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

**Meeting Date:** September 1st, 2015

**In Attendance:** Larry Barker,Marc Engels, Chris Skaala, Scott Cauwels, Rich Clewell, Rep. Cindy Winckler, Mary Drees, Carolyn Scheibe, Linda Wessel and Paul Seelau

**Excused:** Sheri Flack, Tom Taylor, Linda Greenlee

**Absent:** Jay Sommers, Pastor Rogers Kirk

**Guests:** Donna Moritz; Bi-State, Mary Jo Huddleston; CCR&R/Community Action, Tiffany Tjpekes; Scott County Health Department

**Staff:** Diane Martens, Jesse Mumm

**Call to Order:** Barker called the meeting to order at 11:30a.m. Introductions were made.

**Approval of Minutes for June 2nd, 2015 minutes** Clewell moved to approve the June 2nd, 2015 minutes, seconded by Greenlee. All aye votes, motion carried.

**Old Business**

 **Fiscal Issues**

 **FY15 Expenditures**Moritz referred to the Early Childhood expenditures noting June being 100% through the fiscal year and Early Childhood funds are 98% spent. Moritz continued with the State School Ready funds, noting they are 100% through the year and 95% spent. Total funds are 100% through the year and are 96% spent with a remaining balance of $120,586.68. There will be $13,470.50 (2%) for carryforward in Early Childhood funds and $107,116.18 (10%) in State School Ready Funds.

 **FY16 Expenditures**There are no FY16 Expenditures yet. July invoices are due August 20th.

 **FY16 Budget**Moritz provided the Board the FY15 Budget by state category along with the FY16 Budget by state category. Moritz reviewed the budget stating that there was a $74,426 decrease from FY15 to FY6 funding. This decrease is due to a population decrease of 0-5 year olds in our area.

**Levels of Excellence**

 **Board Survey**Copies of the summary of the Community Board Survey as well as the Board Self-Survey were included for the board to review. Martens noted a Professional Development Plan for the board will be created to document activities planned by the board at the June 2nd, 2015 Retreat. Please contact Martens if you have any additional suggestions.

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

The notes of the June 12th meeting were provided. Martens attended the June 12th meeting that stemmed originally from the February meeting with Mary Dubert, Rep. Cindy Winckler, Tera Weets, Michele Cullen, Shanell Wagler, Janet Horras and Martens which took place at the capitol. The February meeting was followed by an April meeting that took place here, in Scott County. Reviewing the process of coordinated intake for Scott County was the purpose for the June 12th meeting. Horras noted that this is the only MIECHV area that has an agency that provides coordinated intake, marketed as “Parent Pals”, also providing a service (in this case LSI also provides HOPES and Parent As Teachers home visitation services). Horras said that in other areas the agency that is contracted with IDPH to provide MIECHV services outsources coordinated intake to a neutral party. A number of action steps were identified in the meeting (bulleted at the bottom of the meeting notes document). Martens contacted Kendra Schaapveld for more information on when marketing materials would be available that lists all home visitation programs in the area. Schaapveld gave Martens a link to the LSI Parent Pals website which Schaapveld noted the website lists all the programs. The webpage focuses on (screen shot included in the board packets) only Healthy Families America and Nurse Family Partnership. Genesis VNA, Scott County Family Y and others are listed along the side under ‘Thank you’. Martens also noted that in reviewing the end of year report from Bright Beginnings there are significant struggles. Bright Beginnings had anticipated 250 referrals, based on previous years. They ended FY15 with 118 referrals, 47% of the projected FY15 referral rate. The Contracts Management Committee recommended the Board be made aware of this and that the Board would decide the next actions to take. Contracts Management Committee suggested Martens email Janet Horras to get some clear information regarding the funding status of MIECHV. Martens emailed Horras on Friday and has not received a response.
Discussion: Winckler noted that it seems with LSI-Parent Pals providing coordinated intake and services that this would be a conflict of interest. Skaala noted that when a family is in crisis and a worker comes into the home and establishes a relationship with the family, they are unlikely to want to switch agencies when the referral is made; she also noted that she would like more information on if/when MIECHV Funding will end. Clewell recommended inviting Horras to the next board meeting for conversation about MIECHV (future funding, what is the plan for sustainability?)

**New Business**

 **Presentation: Tiffany Tjepkes; Scott County Health Department**

Martens recalled that when contracts Management and the Board reviewed the Community Wide Indicators and Trend Data (included in today’s packets) Barker noted that the indicators have fluctuated through the years and it would be helpful to get some guidance in setting goals. Martens referred the Board to ToolK(b) in the packets. This tool provides guidance on the Indicators that can be tracked, organized by Result Area. Martens has emailed the state ECI office, it is recommended that area boards choose 5-7 indicators to track. Tjepkes is here today to provide guidance regarding low birth weight babies and immunized children. Tjepkes reported that in 2013 there was an estimated county population of 2 year olds of 2,241. Of those, 2,264 records were analyzed in IRIS (not all doctors input immunization records into IRIS). 67% of Scott County 2 year olds are vaccinated. Tjepkes also noted that SCHD runs monthly reports of children with not current or missed vaccines, staff attempts to contact the families and schedule appointments. Physicians and child care staff were given VFC Posters and has sent out vaccine flyer to nurses and posted on the website. Some barriers the SCHD has run into are; contact info is not updated in IRIS, parents object to same day/multiple injections, many physicians do not bill Medicaid and parents only want the required vaccines. Tjepkes noted that women who are younger than 15 and older than 35, unmarried mothers and women who have had previous preterm birth are at increased risk of having low birth weight babies. Women who experience excessive stress, domestic violence, or other abuse also may be at increased risk of having a low birth weight baby.
 **Early Childhood Coordinating Council**The next meeting will be August 26th. Board members are welcome to attend. An email will be sent out close to the date.
 **Committee Reports
 Contracts Management
 Carry Forward**Martens has received some requests for any possible carry forward funds. Martens noted that the board is not in a position to have extra carry forward but if something changes these are some options; Five child care centers have expressed interest in receiving quality improvement funds (Our Savior Lutheran, Tiny Tots Place, Lots of Activity, Children’s Choice and Kiddie Karrasel). Calendars, public awareness asked the social worker from the birth center at Genesis East and Tera Weets to a meeting to brainstorm ways of marketing the website to young families. Community Partnerships for Protecting Children (CPPC) has produced a calendar for a few years. The Public Awareness committee is working with CPPC on this project. Heidi Hungate, the center licensing rep for DHS, emailed Martens about a program available through the Keystone AEA, which is the Dubuque area AEA. The program allows centers to borrow/check out materials (books and a lot of other items arranged by topic/subject/theme) to supplement program activities.

 **CPR/1st Aid Scholarships**The contract is still not in place. The Red Cross had requested a meeting to talk about the logistics of providers signing up for the classes, the meeting was set for yesterday (8/3/15), yesterday the Red Cross cancelled the meeting. Martens mentioned that this may be another instance of having the RFP rotation being beneficial to see if there are other entities that could provide this type of service as well as possibly learning about additional needs.
 **AIM4Excellence**Martens received an email from Renee Detloff informing that the cost of college credit for this program has increased from $990 to$1080 per person. If the program is able to recruit ten participants the increased cost would total $900 (90x10 people). Martens suggests the budget could be adjusted to decrease the incentives budget to $8000 (currently $8,900). The cutoff date for participants to register was July 21st, 2015. Contracts Management is recommending waiting until the number of participants is known, if the program does not have ten participants the contract would decrease and the increase in the cost of credit would be addressed at that time.

 **Bright Beginnings and NEST**The credentialing for Bright Beginnings and NEST is scheduled for September 28-30. The funder interview is scheduled for September 29th. Martens and Barker will attend a funder interview prep on August 17th.

 **Family Connects**On July 28th, Genesis held a media launch for the Family Connects Program. Barker and Martens attended. Barker spoke at the event along with Jim Victor, Michelle Cullen; Genesis and the representative from Duke University. The Quad City Times was there as well as local TV Stations.

 **Site Visit Summary**The Site Visit Summary is included in your packets. Martens completes the programmatic review and Moritz completes the fiscal review. Site visits are typically done in January or February. Board members are encouraged to attend. A schedule is sent to board members once the dates and times have been set with contractors. **Outcomes
 Committee Report**The third quarter reports were included in the packets. Cauwels reported the outcomes committee had great discussion and good follow-up questions for contractors. Martens contacted all of the contractors and has received responses from all of them. The Committee will review the responses at the next meeting as well as the end of year reports for the annual report, which were due August 1st.
 **Nominations
 Committee Report**Yesterday, August 3rd, the committee interviewed Paul Seelau for board membership.

Greenlee is recommending Paul Seelau for board membership, seconded by Clewell. All aye votes, motion carried.

Martens also noted at the June 2nd Retreat the board noted that the current board does not have a lot of direct contact with at-risk parents. The Parent Partner program was mentioned. Martens has had brief conversations with both the Nominations Committee and the LOE Committee regarding Parent Partners. Martens explained the Parent Partners are parents who have had DHS involvement with their own families; they may have had their parental rights terminated or they may have been able to be reunited with their children. Many have had drug or alcohol dependency and possibly criminal involvement. Martens noted that the Nominations Committee was supportive of asking a Parent Partner participant to complete an application for membership noting the Parent Partner program offers a fresh opportunity with parents who have had tough situations with their family, if they would be interested in serving on the SCKECI board. The board was supportive of this idea.

Board member recruitment packets have been made and given to each board member. This information is also available on the website. IF you would like more hard copies please contact either Martens or Mumm.
The list of current board members is also included. With Seelau the board has 15 members. The current bylaws state there should be a minimum of 15 members. Martens encouraged having more than the minimum as it is sometimes hard to know when a board member will leave. Now that the board has the required number of board members the revision to the bylaws and other items specifically for LOE can be addressed.
 **Public Awareness
 Committee Report**Clewell reported that the Family Focus ads have officially been terminated. Public Awareness would like to create calendars for new moms. The calendars would be packed with information that a new mom might find useful. Public Awareness is working with Gwen Deming from CPPC. CPPC provides calendars every year to agencies. There is also a possibility for advertising in the calendars to help offset costs.

**Evaluation and Salary Adjustment for Coordinator**Barker reported that he conducted Martens’ evaluation last week. He received a considerable amount of input back from the board members, which was all positive.

Barker is recommending a 3% increase based on Merit from the results of Martens’ evaluation.

Taylor moved to approve a 3% increase to Diane Martens’ salary based on the results of her evaluation, seconded by Pastor Rogers Kirk. All aye votes, motion carried.
**State Early Childhood Iowa
 State ECI Board Meeting: 6/5/15 Report from Clewell**Clewell reported that Muscatine requested a waiver to continue as an ECI area. Currently they have less than 5,000 children. They must receive a Model Rating for their LOE review by December to stay as their current ECI area, if they do not receive Model the board will be dissolved. **State ECI Coordinator Meeting: 6/25/15 Report from Martens**

Martens shared that the main topics of this meeting included;

Child Care and Development Block Grant(CCDBG)-DHS has been working hard to organize and prepare for the many changes that will be taking place in order to meet new requirements. This has a lot of potential for partnerships with ECI areas.

License-Exempt Child Care and the Dept of Education-Staff from DE explained concerns that DE had identified with regulation of programs operating as exempt. Since the time of the meeting new legislation passed addressing this issue.

Exploration and Analysis of Funding Flexibility Options-The option analyzed was Single Fund (General Aid) with Categories but not with funding amounts. Strengths, challenges, intentional consequences, unintentional consequences, supportive stakeholder and why and resistant stakeholders and why were discussed and recorded.
**Legislative Updates**Martens noted that Friday, June 31, 2015, she forwarded information on a webinar titled “Children and the Next Election” to the board. The email contains information for registering for the webinar.
**Other** **Conflict of Interest Statement and Board Surveys**All conflict of interest statements have been received.
**Public Input**
None
**Next Meeting**September 1st, 2015 11:30a.m. Scott County Administration Building

Clewell moved to adjourn the meeting at 1:05p.m., seconded by Engels. All ayes, motion carried.