

Johnson County Empowerment-Early Childhood Iowa Board
Meeting Minutes
Thursday, January 20, 2022
6:30-8:00 p.m.

Members present: Chris Carman, Cheryl Collins (7:02), Rick Leyendecker, Richard Lipman, Marguerite Oetting, Emily O'Sherridan-Tabor, Angel Taylor, Joan Tephly (6:37)

Members absent: Jon Green, Lori Roetlin, Susan Dale Wall

Staff Present: Samantha Turnbull, Laurie Nash

Guests: Miranda Bronoki Dopp (UAY), Andrew Coghill-Behrends (NCJC), Michael Shaw (RVAP), Amy Metz (ARC), Lorri Hora (CCR&R)

1. Call Meeting to Order, Establish Quorum, and Approve Previous Meeting Minutes [Board Action]

Board Chair Richard Lipman called the meeting to order at 6:35 PM, attendance was taken, and a quorum was recognized with 6 of 11 members present. Joan Tephly joined at 6:37 and Cheryl Collins joined at 7:02 for a total of 8 members present. **Marguerite Oetting made a motion to accept the minutes from 12/2/21. Seconded by Rick Leyendecker. Passed unanimously.**

2. Public Comment: No comments were received from the members of the public present at tonight's meeting.

3. Director's Report- The following are key highlights from the Director's Report. The full written report was included in the January Board packet. Refer to this document for further details beyond those provided in these minutes.

-Our Designation visit with the state is scheduled for February 3rd from 2:30-4 PM. This process renews us as an Early Childhood Iowa Area Board. We need as many board members as possible in attendance. The Board reviewed and discussed examples of typical questions (provided by the state) which may be covered at Designation sessions.

-Website: Sam will give the Johnson County Board of Supervisors an "update presentation" on JCE/ECIA in late January as a requested follow up to our website transfer request.

-Expense Report: The December 2021 expense report was reviewed by the Board.

-School Ready Scholarships: 12 families are currently on our school ready scholarship wait list.

-Car Seats: We are in the planning process for our next car seat clinic. The Johnson County Ambulance department is letting us use an ambulance bay so that we have a heated space for the installs.

-Family Support Programs: We need to decide if our board would like to have a COVID vaccination policy for our family support programs or if we would like to defer to agency policies. Both UAY and NCJC currently have policies that require staff to either be vaccinated or submit to weekly testing. Laurie recommended that any action regarding staff vaccination/testing be taken consistently with all our contracting agencies, even if this is simply asking each for copies of their organizations policy. (Note: the Board will have this on the February agenda as an action item)

-Car Seat and Pack N Play Drive: We are again holding a car seat and pack n play drive. Sam posted the information on our social media. High Point City Church donated 38 car seats and 7 pack n plays.

-Board Development: Indicator of the Month. The Board reviewed information on the "percent of early education programs meeting quality standards". This included the indicator's a) priority area, b) results area and c) the programs we fund which directly affect the indicator:

4. Contractor Presentations: Family Support Programs

a. **United Action for Youth (UAY)**- Miranda Bronoki Dopp provided a thorough presentation on UAY and the ways in which its two Empowerment-funded Family Support programs are complementary and mutually reinforcing. The participants in these programs are young parents/ pregnant moms in Johnson County, currently with an average age of 20.1 years. She shared information on UAY Baby Shower gifts, its Tot Shop visits and the use of ASQ Packs of developmentally appropriate materials. Program structure was reviewed including meeting frequency and options for group sessions with other parents and/or sessions with the UAY Nurse Practitioner. Board members had a good conversation with Miranda about these UAY services. Her full presentation can be seen as part of the Zoom recording of the 1-20-22 Board meeting.

b. **Neighborhood Centers of Johnson County (NCJC)**- Andrew Coghill-Behrends gave a presentation on the NCJC Home Visitation-Family Support Program, including information on the research-based Parents As Teacher’s model and its home visiting activities/materials. Andy shared that the majority of families enrolled in the NCJC Home Visitation-Family Support Program speak a first language other than English and that NCJC places an emphasis upon hiring program staff reflective of enrolled families’ cultures and languages. Andy’s full presentation can be seen as part of the Zoom recording of the 1-20-22 Board meeting.

5. RFP and scoring sheet development committee: The January Board packet included the most current drafts of the RFP application and scoring materials. In particular, the RFP Development Committee updated the Priority Level categories to incorporate ideas shared by members at the December Board meeting. To better inform recommendations by our planned RFP review subcommittees (Direct Early Education, Indirect Early Education, Parent Education and Health), Sam shared percentage breakouts by these categories for both the FY’22 JCE/ECIA budget, as well as for statewide FY’20 ECI spending. The RFP application and scoring materials will be presented for final board approval at the February meeting.

6. HACAP budget line item change, 4C’s PS and RHSS budget reductions, UAY Home Health budget increase [board action] This action item relates to specific contract budget line item adjustments/ contract amendments which per our policies must come to the board for action.

a) **HACAP Head Start Budget line item adjustment-** This change does not alter the total amount of HACAP’s \$65,000 JCE/ECIA funding, but simply allows the program to move \$5,000 from operations at the Bloomington site and reallocate it to the Coral Ridge site, as shown below:

HACAP Line Item Budget Change FY22

| <i>Site</i> | <i>Original Budget</i> | <i>Newly Proposed Budget</i> |
|-------------|------------------------|------------------------------|
| Bloomington | \$40,000 | \$35,000 |
| Waterfront | \$20,000 | \$20,000 |
| Coral Ridge | \$5,000 | \$10,000 |
| Total: | \$65,000 | \$65,000 |

Richard Lipman made a motion to approve this change. Seconded by Angel Taylor. Passed unanimously.

b) **Two Contract Amendments for 4C’s projects** which were underspent in FY’21 and are again underspent for FY’22 (timeframes affected by the pandemic). To adjust for underspending, Sam and 4Cs arrived at realistic projections for reduced FY’22 budgets and proportional reductions in project performance measures. **The proposed 4Cs contract amendments in their entirety were included in the Board Packet and are summarized below:**

1. **“THE FIRST AMENDMENT to the CONTRACT entered by the parties (JCE/ECIA and 4Cs) on December 6, 2019 and renewed on 07/01/20 and 07/01/21 for Registered Home Start-up Services.”** The revised budget for this activity is set at an amount not to exceed **\$4,401.00 for the whole of the FY’22 Contract period.**
Richard Lipman moved to authorize this first 4Cs amendment as contained in the Board Packet. Seconded by Rick Leyendecker. Passed unanimously.

2. **“THE FIRST AMENDMENT to the CONTRACT entered by the parties (JCE/ECIA and 4Cs) on July 1 2016 and renewed on 07/01/17, 07/01/18, 07/01/19, 07/01/20 and 07/01/21 for On-Site Consultation Services of the following type: Start up visits, Starting Strong visits, Ready Set Go visits and child care center visits.”** The revised budget for this activity is set at an amount not to exceed **\$64,959.84 for the whole of the FY’22 Contract period.**

Chris Carman moved to authorize this second 4Cs amendment as contained in the Board Packet. Seconded by Emily O’Sherridan-Tabor. Passed unanimously.

- c) **Contract Amendment with UAY for “Nurse Home Health Services for Young Parents”** which has had higher utilization during the pandemic. Sam and UAY arrived at a realistic projection for an increased FY’22 budget to accommodate this higher demand. Sam noted that this UAY budget increase is offset financially by the prior 4Cs budget reductions. **The full proposed contract amendment with UAY was included in the Board Packet and is summarized below:**

“THIS FIRST AMENDMENT to the CONTRACT made between JCE/ECIA and United Action for Youth for Nurse Home Health Services for Young Parents entered by the parties on July 1, 2017 and renewed on 07/01/18, 07/01/19, 07/01/20, and 07/01/21.” The Service Provider will be paid for the services described in the Scope of Services section and the Family Support Program Description a fee not to exceed **\$34,000.00 for the Contract period (07/01/2021-06/30/2022).** This shall be the total compensation paid to the Service Provider.

Rick Leyendecker moved to authorize this UAY contract amendment as contained in the Board Packet. Seconded by Cheryl Collins. Passed unanimously.

To provide a broader picture of budget impact, Sam reviewed the overall JCE/ECIA FY’22 budget with the board. She noted that, taken as a package, the contract amendments approved at this meeting are largely budget neutral. They do not incur any added expense, nor significantly increase our projected carry-forward amounts.

7. Policy and Procedure Manual Review & Changes [board action] The Policy and Procedure Manual was previously reviewed by the Board at its July and October 2021 meetings. The entire Policy and Procedure Manual was included in the January Board packet with specific proposed wording changes indicated. Sam summarized these changes in the following list:

- **P. 8 Conflict Of Interest policy:** Updated list to include current contractors
- **P.11 Updated stipend policy**
- **P.21 Budget Revision policy** Increased cutoff for line item changes not needing prior approval, changes that need director, chair and treasurer approval, and changes that need full board approval.
- **P.22&27 Home Visitation Billing policy:** took out specific per-visit rates.

Proposed changes in the Policy and Procedure Handout (in Board packet) are tracked and highlighted, other minor changes are to update policies to match current practice with electronic files.

Rick Leyendecker moved approval of the changes in the Policy and Procedure Manual (highlighted in the minutes above and described in detail in the related January Board Packet attachment). **Marguerite Oetting seconded the motion. Passed unanimously.**

As part of Policies and Procedures discussion, it was identified that earlier in tonight's budget review, an expense funding source adjustment was highlighted which does requires Board approval. **For the "NCJC Welcome Back to Early Learning" project, it is proposed that \$10,000 of that project's expenses be shifted away payment using our allocated "School Ready funds" to payment using our Early Childhood funds.** This formal board approval is needed, as the dollar amount of this \$10,000 funding source shift exceeds the \$5,000 cap in place for budget adjustments completed by JCE/ECIA staff. **Richard Lipman moved that this funding source shift (underlined above) be authorized by the Board. Cheryl Collins seconded the motion. Passed unanimously.**

8. Board Bylaws Review [board discussion] The Board Bylaws were in enclosed in the January Board packet for member review. Our stated policy requires an annual review of Board Bylaws, though no formal action is required *unless* the Board chooses to make a change in them. It was noted that in 2020 there were a few official bylaw changes made regarding committee structure and participation. Since that time no further needs have been identified for further changes. As such, the board now has met its requirement for annual Bylaw review.

9. Adjournment Rick Leyendecker moved to adjourn. Joan Tephly seconded. Passed unanimously. The meeting was adjourned by Chairperson Richard Lipman at 8:00 PM.

Next Monthly Meeting: Thursday, February 17, 6:30-8:00 PM

Submitted by Board Secretary Chris Carman