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

**Meeting Date:** June 2nd, 2015

**In Attendance:** Larry Barker,Marc Engels, Chris Skaala, Carolyn Scheibe, Linda Greenlee, Tom Taylor, Linda Wessel, Scott Cauwels, Rich Clewell, Mary Drees and Sheri Flack

**Excused:** Rep. Cindy Winckler, Jay Sommers

**Absent:** Pastor Rogers Kirk

**Guests:** Donna Moritz; Bi-State, Dianna Sealens; Davenport CSD Children’s Villages, Molli Nickerson; Decategorization

**Staff:** Diane Martens, Jesse Mumm

**Call to Order:** Barker called the meeting to order at 11:50a.m. Introductions were made.

**Approval of Minutes for May 5th, 2015 minutes** Scheibe moved to approve the May 5th, 2015 minutes, seconded by Wessel. All aye votes, motion carried.

**Old Business**

 **Fiscal Issues**

 **FY15 Expenditures**Moritz referred to the Early Childhood expenditures noting April being 83% through the fiscal year and Early Childhood funds are 80% spent. Moritz continued with the State School Ready funds, noting they are 83% through the year and 73% spent. Total funds are 83% through the year and are 76% spent with a remaining balance of $480,576.67. Moritz has estimated there will be $4,500 to $4,600 (1%) for carryforward in Early Childhood funds and $72,000 (7%) or more in State School Ready Funds.

**Levels of Excellence**A chart showing recent RFP’s and possible future RFP distributions was included in the packets for discussion and review. Martens mentioned that for FY16 an RFP for Early Childhood Funds is included however whether or not there is funding for this will be dependent upon carryforward. Barker mentioned that in some cases only one agency may apply.
Taylor moved to approve the RFP Distribution schedule as presented, seconded by Greenlee. All aye votes, motion carried.

 **Maternal, Infant and Early Childhood (MIECHV)**

On May 27th Janet Horas sent an email regarding a follow up coordinated intake meeting. The meeting date is set for June 12th.

**New Business**

 **Review Community Wide Indicators and Trend Data**

Martens explained that the Contracts Management Committee reviewed this document and had some questions about how the data is gathered, what information is included, etc. Barker suggested asking if staff from the Scott County Health Department would be able to provide more detail and guidance on the first two indicators (immunizations and low birth weight). Martens contacted Tiffany Tjepkes from the Scott County Health Department. Tjepkes plans to provide information at the August 4th board meeting. CCR&R will be able to provide data on licensing. Barker would like a better interpretation of what goals are appropriate.

 **FY16 Proposed Budget**

Moritz reviewed the proposed FY16 budget. The allocations are based on estimates the state ECI office has provided; the legislature is still in session so the state budget has not been approved yet. The amounts to contract with are based upon the review committee’s recommendations. A copy of the review summary was included in the packets. Preschool Scholarships requested $270,601 so there will be a shortfall of approximately $5,434.00. The exact amount will depend upon how much underspending occurs next year.
Head Start has some discrepancies with two of their applications. The review committee recommends funding Roosevelt Head Start $53,736.00 and Lincoln Head Start $24,002.00. These are the amounts that were requested in the proposals, however when the budgets are added up, the portion or percentage requested would be higher.
Parenting Inside Out requested $81,187.00 this included a request to expand services to include TIC/ACE’s training. The committee recommends this training be funded through the adjusted budget of $75,987.00. The contract is currently underspending for FY15.
After the recommended funding occurs any additional funds/carryforward can be added to any contracts that may be lacking. Barker noted that the board will not enter into contract until the state budget is approved.
The Contracts Management committee is recommending the budget as presented to the board.
Greenlee moved to approve the budget as presented to the board, pending having the contract from state ECI, seconded by Taylor. All aye votes, motion carried.
 **FY16 Processes
 Insurance**Martens stated the insurance invoice is due July 15th. Barker and Skaala have signed off on this.
 **Fiscal Agent**The Scott County Decategorization is the Fiscal Agent for SCKECI. The Scott County Decategorization contracts with Bi-State Regional Commission to provide fiscal management. The Fiscal Agent gets re-approved annually.
Skaala moved to approve Scott County Decategorization as the Fiscal Agent for SCKECI, seconded by Flack. All aye votes, motion carried.
 **Review Policies**Martens shared that she has found a new document of policies and procedures. She will review the document more with the LOE committee.
 **Early Childhood Coordinating Council-Dianna Saleans**Saleans reported that the Public Awareness committee has decided not to proceed with the Family Focus articles. Instead articles can be submitted like usual, they will be added to a page on the new Scott County Kids website for agencies/providers/child cares to use in their monthly newsletters. On June 10th and 11th there will be ‘There’s No Such Thing as a Bad Kid’ training. The state is implementing a Toddler Mental Health Endorsement to focus on the mental health of toddlers and infants. The new YMCA Downtown Early Learning Center is up and running. The Scott County Health Department is still offering transportation to appointments. The AEA is implementing Early Childhood Specific trainings next fiscal year.
 **Committee Reports
 Contracts Management** **Committee Report
 Quality Child Care**Mary Jo Huddleston from Child Care Resource and Referral attended the Contracts Management meeting and updated the committee on the progress of the contract. Huddleston explained that all of the funds the child care providers had applied for through the mini-grants application process were completely allocated out, however some of the vendors gave additional discounts which were not expected. There is also some additional funding in the salary line item that will not spend down due to the contract beginning in October (vs. July). Huddleston explained that the Child Care Home Consultants identified the items that would be most helpful to home child care providers who are working on achieving higher QRS levels. Huddleston asked the committee if the preference would be to fund the QRS improvement items or to leave the funds unspent. Engels stated he sees it as a matter of using SCKECI funding to support quality this fiscal year or next fiscal year. The Contracts Management is making the recommendation to the board to allow CCR&R to utilize the funding to purchase the QRS improvement items.
Clewell moved to approved reallocating the unspent funds to be used for quality improvement items for home child care providers, seconded by Skaala. All aye votes, motion carried. **Outcomes
 Committee Report**Martens will be emailing the committee again to find a new meeting date. Last week Mary Dubert passed away, Nikki Keraus from the AEA was out of the country and Scott Cauwels was travelling. Martens will also be looking for a new Committee Chair.
 **Nominations
 Committee Report**Martens asked the board for help finding board members. We are in need of another member to meet the expectations of the by-laws. Martens is working on setting another meeting date. Flack mentioned that she knows an ex-client that now works at The Center. She will email Martens with more information.
 **Public Awareness
 Committee Report**Martens reported a great meeting with Tera Weets and Joan Blair-Dick (social worker on the birthing floor at Genesis) to discuss ways to promote the website to new parents. Blair-Dick suggested spiral bound calendars. She explained that although most of the moms with higher risk factors often have phones they do not consistently have the same phone and they are not used to tracking appointments. Blair-Dick also explained that the calendars should have some blank pages so that new moms can note feeding times. Weets agreed calendars are very helpful for the new moms and the hospitals work with new moms to track doctor appointments. Gwen Deming from CPPC (Community Partnerships for Protecting Children) will be joining the group for their next meeting to talk about costs, designs and deadlines for printing. Because the SCKECI Budget is more limited this year, it may not be possible to create the calendars. Once carry forward figures are known as well details about the calendar production, more discussion can take place and decisions can be made.
The committee also made the decision not to continue Family Focus on a monthly basis. If there are particular articles or notices the committee wishes to promote in the magazine it will be done on an as needed basis.
**State Early Childhood Iowa
 State ECI Board Meeting: 6/5/15 Report from Clewell**It is anticipated that the Muscatine merger issue will be discussed.

Clewell reported information that he is aware of so far about the Muscatine Merger. No area wanted to merge with Muscatine. The State Board has informed Muscatine that they will be required to submit their Levels of Excellence early. This will be due December 2015 instead of December 2016. If the board receives Model, they will be able to stay as a single county board. If they do not meet Model, the board will be dissolved. At that time it will be possible that a merger will need to take place but, instead of merging with an established board it will be a merger with a brand new board starting from scratch. Muscatine Board would like an extension, Clewell is not sure the state will be very responsive to the additional request. **State ECI Coordinator Meeting: 9/6/15 Report from Martens at the October meeting.**
**Legislative Updates**The legislature is still in session. The Contracts Management Committee discussed concern of being able to offer services without interruption. Barker suggested Martens email Shanell Wagler for guidance on the FY16 contracting process. Martens emailed Wagler on May 29th. There has not been a response. Barker noted that contract will not start until a contract with the state is established.
**Other** **Schedule of FY16 Meetings**A schedule was included in the packets.
 **Conflict of Interest Statement and Board Surveys**Some board members have already submitted their conflict of interest statements and board survey. If you have not yet turned yours in please do so as soon as possible.
 **Diane Martens Review**Barker noted that Martens review will take place at the August Meeting. He will be contact everyone in July for input on Martens review and he will then compile the information.
**Public Input**
None
**Next Meeting**August 4th, 2015 11:30a.m. Scott County Administration Building

Clewell moved to adjourn the meeting at 12:43p.m., seconded by Scheibe. All ayes, motion carried.