read rate. When an email was sent out about grant opportunities it had a 40.5% read rate. All information is also put on Pinterest and Facebook

\*\*\*Note Contracts Management through Nominations was addressed before the Early Childhood Coordinating Council.

**Early Childhood Coordinating Council**

**Committee Reports**

**Commitments to Committees**

A sheet of paper listing each of the four standing committees; contracts management, public awareness, nominations and outcomes was passed around. If you would like to add an additional committee or change which committee you are serving on you may do so. Attendance at the committee you are serving on is very much appreciated.

**Committee Reports**

**Contracts Management** **Committee Report  
 QC Montessori**

The Committee reviewed a request from the Quad City Montessori for tables and chairs for their two-year old room. The DHS review of the center stated the current tables and chairs are too tall. The child Care Nurse Consultant reviewed the items requested and approved of their safety. The committee is recommending funding the requested amount of $746.81 from the School Ready Quality funds.   
Greenlee moved to approve the $746.81 out of School Ready Quality for tables and chairs for QC Montessori, Drees seconded. All aye votes, motion carried.

**Bright Beginnings Universal Assessment**

Martens directed the board to a handout in their packets which outlines the budget adjustments that Genesis is proposing so that more services can meet community needs. Contracts Management is recommending these adjustments. Weets is proposing the following adjustments; Funds added to Professional Direct-Other/FICA/Health Benefits $5,144.58, Funds shifted to Curriculum $10,044.18, Funds Shifted to direct reimbursable expense for equipment $979.92, Funds shifted to direct reimbursable expense for introductory gifts $403.30, funds shifted to direct reimbursable expense for outreach $3,756.36 and funds returned to SCKECI for reallocation $21,068.28. The total proposed funding for Bright Beginnings will be $331,357.14, total proposed funding for Universal Assessment will be $249,114.30.

Scheibe moved to approve the budget adjustments effective April 1st, 2015 for Bright Beginnings and Universal Assessment as seen above, Clewell seconded. All aye votes, motion carried.

**FY 16 Re-Applications**

The review of the FY16 re-applications has been set for April 29th. If you are interested in serving on this committee please contact Martens. The proposals are due back April 16th and will be released to the review committee on April 17th.

**Tool G**

Shanell Wagler was in attendance for the Contracts Management meeting. Wagler provided the committee a draft of the revised Tool G document explaining the document was on the agenda for the State ECI Board meeting the next day (April 3rd). Wagler said the Question and Answer document on the website explaining Tool G will no longer be used. Martens provided an updated Tool G handout. Martens noted several changes in the document for the board to be aware of; pg. 3-Quarterly Payments should be changed to Mid-Year Payments, Pg. 4-Martnes pointed out this change, “Core programs means programs that are funded through other government funds during that timeframe”. Pg. 5-Early Childhood Funds-cont., 3rd bullet point—‘DHS’ should be inserted before “Wrap Around Child Care Programs”.

**Community Plan**

Laura Berkley from Bi-State Regional Commission attended the Contracts Management meeting and provided a proposed outline of the community plan for Scott County. Berkley asked Wagler if it would be acceptable for the plan to deviate from the order presented in Tool NN. Wagler noted the plan must include the items listed in legislation but encouraged variation to meet the need of the community.  
 **Outcomes  
 Committee Report**Third quarter reports are due on May 1st, 2015.   
 **Nominations  
 Committee Report**

**New Member Nomination**March 30th Barker, Greenlee and Martens interviewed Linda Wessel for board membership. Linda is the Pharmacy Manager for Trinity Retail Pharmacy. Linda has volunteered for Junior Achievement and believes early education has a great impact on children as they get older. The committee is recommending Wessel for membership. Wessel informed the board that she saw their Family Focus Article seeking board members and then visited the newly updated website.

Greenlee moved to approve Linda Wessel for membership on the board, Clewell seconded. All aye votes, motion carried.  
 **Public Awareness  
 Committee Report**Clewell noted that the committee met on March 25th. The committee has decided to participate with Healthy Kids Day on April 25th at the Davenport West YMCA, however the committee has decided not to purchase bags as a promotional item to handout. Brochures and Frisbees (from a previous year) will be handed out instead. To promote the website the committee would like to work with Genesis to see if there are promotional items that could be given to new parents. Currently most of our marketing efforts are put towards the Family Focus magazine. This is a total cost of $7,200 per year. The committee feels this may be better spent elsewhere and will continue to discuss it.  
**State Early Childhood Iowa  
 State ECI Board Meeting: 4/3/2015 Report from Clewell**Clewell reported that there are new Early Childhood Indicators in Tool K; Dental Services, Child with no Dental Programs, Early Literacy Skills and Educational Attainment of Mothers. **State ECI Coordinator Meeting**There will be a meeting on April 8th, 2015. Martens will report at the May meeting.

**Day on the Hill Report: Martens**

Martens reported that she attended the ECI Stateholders meeting in the morning which included a presentation from Dr. Andrea McGuire on ACE’s. At the Capitol Martens attended a meeting with Deb Gustafson, Dianna Saelens, Rep. Winckler, Rep. Mascher, Joanne Lane(State ECI Chairperson), Shanell Wagler, Chris Kivett-Berry(Linn County ECI Coordinator) as well as additional legislators. Legislators discussed their concerns with the limitations that had been added to Tool G for FY 15 as well as discussing the categorical funding requirements.  
**Legislative Updates** **Meeting with Rep. Winckler and ECI State Technical Assistance**Senate File 368 being considered; that would eliminate the School Ready categorical funding areas. There is a caution that if the Quality Funding would not exist this would negatively impact areas’ ability to fund staff.  
**Other**None  
**Public Input**   
None  
**Next Meeting**Next Meeting: May 5th, 2015

Clewell moved to adjourn the meeting at 12:53p.m., seconded by Greenlee. All ayes, motion carried.