**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, Tera Weets; Bright Beginning/Nest/Family Connects

**Staff:** Diane Martens, Jesse Mumm

**Call to Order:** Barker called the meeting to order at 11:33a.m. Introductions were made.

Barker welcomed Paul Seelau to the board. His membership was approved at the August meeting.

**Approval of Minutes for August 4th, 2015** Wessel moved to approve the August 4th, 2015 minutes, seconded by Clewell. All aye votes, motion carried.

**Old Business**

 **Fiscal Issues**

 **FY15 Expenditures**

Moritz referred to the Early Childhood expenditures noting FY15 being 100% through the fiscal year and Early Childhood funds are 98% spent. Moritz continued with the State School Ready funds, noting they are 95% spent. Total funds are 96% spent with a remaining balance of $119,626.68.

 **FY16 Expenditures \*Not on Agenda**Moritz referred to the Early Childhood expenditures noting July being 8% through the fiscal year and Early Childhood funds are 4% spent. Moritz continued with the State School Ready funds, noting they are 8% through the year and 6% spent. Total funds are 8% through the year and are 5% spent with a remaining balance of $1,530,007.53. The carryforward allowance for FY16 is 20% ($203,878 School Ready and $115,926 Early Childhood). There is $38,000 of underspending in Family Support funds, Moritz recommends keeping this as funds are becoming tighter. Martens also noted that the CPR/1st Aid Contract is still unsigned.

**Levels of Excellence**Martens emailed out a webinar being given by the United Way through DHS to the board on the Child Care Development Block Grant. Clewell stated last year the Scott County ECI Board was awarded Compliant for the LOE-the board would like this to increase this. Winckler noted that if we do not score higher we shouldn’t feel like we didn’t improve because great effort has been put into this, it seems like ratings depend on who is reviewing the area’s LOE. Clewell will request Technical Assistance information in regards to the Inter-related Reliable Report.

 **Board Professional Development Plan**Martens explained the plan is reflective of conversations at the board retreat and other board meetings. Barker noted that if anything else arises it can be added to the plan.
Clewell made a motion to approve the Board Professional Development Plan, seconded by Winckler. All aye votes, motion carried.

 **Director Professional Development Plan**Martens explained the plan is reflective of her self-evaluation and review.
Clewell made a motion to approve the Director Professional Development Plan, seconded by Wessel. All aye votes, motion carried.

 **Community Plan Strategies**The Community Plan notes were provided to the board from the board retreat. Barker and Martens met with Bi-State Regional Commission to review strategies for the Community Plan. Bi-State Regional Commission will attend the October Meeting with further information.

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

Martens emailed Horras following the last Contracts Management meeting regarding the status of MIECHV funding. Horras emailed back with the following response; “IDPH has secured funding to keep home visiting services at current levels in all 18 at-risk targeted communities until September 30th, 2015. In order to do this, we terminated and reduced several contracts that were for infrastructure supports. The Health Resources and Services Administration (HRSA) released a request for supplemental funding to qualifying states, including Iowa. IDPH submitted an application that will continue services through March 31st, 2016 when new MIECHV funding will be available. HRSA notified IDPH that our supplemental funding request was approved. IDPH issued home visiting contract through March 31st, 2016. The supplemental funds allow IDPH to continue home visiting in the 18 targeted communities but does not allow for expansion to any new communities. Funding for administration and infrastructure projects is limited compared to the previous years of funding.”
Contracts Management would like to invite Nancy Krause to the next Contracts Management meeting to learn more about the sustainability plan and coordinated intake. The committee would also like to discuss more integration/marketing of programs in addition to the LSI programs. Barker has concerns about funding/planning, maybe also invite LSI to Contracts Management to discuss their future plans/funding.

Weets explained that since Kendra Schaapveld has left LSI, there have been no Community Meetings, no outreach and Bright Beginnings has gotten 10 referrals since she left. Weets also noted that originally Genesis and LSI were supposed to meeting and divide referrals up. Referrals are now being handled on an LSI level, she is unsure how many referrals stay with LSI. Barker suggested inviting Weets to the next Contracts Management meeting as well.

**New Business**

 **Presentation: Mary Jo Huddleston, Child Care Resource and Referral**

Martens explained that she talked to Huddleston about presenting to the board in the same manner as the Health Department did at the last meeting. Martens recalled that when contracts management and the Board reviewed the Community Wide Indicators and Trend Data, Barker noted that the indicators have fluctuated through the years and it would be helpful to get some guidance in setting goals. Unfortunately Huddleston is not at the meeting today to address the indicators. This will be moved to a future agenda.

 **Annual Report**

The Outcomes Committee met yesterday to review the 4th quarter report and annual report which is submitted to the state via iowagrant.gov. Martens provided the board with a copy of the annual report and 4th quarter reports. Barker went over the reports, there were no questions at this time. Cauwels is on the Outcomes Committee and has concerns that programs aren’t being utilized as much as possible. Moritz noted an error in the family support section, Martens will make the correction.

Wessel made a motion to approve the annual report, seconded by Scheibe. All aye votes, motion carried.

 **Bylaws**

Martens included a copy of the proposed bylaws in the packets. The LOE Committee has put a lot of time into revising the bylaws. The bylaws were emailed to the board for review prior to the meeting on August 14th, 2015. The board had reviewed by laws last fall but the board did not have fifteen board members and had concerns about acting on bylaws with not having a full board roster. The bylaws can be acted upon at the next meeting. The board will need to have two-thirds vote of the membership of the board at the October 6th meeting. Martens stressed that attendance is critical.

 **Policies and Procedures**

A copy of the Policies and Procedures is included in the packets. The document was originally created by Sarah Johnson who was hired to put together the community plan the last time the Levels of Excellence was submitted. The LOE committee has updated the document for board approval. ‘Pertinent Personnel Information’ is also included in the packets and is to be included in the Policies and Procedures. This will need approved by the board

Seelau made a motion to approve the Pertinent Personnel Information, seconded by Engels. All aye votes, motion carried.

A ‘Services Out of Area’ is included in the packets. Martens reviewed the document, some clarification is needed in the ‘policy’ statement. Martens will make changes and bring back for board approval at the October meeting.
 **Early Childhood Coordinating Council**The ECCC meeting was held yesterday. Megan Hankner from Safe Families was the guest speaker.
 **Committee Reports
 Contracts Management**

Martens shared an email she received from Renee Rankin who administers the preschool and child care scholarships at Friendly House. Rankin explains that she has received a preschool application from a mom who lives in Davenport and works in Iowa City. She takes her children to a Durant preschool. The preschool is QPPS rated and is in Cedar County. Rankin also mentioned that a couple of years ago there was a family who lived on the outskirts of Scott County and SCKECI did give permission to pay a Cedar County Preschool as long as the preschool was QPPS. Winckler also noted that Durant has three counties that make up the town, one of which is Scott County. The Contracts Management Committee recommends allowing this QPPS Preschool in Cedar County to be funded for a Scott County family qualifying for the Preschool Scholarship.

Clewell made a motion to provide this family with the preschool scholarship for preschool services in Cedar County, Scheibe seconded. All aye votes, motion carried.

 **Outcomes
 Committee Report**The Outcomes Committee reviewed the 4th quarter reports as well as the annual report to be submitted to the state.
 **Nominations
 Committee Report**Nothing to report

 **Public Awareness
 Committee Report**Clewell approached Ken Crocken with Genesis to see if they would have an interest in funding a portion of the calendar/planners. At this time they are only interested in having an ad in the calendar.

Martens also suggested having the training with Rob Grunewald at the Scott County Admin building to keep costs low.

**State Early Childhood Iowa
 State ECI Board Meeting: Report from Clewell**Clewell will report back at the next meeting

 **State ECI Coordinator Meeting:**

Martens will be attending the next meeting on September 16th, 2015 in conjunction with the ECI Stakeholders meeting on September 17th, 2015
**Legislative Updates**None
**Other**Martens has received an email from a writer at the Permanent Fund for Vermont’s Children requesting information on child care scholarships. Rankin at Friendly House was also contacted and has already set up a phone call. Martens has a phone meeting set for September 21st.

Martens also noted that she has forwarded the email from Karrie Abbott at United Way regarding the September 24th meeting “Thinking about Child Care Differently” which is a discussion on the Child Care Development Block Grant.

Winckler explained that the state has put additional funding for expansion with IDPH into a 0-5 program that works with physicians who work with social, emotional and physical health needs. The application is due September 9th. SCHD is working on an application. This is very competitive. Hopefully there will be more information for the October meeting.
**Public Input**
Tera Weeks reported that Unity Point in Muscatine has reached out to make sure that Muscatine families have access to Muscatine Resources when birthing in Scott County. They seemed very interested in re-establishing a connection between Genesis and Unity Point.

Bright Beginnings and NEST has their credentialing interview at the end of this month. Everyone is welcome to attend.
**Next Meeting**October 6th, 2015 11:30a.m. Scott County Administration Building

Clewell moved to adjourn the meeting at 12:52p.m., seconded by Engels. All ayes, motion carried.