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

**Meeting Date:** May 6th, 2014 11:30pm

**In Attendance:** Sheri Flack, Rich Clewell, Mary Drees, Linda Greenlee, Marc Engels, Jay Sommers, Larry Barker, Christine Skaala, Mary Dubert, Scott Cauwels, Shirleen Martin, Caitlin Russell.

**Excused:** Rep. Cindy Winckler, Pastor Rogers Kirk

**Absent:**  none

**Guests:** Donna Moritz; Bi-State, Deb Gustafson; Scott County Family YMCA, Heidi Schlueter; First Children’s Finance, Tera Weets; Genesis VNA/Bright Beginnings

**Staff:** Diane Martens and Jesse Mumm

**Call to Order:** Barker called the meeting to order at 11:38a.m. Introductions were made.

**Approval of Minutes for April 1st, 2014:** Sommers made a motion to approve the April 1st, 2014 minutes, seconded by Greenlee. All aye votes, motion carried.

**Old Business**

**Fiscal Issues**

**FY14 Expenditures**Moritz referred to the Early Childhood expenditures noting April being 83% through the fiscal year and Early Childhood funds are 54% spent. Early Childhood funds has carry forward of $80,731.94 which is 100% spent. Moritz continued with the State School Ready funds, noting they are 83% through the year and 66% spent.

**Levels of Excellence**

 **Bylaws**

Martens reported that the revised bylaws have now been emailed to Mary Thee for review. Following Mary’s review the committee plans to send them to the ECI state technical assistance team, then to the board of review. A review meeting with Thee will be scheduled in early June.

 **Community Plan**

The committee has developed a list of entities that may have or may be conducting community needs assessments. The committee will then be contracting these entities for information. If anyone has additional ideas of community needs resources please let the committee know.

**Maternal, Infant and early Childhood (MIECHV)-MiHopes**Tera Weets previously alerted Martens some issues with referrals being missed coming in from Parent Pals while Weets was on leave. The emails were being sent to an email address that was not being checked regularly. Martens read the email Tera Weets distributed on April 2nd, 2014 in an effort to correct the issue. “In an effort to streamline our processes, we have set up a dedicated email address to receive all referrals for Family Support Services offered Genesis VNA. This includes referrals to the Bright Beginnings Program and to Nurse Family Partnerships. This email address will be checked periodically throughout the day. It is out hope that by having one email address dedicated to receiving all referrals, we will reduce any potential delays in services reaching families in need.”

**New Business**

**Presentation: First Children’s Finance Survey Results**

Heidi Schlueter provided the board with packets for First Children’s Finance. The purpose of this survey was to provide evidence of awareness and positive disposition on the part of license Scott County child care center directors towards First Children’s Finance and the Growth Development Fund, provide information about the types of business development that is needed by licensed Scott County child care centers and preschools and to show very preliminary interest by licensed centers to apply for the Growth Fund Program. 75 DHS Licensed Centers or Preschools participated in the survey. 14 of the responding centers are currently participating in the Iowa QRS. The majority of centers indicated that they have an interest in improving their centers and playgrounds. It should be considered whether the Growth Funds Program can help non-QRS programs as well as helping others maintain a 5 star rating.

**Early Childhood Coordinating Council-Deb Gustafson**

Deb Gustafson reported that the last ECCC meeting went very well. The QC Child Development Center has been sold and now will be used as an autism center called Homestead. Healthy Kids Day was on April 26th, 156 children attended. There was approximately 357 people total at the event. Care for Kids is providing transportation again as of April 1st, 2014 for families going to doctor’s appointments. The Health Department is still looking for a cab company to assist with odd hour/last minute appointments. The Health Department is also focusing on Developmental Screenings for children. If a parent/guardian is noticing developmental deficiencies they are encouraged to call the Health Department to schedule a screening. Jessica Redden the Child Care Nurse Consultant has a new monthly newsletter coming out.
**Committee Reports**

**Contracts Management**

 **Tool G**

The State ECI Board placed additional restrictions on the Early Childhood Funds. It appears the changes could affect a number of SCKECI programs. The FY 15 re-applications were reviewed April 30th. Martens noted programs that appear may be affect by the new restrictions. Martens has emailed the state ECI Coordinator regarding Head Start Programs. Martens has emailed the state ECI Coordinator a second time with additional questions. This will be the first year for these funding changes. **FY15**

The FY15 draft allocations were emailed yesterday afternoon. Copies were provided to the board. Attendance at the June 3rd meeting will be very important as FY15 budget will be on the agenda and will require board action. Martens provided the board with notes from the re-applications so the board can start thinking about funding options.
 **Child Care Nurse Consultant**The Scott County Health Department has submitted a request for an adjustment to the Child Care Nurse Consultant budget. The proposal is to move $389.00 from staff development and training to supplies. The additional funding in supplies would be used to purchase books for child care centers.

Sommers made a motion to move $389.00 from staff development and training to supplies in the Child Care Nurse Consultant budget, seconded by Dubert. All aye votes, motion carried.
  **CDA Propsal**Martens provided the committee with the email from Deb Gustafson regarding CDA (Child Development Certificate). Gustafson emailed Martens on April 8th, 2014 a proposal to fund CDA for child care providers in Scott County. The time frame for classes would be July 1st, 2014 to June 13th, 2015. The class would be a total of 120 hours. The classes would be offered on nights and weekends. Gustafson also noted that the classes are very easy to make up if the student misses a class. If there is interest, funds from anticipated carry forward could be identified for this purpose. The estimated cost is $7,040.00 for 20 students. Applications would have to be mailed in advance. It was noted that if the board would like to fund this it would have to be a reimbursement program with the students paying up front for the classes and upon completion being reimbursed by the board. Barker mentioned that this is a great opportunity to improve quality childcare but with the new changes to Tool G he is unsure of the potential for funding these classes. Barker suggested waiting on more information about Tool G before continuing on with this. CDA funding will be brought back at the June Meeting for further discussion.
 **RedCap Technical Assistance**Martens received an email from Shanell Wagler responding to the request from the SCKECI board for technical assistance regarding REDCaps. Martens provided the email to the committee. The request for technical assistance was denied. Instead Shanell Wagler suggested reviewing the 3rd quarter data reports and re-evaluating the request for support. She attached a memo outlining some trouble shooting options. The 3rd quarter reports were emailed out on May 2nd; Martens forwarded them to the board. Martens will be contacting the home visitation/parent education programs SCKECI contracts to review the reports. It appears the information for PACT was not included.
 **Scott County Y Newcomb Church**Deb Gustafson provided a letter stating that the funding from United Way for the refurbishment of the Newcomb Presbyterian Church was denied. The Y has proposed a new manner to fund opening the facility; Newcomb Church has sent a letter of support stating that they will contribute $10,000.00 towards the remodeling costs. The Y will also contribute $10,000.00 to the remodeling costs. Davenport Schools has assured the Y that they have the equipment to completely furnish two four year old classrooms. Gustafson is requesting an increase in funding from the original $26,700.00 to $29,864.84 to the expenses previously approved by the SCKECI board. The additional $3,164.84 would cover the cost of sinks. The Y does not have access to the facility until July 1st, 2014. This funding would come out of Childcare Slot Expansion. With the new changes to Tool G the board will need clarification on if they can fund the facility in FY14 if the slot expansion would not be until FY15. Gustafson has indicated that all purchases could be made and modifications could be made prior to June 30th however the new facility would not be open until after June 30th. Martens is going to get more clarification from the State ECI Coordinator.

Cauwels motioned to approve the $29,864.84 contingent on the approval of using FY14 funds for FY15 slot expansion, Dubert seconded. All aye vote, motion carried.
 **Outcomes**Third quarter reports were due May 1st, 2014. Martens will be contacting the committee to set a date to review the reports
 **Nominations**
Martin reported that Chad Lewis has resigned. The application to be a board member is on the Scott County Kids website.
 **Public Awareness**
The RFP for the website development was emailed to six agencies on April 16th. A letter of intent was required by April 30th. Two agencies submitted letters of intent as require; MindFire and TwinState. The proposals are due May 14th. The committee will be reviewing May 15th
 **Fund Development
 Grant Updates**
 **Legislative Recap**
Session ended Friday, May 2nd.

**Other Business**

**ECI Coordinator Meeting April 9th, 2014**

Martens attended the ECI Coordinator’s meeting in Des Moines on April 9th. Historically the meetings have been held four times per year in Des Moines. For FY15 the format will be changed to two Des Moines meetings and two regional meetings.

 **Board Member Survey**

Please turn in the survey if you have not done so already.

 **Conflict of Interest**

Please turn in the Conflict of Interest Form if you have not already done so.

 **Friendly House Funds**

Martens reported that the $22,500.00 was received from Friendly House. At the March Contracts Management meeting Moritz explained that this money has always been represented as part of the $48,680.93 School Ready carry forward.

**Public Input**: none

Martin moved to adjourn the meeting at 1:17p.m. Clewell seconded. All Ayes, motion carried.

Next meeting: June 3rd, 2014 at 11:30am