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

**Meeting Date:** September 2nd, 2014

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

**Excused:** Scott Cauwels, Mary Dubert

**Absent:**  Pastor Rogers Kirk

**Guests:** Donna Moritz; Bi-State, Tera Weets; Genesis VNA/Bright Beginnings, Molli Nickerson; Scott County Kids/Decategorization, Mary Jo Huddelston; CCR&R

**Staff:** Diane Martens and Jesse Mumm

**Call to Order:** Barker called the meeting to order at 11:34a.m. Introductions were made.

**Approval of Minutes for August 5th, 2014:** Sommers made a motion to approve the August 5th, 2014 minutes, seconded by Greenlee. 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. There will be $135,679 carry forward moving to FY15. 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. There will be $22,615 in carry forward moving to FY15.

 **FY15 Expenditures**Moritz referred to the Early Childhood expenditures noting July being 8% through the fiscal year and Early Childhood funds are 3% spent. Moritz continued to the State School Ready funds, noting they are 8% through the year and 7% spent.

 **FY15 Budget**Moritz provided the board a new version of the FY15 budget reflecting the now final carry forward amounts and showing unprogrammed funds.
Flack made a motion to approve the new FY15 budget reflecting the final carry forward amounts and showing unprogrammed funds, seconded by Winckler. All aye votes, motion carried.

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

Copies of the July outreach report were given to the Contracts Management committee members. Referrals have increased with coordinated intake. MIECHV funds are set to be expended by March of 2015. It is anticipated there will be extra funds to carry past March.
**New Business**

 **Annual Report**

Martens explained that this is a new format for the annual report; the report is now submitted through the Iowa Grants website. The Outcomes Committee reviewed the report on Friday and expressed that they liked the format. Scott Cauwels provided some good suggestions on how to integrate the report format with the expenditure sheets the board reviews each meeting. Cauwels also had some suggestions for communication with the state board. Martens noted that they state did communicate with local ECI Boards that the end total will not match what the total budget was for FY 14 because Family Support is not included in this report.

 **Bylaws**

Bylaws were emailed to the board on August 19th, 2014. Barker reviewed the bylaws.

* Sommers noted that the board needs to review voting protocol in the old Bylaws in order to approve the new ones. In the new bylaws, Section L, it is stated that the board must have 15 members. As of now the board has 13 members. It needs to be confirmed that we will have enough board members to vote on the new bylaws.
* In Section K “Telephonic participation is only allowable as described in open meeting and open records Iowa Code Section 21.8”, does not match what is noted in Iowa Code Section 21.8. Winckler noted that it would be nice to have a skype option available to attend meetings. Winckler noted the language in the bylaws needs to be changed in Section K to match Iowa Code Section 21.8 if a reference between the two is made.
	+ Clewell suggested stating what “viable electronic means” are acceptable to be used in meetings. Winckler again noted that if reference is made to Iowa Code Section 21.8 the language in the bylaws must match what is being referenced.
* Martin is concerned that Section F.2 will not give us enough flexibility.
* Sommers is curious what version of the Iowa Code was used. The code changes every two years.
* Section B states that all board members must be a Scott County Resident. As of now one member does not live in Scott County but is employed through DHS and primarily works in Scott County. This needs review.
* It was suggested that the board make Juvenile Court Services board members statutory positions. This will need review.
* Clarification is needed on Article IV in the bylaws as well as clarification of the relationship between the article and the Iowa Code Chapter256I.7,1(a).

  **Committee Reports
 Contracts Management** **CPR/1st Aid Scholarships**

Martens explained that in previous years SCKECI has contracted with the Red Cross to provide CPR/First Aid classes to child care providers who are registered or working at a licensed child care center. The providers would sign up for any of the classes the Red Cross offered. The Red Cross would check with CCR&R or DHS to verify the person was indeed a registered child care provider or working at a licensed center and then SCKECI was billed a portion of the costs of the class. Now the Red Cross is suggesting offering classes specifically to child care providers; they would send a mailing to licensed child care centers and registered child care homes informing them of this training opportunity. The class dates would be pre-set for the year. Providers would sign up to reserve a spot. Providers would not pay a portion of the class; they cost would be $100 for CPR and First Aid Certification. Martens emailed Shanell Wagler for guidance of whether or not ECI areas are allowed to fund these courses. Wagler replied that ECI areas are allowed to use EC Funds for professional development opportunities for all early learning/ child care providers. Martens further explained the Red Cross has made some requests to change the language in the contract that had been previously reviewed by the Red Cross’s legal team. Martens would first like to get approval from the board to contract in the manner stated above and then have the contract reviewed by Mary Thee.  **Friendly House**

Renee Rankin contacted Martens stating that the Red Rover Child Care Center has opted not to participate in statewide voluntary preschool effective July 1st, 2014. Rankin had not been made aware of this before July. There are two families that thought they were on the preschool scholarship in July. Since learning that Red Rover is no longer participating in Statewide voluntary preschool Rankin has not billed preschool scholarships for the two families. The families could be on the child care scholarship for July however the child care scholarship payment is $300 per month, the preschool scholarship payment is $690, leaving the family to owe $390.
Martens requested answers for the following questions; Does the contract Friendly House have with the preschools state they must be QPPS verified? Does the contract Friendly House have with the preschools state the preschools are to hold the family’s harmless if the preschool creates a situation causing the scholarship not be paid? What is the mechanism of ensuring the preschools receiving the preschool scholarship are QPPS verified?
This was Rankin’s response; the contract with Friendly House does state that preschools have to be QPPS. Last year I received a brochure from the district because they don’t give new certificates each year. This year I printed the preschools from the district’s website. I received an email from Dianna Saelens regarding the Y at Newcomb being QPPS and a partner because they are not listed on the website. That is how I realized Red Rover is no longer a partner. The contract does not state the families be held harmless if the preschool creates a situation causing the scholarship not to be paid.

The committee was in consensus that this is Red Rover’s responsibility. Contracts Management would like to request from the board to send a letter to Red Rover encouraging them not to charge the family the difference.
Clewell made a motion to send a letter to Red Rover encouraging them not to charge the family the difference, seconded by Sommers. All aye votes, motion carried.
 **Bright Beginnings/Universal Assessment: Credentialing**Letters of recommendation were provided to Genesis for the Iowa family Support Credentialing. Following the last SCKECI board meeting Martens had a conference call with Tera Weets and Deb Scrowther. Universal Assessment and nurse visits have been an outreach for the Bright Beginnings program. MIECHVI is creating coordinated intake in each community. Universal Assessment Bright Beginnings has been a part of the conversations in creating coordinated intake for Scott County. The process for coordinated intake is that all families screened in Scott County will have their information brought to the coordinated intake “table” where all of the family support programs will review the screening for each family to determine which home visitation program would be most appropriate for each family. This would eliminate the function of Universal Assessment and short term Nurse Visits as feeders to Bright Beginnings. This would also mean they would not fit the definition of family support and then could not be funded by family support funding. Scrowther is checking with Janet Horras to discuss definitions of what is not allowed. Martens asked if the Universal Assessment could possibly be allowed to work in conjunction with the coordinated intake in Scott County. Allowing Genesis to continue to provide Universal Assessment/Screening at the hospital but instead of being an outreach or feeder only to Bright Beginnings the screenings would be taken back to the coordinated intake “table” where all of the family support programs would review the screening and determine which home visitation program would be most appropriate for the family.

 **State Early Childhood Iowa**

 **Survey**

Martens emailed the board a survey from the State ECI Board Advocacy Committee. This is due on September 29th, 2014. Martens has partially filled out the survey. Her answers are highlighted on the provided survey in the board packets. Martens has requested that the board provide answers for questions 6, 7 and 8.

Question 6- Will members of your board be willing to meet with legislative policy makers to share the position paper and share local benefits? Why or why not?-Board answer Yes

Question 7-Will members of your board be willing to share the position statement with local media and/or editorial boards?-Board Answer Subject to Review.

Question 8-Provide suggestions of what could be done at the local level for advocacy efforts or describe what your area has done in this area.-Board answer-Currently unanswered.
Due to time constraints this will require further discussion.
 **Legislative Recap**None
**Other Business
\*\*Please note these topics were on the agenda but not covered due to time constraint.
 Board Survey**Copies of the Survey Monkey were provided to the board. Martens will work with Contracts Management to schedule another survey with contractors and possibly other agencies.
 **Early Childhood Coordinating Council**Martens reported there was a meeting held August 27th. A representative from Vera French attended and gave a brief overview of integrated health homes. The next meeting is scheduled for October 29th.
 **Nominations**Martens and Greenlee met on August 25th. Greenlee is contacting some potential board members. Everyone is encouraged to contact people they know who would be interested in serving on the board. We do anticipate Jennifer Kakert being available to serve on the board in January.
 **Public Awareness**Martens reported that the committee has not met for a while and the process of contracting with TwinState is progressing.
 **State Early Childhood Iowa**State ECI Board meeting-September 5th, 2014
State ECI Coordinator’s Meeting-previously scheduled for September 10th, 2014 has been cancelled.
 **Public Input**: none

Clewell moved to adjourn the meeting at 1:25p.m. All Ayes, motion carried.

Next meeting: October 7th, 2014-NOTE: location will be at the Mississippi Bend AEA, 729 21st, St. Bettendorf.