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

**Meeting Date:** August 5th, 2014

**In Attendance:** Sheri Flack, Rich Clewell, Mary Drees, Marc Engels, Larry Barker, Shirleen Martin , Rep. Cindy Winckler, Chris Skaala and Linda Greenlee

**Excused:** Jay Sommers, Scott Cauwels, Mary Dubert, Linda Greenlee, Caitlin Russell and Pastor Rogers Kirk.

**Absent:**  none

**Guests:** Donna Moritz; Bi-State, Tera Weets; Genesis VNA/Bright Beginnings, Kathy Bartling: MBAEA/ECCC and Molli Nickerson; Scott County Kids/Decategorization

**Staff:** Diane Martens and Jesse Mumm

**Call to Order:** Barker called the meeting to order at 11:35a.m. Introductions were made.

**Approval of Minutes for June 3rd, 2014:** Pastor Rogers Kirk made a motion to approve the June 3rd, 2014 minutes, seconded by Martin. All aye votes, motion carried.

**Old Business**

**Fiscal Issues**

**FY14 Expenditures**Moritz referred to the Early Childhood expenditures noting June being 100% through the fiscal year and Early Childhood funds are 96% 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 100% through the year and 92% spent.

**FY15 Expenditures**There has not been any FY15 billings yet.

**Levels of Excellence**

The committee met on August 4th, 2014. The Bylaws will be sent to the board for review soon. The Bylaws will be reviewed at the September meeting and voted on at the October meeting. The committee is gathering data for the committee plan as well as designing a board retreat.

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

Copies of the Scott County Outreach Reports from Lutheran Services in Iowa for May and June were included in the packets. Martens received an email July 2, 2014 announcing the Iowa Family Support Network Website is now live. The website is; http://iafamilysupportnetwork.org.  
Martens received an email on June 24th, 2014 announcing the MIECHV state team has asked Lutheran Services in Iowa to initiate Small Parents as Teachers program. It will be primarily provided in Scott County. Coordinated intake will continue to have primary emphasis on prenatal target populations but is aware that there are families with older children that may not meet the programs eligibility criteria. Coordinated intake efforts will continue to represent all programs in the area.  
**New Business** **Early Childhood Coordinating Council-Kathy Bartling**Kathy Bartling reported that the Public Awareness is working to update the Scott County Kids Website. Once the website is updated the committee may decide to stop the Family Focus Articles in exchange for a different marketing strategy. Dianna Saleans wrote the August Family Focus Article. Kathy noted that there is talk about bring the “CLASS” training to Scott County. CLASS is an opportunity to get trained by observations in the class rooms. A trainer comes into the class room and observes the interactions between the adults and children, the relationships between child and child and the general flow of the class room. There has been new updates to the Healthy Childcare Iowa website. Nicole Palmer attended the last ECCC meeting. She is a new nurse from the University of Iowa and will be working at the new Child Health Specialty Clinic. The MBAEA is restructuring. The Newcomb Church ribbon cutting ceremony is August 14th at the downtown location. The Friendly House WIC location will be moving to Community Health Care in September. **Committee Reports  
 Contracts Management** **Audit Report FY 13**Martens received an email from Shanell Wagler stating that “no issues were raised from the report”. **FY15 Contracts-Tool G**Martens explained that Tool G has been added to all of the contracts for this year.   
 **Bright Beginnings: Credentialing and FTM**Tera Weets addressed the board explaining the credentialing for Bright Beginnings Universal Assessment. Only the Bright Beginnings Program was previously required to be credentialed in 2009. Now that Bright Beginnings is up for renewal Universal Assessment, NEST and Bring Baby Home/Health Promotion need to be considered for credentialing as well. Combining the programs for one large program was considered however the component programs are all quite different. There is concern about credentialing the Universal Assessment program because it is not evidence based. Because Universal Assessment is not a home visitation or parent education program it would not qualify for funding for the family support-home visitation/parent education program. The board could instead decide to only screen Scott County births instead of all births at Genesis and Trinity. This would result in a loss in data of 40%. Barker noted that the Contracts Management committee needs to look into this further. Weets noted that she needs letters of recommendation from the board for the credentialing process.   
Martin made a motion to send letters of recommendations in regards to credentialing the Bright Beginnings/Universal Assessment program, NEST and Bring Baby Home/Health Promotion program, seconded by Skaala. All aye votes, motion carried.

Martens explained that the contract for Bright Beginnings Universal Assessment has required the Bright Beginnings Family Support Workers are certified in FTM. Weets is requesting that the Family Support Workers be trained in FTM facilitation but not be required to have the certification. Certification would require 4 days in Ames, IA for 6 to 7 workers. Weets explained that the budget would need to be amended to accommodate the costs. The consensus of the committee is to recommend amending the contract to remove the requirement of FTM certification of staff. Staff would still be trained in FTM and would still facilitate Family Team Meetings. Weets has requested that the four day training be brought to Scott County and the request has been denied. Winckler suggested sending another letter of request from the board for the training to be brought to Scott County.  
Martin made a motion to send a letter of request for the FTM Training to be brought to Scott County, seconded by Clewell. All aye votes, motion carried.  
The contracting conflict has been noted and will be further addressed after a response has been received in regards to the request of the Family Team Meeting Training to be brought to Scott County.  
 **AIM4Excellence-Newcomb Staff**

As we’ve talked about in previous meetings, both the Growth Fund Program and AIM4Excellence must make sure that the participants of those programs are not from “core” programs. Deb Gustafson has asked if the center director at the new Newcomb Y child care site could be allowed to attend the AIM4Excellence program. Gustafson explained that Newcomb will be a Statewide Voluntary Preschool site however they will not receive funding for the first year they provide SWVPS services. Martens emailed the state technical assistance team. Deb Scrowther responded; “The guidance regarding core programs for the EC funds is really an attempt to get the funds to child care programs that truly do not have other state/federal funds and have unmet needs. It sounds like the “core program” conversation doesn’t apply since they currently (or when you plan to support them through AIM4Excellence) receive no SWVPS funds. If the board is convinced of the program’s need based on their process to award funds, it is their responsibility to the purpose of the funds, outlined in Tool G.” Contracts Management is recommending to the board to allow the Newcomb Church Center Director to attend the AIM4Excellence program.  
Clewell made a motion to approve the Newcomb Church Center Director to attend the AIM4Excellence program, seconded by Winckler. All aye votes, motion carried.

**Review of FY14 Federal Funds**

Martens informed the board that Scott County was selected for a review of the FY13 Federal Funds. Moritz emailed the requested documents to Tami Foley at DHS on July 17th, 2014. Winckler noted to make sure we receive a report of the reviewed funds.

**Site Visit Summary**

Martens provided the board with a summary of the site visits. Martens provided a brief narrative and Moritz provided a fiscal review. There were no questions at this time.  
 **Outcomes**A new outcomes report was put in place by Mary Dubert and Diane Martens on July 1st, 2014. The end of the year reports were due August 1st, 2014. The annual report to the state will now be a web-based report.  
 **Nominations**Jay Sommers’ and Caitlin Russell’s terms are expiring in August. Sommers would like to continue on the board. Russell has opted to not continue as a board member. Martens noted that the board now needs male and female replacements.

Engels moved to approve another term to Jay Sommers (August 2014-August 2017), Clewell seconded. All aye votes, motion carried.

**Public Awareness**

The Public Awareness committee is requesting the $7,500.00 that was originally designated as match for the RDA funds now be added to the Public Awareness Budget and be used for the website.  
Clewell moved to transfer $7,500.00 RDA Match funds to the Public Awareness budget for completion of the website, seconded by Skaala. All aye votes, motion carried.

**Evaluation and Salary Adjustment for Coordinator**

Barker noted that Martens has done a great job this year and has met many of her goals previously set. She has great work quality and is excellent to work with. Barker recommended to the board a 3% merit increase for Martens.  
Martin moved to approve the 3% merit increase for Diane Martens, seconded by Greenlee. All aye votes, motion carried.

**Grant Updates**

After requesting the remaining RDA funds be used for the website, the RDA responded the request was denied and the funds should be returned. Moritz has begun the process of returning the funds. Martens will meet with the Public Awareness committee regarding next steps. The needed amount of funding $8,015.00 is available in the Public Awareness budget. Martens will have the Public Awareness committee meet to see how they would like to proceed.

**State ECI Board Meeting-Rich Clewell**

Clewell reported that the State LOE Committee is looking at removing the Public Awareness part of the LOE review. Clewell also noted that there are 3 people on the board that have concerns with the new Tool G regulations. They are working on bring control back to the local ECI areas.

**State ECI Coordinator Meeting-Diane Martens**

Martens attended two ECI Regional meetings; one in Iowa City and one in Independence. The United Way of East Central Iowa will be available to work with local ECI areas with a new tool they have for “Reaching At-Risk Populations”. The State ECI Team is planning a “Listening Post” for all ECI Coordinators to take place in August or September.

**Legislative Recap**

None

**Other Business**

**Scott County Data Sheet**

Martens provided a new Scott County Data Sheet in the packets.

**Reminder Board Member Survey and Conflict of Interest**

Please turn in the Board Member Survey and Conflict of Interest Forms if you have not already done so.

**Statewide Voluntary Preschool Information**

The datasheet that was created shows that there will be 1457 slots in FY15. Of those, 451 or 31% are in a school setting, 86 or 6% are in a head start and 920 or 63% are in private settings.

**Public Input**: none

Clewell moved to adjourn the meeting at 12:46p.m. Greenlee seconded. All Ayes, motion carried.

Next meeting: September 2nd, 2014