



Johnson County Empowerment/Early Childhood Iowa Board

**Thursday, January 20, 2022
6:30-8:00 p.m.**

The JCE/ECIA Board will be meeting in a hybrid format Johnson County Health and Human Services Conference Room 203 B/C is reserved for this meeting and instructions to join via zoom are below. Masking is currently required in County buildings.

Join via Zoom video at <https://zoom.us/j/83833295570>

Join via Zoom phone at 312-626-6799 with Meeting ID 838 3329 5570.

Draft Agenda: Please check www.jcempowerment.com Calendar of Events 24 hours before the meeting for any changes.

- 1. Call Meeting to Order, Establish Quorum, and Approve Previous Meeting Minutes [Board Action]**
- 2. Public Comment**
- 3. Director's Report**
- 4. Contractor Presentations: Family Support Programs**
 - a. UAY**
 - b. NCJC**
- 5. RFP and scoring sheet development committee**
- 6. HACAP budget line item change, 4C's PS and RHSS budget reductions, UAY Home Health budget increase [board action]**
- 7. Policy and Procedure Manual Review & Changes [board action]**
- 8. Board Bylaws Review [board discussion]**
- 9. Adjourn**

If there are questions about this agenda or if attendees require a modification because of a disability, please contact Sam Turnbull at empower@johnsoncountyiowa.gov or (319) 356-6090.

Next Board meetings: February 17, 2022; March 24, 2022

Johnson County is a safe and healthy community in which to learn, work, and live.

Johnson County Empowerment • 855 S Dubuque Street, Suite 202B • Iowa City, IA 52240 • Telephone 319.339.6179 • Facsimile 319.688.5711

www.jcempowerment.org • empower@johnsoncountyiowa.gov

BOARD REPORT OF EXPENSES
DECEMBER, 2021

Payee	Period	Invoice Date	SR	EC	Non-Grant
HYVEE CREDIT	October	10/7/2021	-\$2.10		
HYVEE CREDIT	November	10/8/2021	-\$2.10		
CLERK SALARY	November	11/30/2021	\$954.11		
JCPH CCNC	November	12/10/2021	\$51.90		
NCJC FSP	October	11/16/2021	\$20,130.00		
NCJC GROUPS	October	10/31/2021	\$2,071.02		
UAY	November	12/10/2021	\$8,916.00		
NCJC FSP	November	12/15/2021	\$22,275.00		
NCJC GROUPS	November	11/30/2021	\$1,344.16		
QI SALARY	November	11/30/2021	\$6,975.25		
NCJC WRAP	October	11/15/2021	\$3,567.42		
FROG HOLLOW	October	11/29/2021	\$545.45		
MELROSE DAYCARE	October	12/1/2021	\$500.00		
PRINCE OF PEACE	October	12/3/2021	\$232.00		
FROG HOLLOW	October	12/1/2021	\$545.45		
ICCSO	November	12/7/2021	\$3,200.00		
HACAP	November	12/7/2021	\$3,437.54		
ARC	November	12/10/2021	\$1,757.46		
KIDS POINT	November	12/13/2021	\$272.72		
NCJC WRAP	November	12/15/2021	\$1,641.98		
4CS RHSS	November	12/16/2021	\$669.40		
CUTE LITTLE ANGELS	November	12/9/2021	\$428.00		
VISA WALMART CREDIT	October	10/6/2021	-\$54.82		
VISA WALMART CARSEATS	November	11/9/2021	\$71.98		
AMAZON SAFE SLEEP	November	12/9/2021	\$134.70		
AMAZON CAR SEATS	December	12/17/2021	\$813.04		
4Cs HT	October	11/9/2021		\$4,331.25	
4Cs PEPB	October	11/9/2021		\$2,737.15	
4Cs PS	October	11/10/2021		\$4,064.44	
GRANT WOOD	November	12/6/2021		\$5,824.51	
CLERK SALARY	November	11/30/2021		\$469.93	
NCJC WELCOME	November	11/30/2021		\$2,034.54	
4CS HOME TIES	November	12/3/2021		\$3,937.50	
4CS PROVIDER SUPPORT	November	12/16/2021		\$4,093.20	
4CS PEPB	November	12/14/2021		\$1,354.75	
		TOTALS	\$80,475.56	\$28,847.27	

January 2022 Director Report - Johnson County Empowerment/Early Childhood Iowa Area

STATEWIDE UPDATES:

• State Early Childhood Iowa

- Our Designation visit with the state is scheduled for February 3rd. This process renews us as an Early Childhood Iowa Area Board. Our board zoom is scheduled for 2:30-4pm. We need as many board members as possible in attendance.
- A few questions that could be raised at the meeting:
 - Describe the board's process reconciliation of financial records.
 - The board reviews our monthly expense report in each board meeting packet. The board reviews the feedback in our annual audit.
 - If you utilize committees, how did they emerge and what needs are they meant to serve?
 - Early education work group, parent education work group, health work group, executive committee, nominating committee, RFP development committee, designation committee.
 - Did you conduct a board evaluation recently? Describe lessons learned from the process this year.
 - We had a board evaluation last Spring. From that feedback we increased board development activities and brought back contractor presentations.
 - How do you share the community plan in your community?
 - Our community plan is available on our website.

LOCAL UPDATES:

• General

- **Website:** I am giving the Board of Supervisors an update presentation on JCE/ECIA next week which was requested in relation to our website transfer request.
- **Expense Report:** Our December 2021 expense report is in your board packet.

• Programs

- **School Ready Scholarships:** We currently have 12 families 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 requiring staff to either be vaccinated or submit to weekly testing.

• Committees

- **Early Ed Work Group:** Meets on the last Monday of the month 2:30-3:30 pm.
- **Parent Ed Work Group:** Meets on the first Monday of every other month 1-2 pm.
- **Health Work Group:** Meets on the second Monday of every other month 2-3pm.

• Community Collaboration

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

- **MLK Day Events:** Laurie and I will distribute books at the North Liberty library MLK Day event and the Iowa City day of service event.

- **Resource Links**

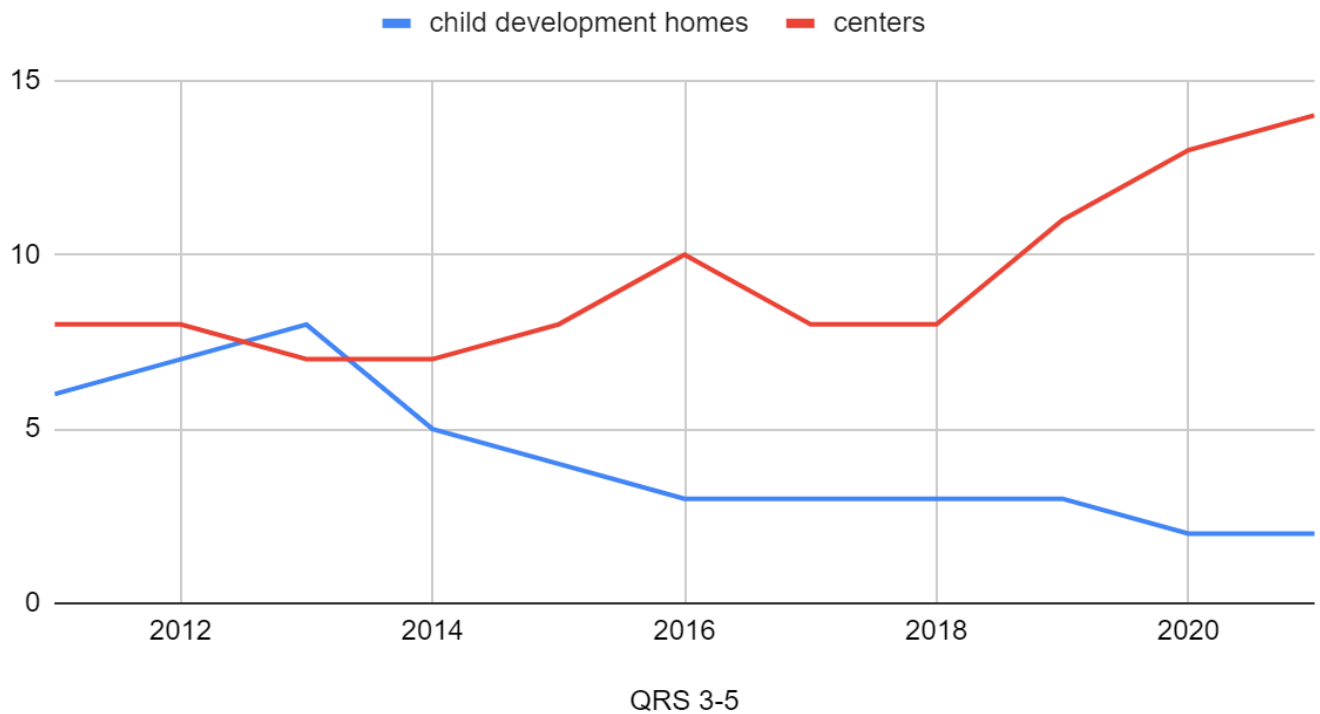
- Website <https://jcempowerment.com/>
- State ECI website <https://earlychildhood.iowa.gov/>
- Facebook <https://www.facebook.com/JohnsonCountyEmpowerment/>
- Twitter <https://twitter.com/JohnsonCountyE1>
- Johnson County www.johnsoncountyiowa.gov

Board Development:

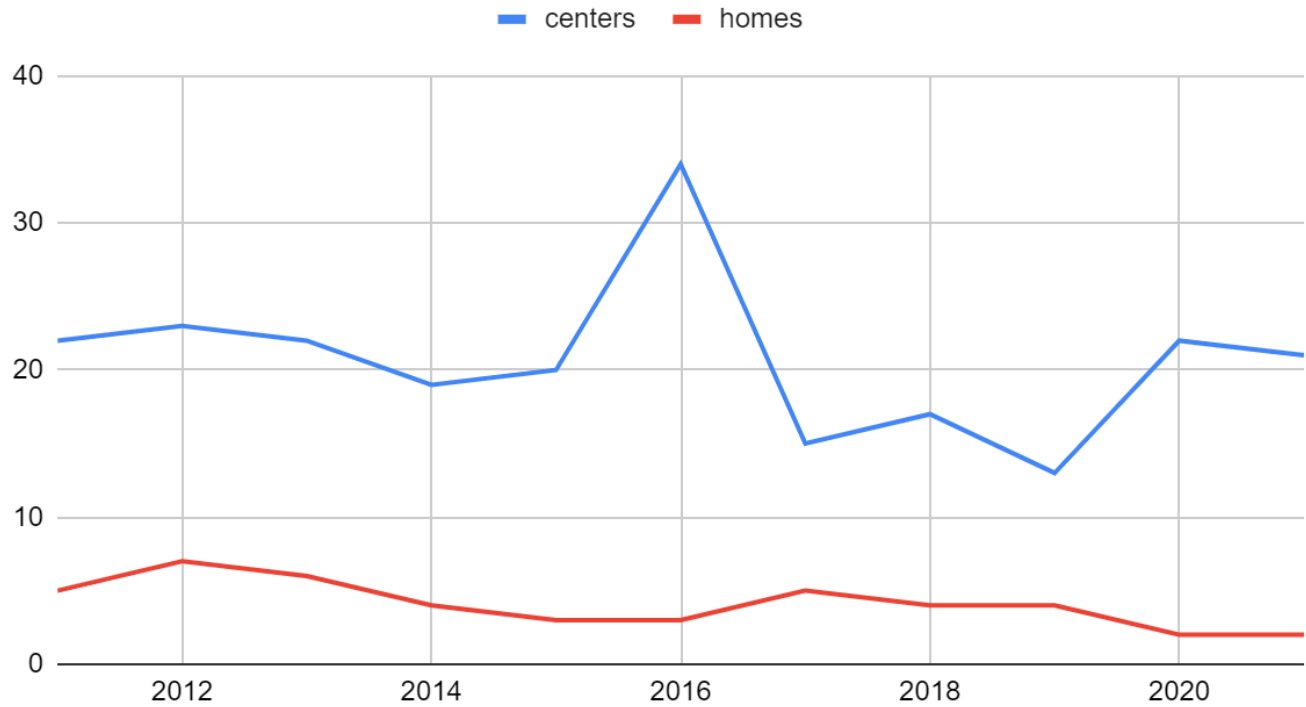
Indicator of the Month

Indicator: Percent of early education programs meeting quality standards.

of Johnson County programs in QRS level 3-5



% of programs meeting high quality standards



Priority: Increase Quality in Early Education

Results Area: Secure and Nurturing Early Education Environment

Programs we fund that affect this indicator:

- 4C's Provider Services
- 4C's Registered Home Start Up Services
- 4C's Positive Environments for Positive Behaviors
- Grant Wood AEA Child Care Alliance Response Team

Respectfully submitted Sam Turnbull January 20, 2022

FY23 RFP Points Per Section

*Points to be determined by individual board member scoring sheets

Cover Page	4
Need	20
Provider Qualifications	20
Program Description	48
Program Evaluation	20
Budget	16

FY23 RFP Priority Levels

*Priority to be determined in RFP scoring committees (Direct Early Ed, Indirect Early Ed, Parent Education, Health)

Priority 1	Programs are those that clearly address a community plan priority and local indicator and address a priority area. Programs are exemplary programs (programs of independently verified high quality, current or former grantees without fiscal or performance measure compliance concerns) that have been successfully funded by Empowerment in the past or are considered essential Empowerment program types.
Priority 2	Programs are those that clearly address a community plan priority and local indicator and address a priority area. Priority 2 programs are important programs that may be promising new or existing programs.
Priority 3	Programs are those that address a community plan priority and local indicators but have areas of question. Priority 3 programs are new programs whose promise for success is unsure or existing programs that hold promise in spite of failing to meet stated goals or program procedures. Priority 3 programs are those that are recommended for funding if it is available, but not at the expense of other programs.
Priority 4	Programs are those that do not clearly address a community plan priority or local indicator, have not successfully achieved outcomes in the past, duplicate existing services, or for some reason do not show promise to be successful programs. Priority 4 programs are not recommended for Empowerment funding.

JCE/ECIA FY23 RFP Scoring Sheet *see scoring matrix for details

Reviewer Initials

Program Name

Cover Page

	Does not meet expectations		Acceptable		Excellent
	0	1	2	3	4
Comments		Weak		Good	

Need

	Does not meet expectations		Acceptable		Excellent
	0	5	10	15	20
Comments		Weak		Good	

Provider Qualifications

	Does not meet expectations		Acceptable		Excellent
	0	5	10	15	20
Comments		Weak		Good	

Program Description

	Does not meet expectations		Acceptable		Excellent
	0	12	24	36	48
Comments		Weak		Good	

Program Evaluation

	Does not meet expectations		Acceptable		Excellent
	0	5	10	15	20
Comments		Weak		Good	

Budget

	Does not meet expectations		Acceptable		Excellent
	0	4	8	12	16
Comments		Weak		Good	

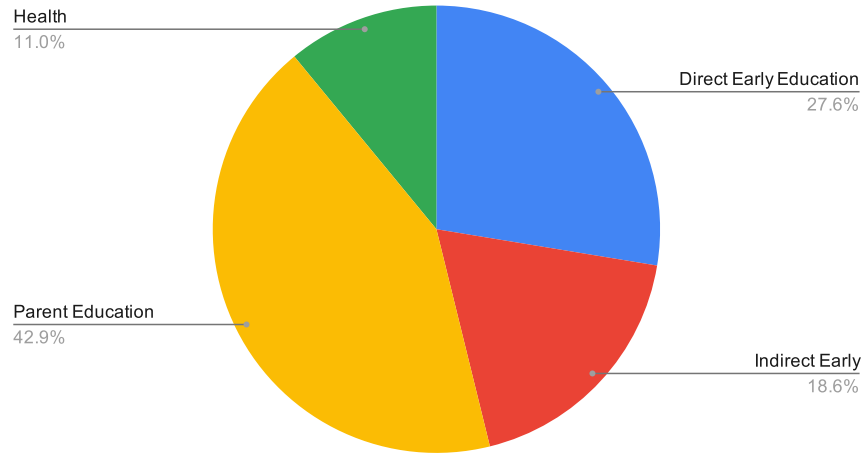
Total Points

/128

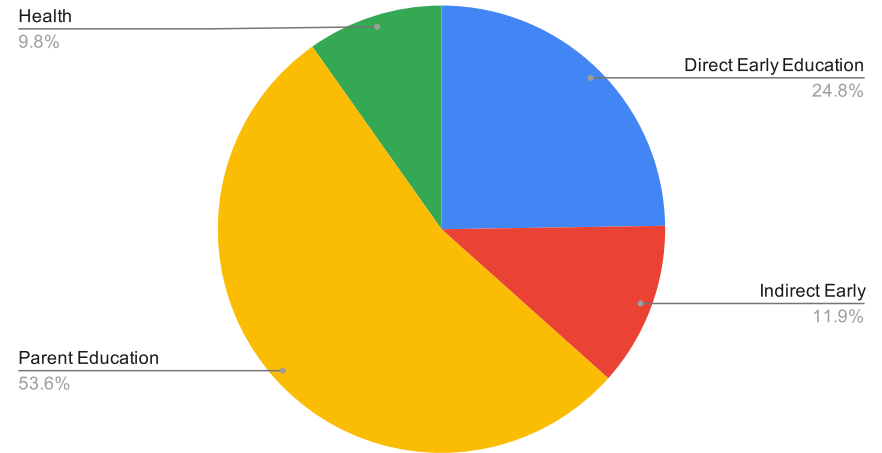
These are items to consider when determining a points total for each section, but are not all inclusive and not all items apply to all programs. **Bold items are of greatest importance.**

Section	Points	Scorers should look for:
Cover Page	4	<ul style="list-style-type: none"> ● Cover page is complete
Need	20	<ul style="list-style-type: none"> ● Local need identified ● Data provided to support local need ● Addresses recognized gap in service ● Program can uniquely meet need
Provider Qualifications	20	<ul style="list-style-type: none"> ● Program has a background in successfully providing this or a closely related service. ● Qualifications or job descriptions for key staff are included.
Program Description	48	<ul style="list-style-type: none"> ● Specific grant activities are described including number of events, frequency etc. ● Collaborations with other providers are described and roles/responsibilities identified. ● Target audience/eligibility criteria are identified. ● Identifies specific numbers of children and families to be served. ● How do services address the identified results area? ● How do services impact the identified priorities? ● How will the program (indirectly) impact a local indicator? ● Is program built upon research-based practices. ● Is program creative, customer-focused approach. ● Addresses barriers such as work schedules, transportation, rural access, English Language Learners etc. ● Identifies food, incentives, transportation, child care, and other expenses if applicable. ● Identifies how materials purchased relate to proposed services/activities if applicable.
Program Evaluation	20	<ul style="list-style-type: none"> ● Uses tool O to identify required performance measures for the selected service type. ● Describes a plan of evaluation. ● Outcomes are quantified with actual numbers. ● When available baseline data is given along with specific goals to be achieved.
Budget	16	<ul style="list-style-type: none"> ● Budget form is complete, detailed, clear, reasonable and cost effective. ● Program uses multiple funding sources, description of how Empowerment funding fits with other funding sources. ● Explanations for budget items are detailed and clear ● Administrative costs are reasonable (not to exceed 8%)

JCE/ECIA FY'22 budget



IA ECI FY'20 Spending



		Total \$ FY'22 allocation (does not include admin&QI&possible carryforward)		\$865,304					
Direct Early Education	20-30%	\$173,060.8-\$259,591.2							
Indirect Early Education	10-20%	\$86,530.4-\$173,060.8							
Parent Education	40-55%	\$346,121.6-\$475,917.2							
Health	5-15%	\$43,265.2-\$129,795.6							

HACAP Line Item Budget Change FY22

Site	Original Budget	Newly Proposed Budget
Bloomington	\$40,000	\$35,000
Waterfront	\$20,000	\$20,000
Coral Ridge	\$5,000	\$10,000
Total:	\$65,000	\$65,000

THE FIRST AMENDMENT to the CONTRACT entered by the parties on December 6, 2019 and renewed on 07/01/20 and 07/01/21.

Pursuant to Paragraph 11.11 Amendments of the Contract entered by Community Coordinated Child Care (4C's) Committee and Johnson County and Johnson County Empowerment/ECIA Board for Registered Home Start-up Services entered by the parties originally on 12/6/2019, and renewed on 07/01/20 and 07/01/21, the Contract is amended effective January 20, 2022 as follows:

5.0 REPORTING

5.2 Required Output and Quality/Efficiency Measures. The Service Provider shall document and report all state required data including but not limited to:

- 5.2.1 The # of participating home child care programs. **Target is 8 new providers.**
- 5.2.2 The # of providers that received visits. **Target is 12 providers.**
- 5.2.4 The # of professional development opportunities, by type. **Target is 61 total hours of training.**

6.0 COMPENSATION

6.3 Pricing. The Service Provider will be paid for the services described in the Scope of Services section a fee not to exceed **\$4,401.00 for the Contract period (07/01/2021-06/30/2022)**. This shall be the total compensation paid to the Service Provider. The Service Provider shall not be eligible for any other compensation and/or benefits including, but not limited to, paid leave (other than earned/accrued Paid Time Off) or retirement.

All other provisions of the Contract will remain in effect

COMMUNITY COORDINATED CHILD CARE (4Cs) COMMITTEE FOR JOHNSON COUNTY

By: _____ Date: _____

Name: Missie Forbes

Title: Executive Director, 4Cs Community Coordinated Child Care

Federal Tax Identification Number: 23-7351124

JOHNSON COUNTY EMPOWERMENT/EARLY CHILDHOOD IOWA AREA BOARD

By: _____ Date: _____

Name: Richard Stern Lipman

Title: Chair, Johnson County Empowerment/Early Childhood Iowa Area Board

THE FIRST AMENDMENT to the CONTRACT entered by the parties on July 1 2016 and renewed on 07/01/17, 07/01/18, 07/01/19, 07/01/20 and 07/01/21.

Pursuant to Paragraph 11.11 Amendments of the Contract entered by Community Coordinated Child Care (4C's) Committee and Johnson County and Johnson County Empowerment/ECIA Board for Provider Services entered by the parties originally on 07/01/2016 and renewed on 07/01/17, 07/01/18, 07/01/19, 07/01/20 and 07/01/21, the Contract is amended effective January 20, 2022 as follows:

5.0 REPORTING

5.2 Required Output and Quality/Efficiency Measures. The Service Provider shall document and report all state required data including but not limited to:

- 5.2.2 The **# of total on-site services** and the # of on-site services by type. **Target is 213 total consultations.** Of those, there will be at least 30 Start up visits; 30 Starting Strong visits, 40 Ready Set Go visits, and 20 center visits.
- 5.2.4 **Professional Development.** The # of workshops provided. **Target is 40.**
- 5.2.6 The # of hours of new training provided. Target is at least 16 hours.

6.0 COMPENSATION

6.3 Pricing. The Service Provider will be paid for the services described in the Scope of Services section a fee not to exceed **\$64,959.84 for the Contract period (07/01/2021-06/30/2022).** This shall be the total compensation paid to the Service Provider. The Service Provider shall not be eligible for any other compensation and/or benefits including, but not limited to, paid leave (other than earned/accrued Paid Time Off) or retirement.

All other provisions of the Contract will remain in effect

COMMUNITY COORDINATED CHILD CARE (4Cs) COMMITTEE FOR JOHNSON COUNTY

By: _____ Date: _____

Name: Missie Forbes

Title: Executive Director, 4Cs Community Coordinated Child Care

Federal Tax Identification Number: 23-7351124

JOHNSON COUNTY EMPOWERMENT/EARLY CHILDHOOD IOWA AREA BOARD

By: _____ Date: _____

Name: Richard Stern Lipman

Title: Chair, Johnson County Empowerment/Early Childhood Iowa Area Board

First Amendment to the Contract

THIS FIRST AMENDMENT to the CONTRACT, made between Johnson County Empowerment/ECIA (“Board”) and United Action for Youth (“Service Provider”) 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.

Pursuant to Paragraph 11.11 Amendments of the Contract, the Contract is amended effective March 1, 2021 as follows:

6.0 COMPENSATION

6.1 Pricing. 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.

All other provisions of the Contract will remain in effect.

UNITED ACTION FOR YOUTH

By: _____

Date: _____

Name: Talia Meidlinger

Title: Executive Director

Federal Tax Identification Number: 42-0954860

JOHNSON COUNTY EMPOWERMENT/EARLY CHILDHOOD IOWA AREA BOARD

By: _____

Date: _____

Name: RICHARD STERN LIPMAN

Title: Chair, Johnson County Empowerment Area Board

Policy and Procedure Handbook Pages with Significant Changes

- P. 8 Updated list to include current contractors
- P.11 Updated stipend policy
- P.21 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 took out specific per-visit rates.
- Changes are tracked and highlighted, other minor changes are to update policies to match current practice with electronic files.



Johnson County Empowerment/ECIA Policy & Procedure Handbook
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Funding Decision Procedures
Marketing/Public Awareness/Advocacy
Items in italics are still in development



Policy Title	
Policy Effective Dates	
Approval Date	Effective Date
02/17/2011	02/17/2011

Purpose:

Define when policies are effective after being approved by the board.

Policy:

Policies go into effect immediately unless they are in conflict with current contracts, in which case they go into effect with the next contract.



Policy Title	
Community Empowerment/Early Childhood Iowa Area Board Job Description	
Adoption Date	
04/22/02	

Purpose:

To provide direction to local Empowerment/Early Childhood Iowa Area Board members.

Board members shall:

- A. Set overall policy direction for the Early Childhood Iowa Area, including the approval of annual plans, fundraising efforts, budgets, and projects/activities.
- B. Collaboratively work with other Board members and stakeholders to develop a comprehensive system of service and supports for children and families, assuring these are linked, complimentary, and not duplicative of other efforts within the Early Childhood Iowa Area.
- C. Participate in on-going monitoring and oversight of the plan.
- D. Work within the members' own organizations to secure support for and carry out Board recommendations and decisions.
- E. Serve as liaison to community members within the Early Childhood Iowa Area to promote the Empowerment/ECIA Board.
- F. Participate in the assessment of the 1) unmet needs for children and families in the community; 2) ways to reduce duplicative, bureaucratic requirements; and 3) ways to expand community resources to improve the efficiency and effectiveness of local education, health, and human service programs.
- G. Advocate for sufficient resources to fund community plans.
- H. Participate in the identification of state-level changes that are needed to support community-level reforms, and advocate for those changes with appropriate governmental agencies and/or the legislature.
- I. Attend and participate in all regular and special Board and committee meetings and provider leadership as required.

Procedure Title	
Nominating Committee Process	
Adoption Date	Revision Date
04/2008	09/2010; 06/20/13; <u>01/20/22</u>

Purpose:

To facilitate recruitment of new board members and adherence to Iowa laws and rules governing local Early Childhood Iowa Area boards.

Procedures:

Board Membership

- A. The Vice-Chair of the Board or his/her designee serves as the Nominating committee Chair. The Vice-Chair recruits members for the Nominating Committee (NC) and makes a recommendation to the Executive Committee regarding the composition of the NC. The Nominating Committee will include three (3) members of the Johnson County Empowerment/ECI Area (JCE/ECIA) Board (including the Vice-Chair), with one being a past or present consumer representative.
- B. The Executive Committee appoints the members of the Nominating Committee. The composition of the Nominating Committee is approved by the Board.
- C. The Nominating Committee determines criteria to be used in selecting a slate of candidates for the Board based on the needs of the Board to be representative of the community; to include a variety of skills, expertise, and access to community resources; and to meet legislative guidelines. The NC will keep in mind the diversity statement of the Board when developing these criteria. Particular attention will be given to ensuring the board is balanced and reflective of the community regarding gender, language, race/ethnicity, age, and other demographic features. ECI Tool LL Board Membership Representation Requirements for Local ECI Area Boards provides definitions and descriptions of required representation. For local purposes, there is a strong preference that the “Consumer” representative be a person or parent of a person receiving services funded and/or provided by the Board, but it is not a requirement.

The criteria in any given year only indicate that preference will be shown to applicants having some of those characteristics. **Anyone who resides in Johnson County and who is not employed by a contracting agency** may apply to be on the Board and applicants without any of the criteria could be among the slate of candidates.
- D. The Board approves the criteria selected by the NC with or without modifications.
- E. Application forms for Board membership are revised as needed, along with a cover letter and information regarding the Board, which will accompany the application.
- F. The Nominating Committee sets a deadline for the return of application forms. Board members who are seeking re-election must also apply. Applications may be submitted by mail to a designated person or by e-mail if provisions are made.

- G. The Nominating Committee determines the number of Board vacancies and reviews the applications for Board membership.

A slate of candidates from among the applicants is selected and is then presented to the Board for voting. When applicable, a list of applicants not selected for the slate is also presented to the Board. Ballots include spaces for write-in candidates.

Regular annual elections are held during the **August** Board meeting. During the August meeting in which an election is held, members of the Nominating Committee count the ballots and post the election results. The Board determines when new members will begin their term. Newly elected members typically join the Board at the **October** Board meeting.

- H. **Emails** are sent to all applicants giving them election results and, if they have been elected, giving them information about becoming a Board member. **Emails** to those not elected will include an invitation to participate in Board committees and work groups.

Newly elected individuals are **offered** a mentor, someone who is a current Board member willing to provide guidance to new members. Prior to their first Board meeting, mentors meet with the new members to respond to any questions. New members are provided with information about the Board, by-laws, recent meeting minutes and other relevant materials.

Follow up phone calls are made to applicants who were not elected to see if they have an interest in participating on Board committees and work groups and also to assure that they have information about who to contact if they would like to work with the Board in some other manner.

Officers

- I. The Nominating Committee prepares a form for the nomination of officers for the Board. This form is distributed to current Board members with a return date specified. Officer eligibility criteria can be found in the by-laws. All nominations for officers must come from current Board members and are compiled into a ballot which is distributed prior to the **September** Board meeting. Prior to nominating anyone for an office, board members are encouraged to verify with the nominee their willingness to stand for election to that office. Ballots are completed at the **September** Board meeting, counted at that meeting, and the results are posted. New officers take their positions at the September Orientation or October Board meeting.

- J. Vacancies on the Board may be filled at any time but **must** be filled within 60 days if there is a possibility that Board membership will drop below minimum membership as identified in the by-laws or that legislative mandates may be violated. An example is if the vacancy might result in not having a Consumer on the Board. As above, the Nominating Committee will review the applications and present a recommended slate of candidates to the Board for election.

If the Board chooses to do so, provisions could be established for filling vacancies through appointment by the Executive Committee. Such an appointment would only be made to fill out the term of the person who has left the Board and would need to be ratified by the Board as a whole. If the Board selected this process in a given situation, the Nominating Committee would recruit and recommend candidates for Executive Committee appointment.

- K. Appeals regarding the election process may be submitted to the Board per the Appeals Process outlined in Article VIII of the by-laws. Such appeals may only relate to the **process** of the election (i.e. whether it was conducted fairly) and not to the outcome (who was elected). If the appeal is found to be valid, the Board, after conferring with the Nominating Committee, will decide on what action is to be taken to remedy the problem.

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General Schedule of Johnson County Empowerment/ECIA Board Meetings

Month	Executive Topics	Board Action	Board Information
July	1. State budgets 2. Director performance review and prof. dev. plan 3. contracts signed by 07/01	1. Approve state budgets 2. Program fiscal audit review	1. Distribute Officer Nomination Form
August	1. Election of new members 2. Officer nominations 3. Final budgets 4. Program annual reports review	1. Final budgets (previous and next years) 2. Review community-wide indicators, trend data and analysis 3. Elect new Board members	1. Solicit officer nominations 2. Review contracted programs
September	1. By-Laws review 2. Officer nominations 3. JCE annual report review 4. Contract compliance (final reports) 5. Plan Board Orientation	1. Elect new officers 2. Approve Annual Report 3. Plan Board Orientation 4. Contract compliance (final reports)	1. By-laws review and possible amendments
October	1. Welcome new officers 2. Legislative Reception 3. By-Laws amendment	1. Sign Conflict of Interest statements 2. Approve By-Laws amendment 3. Press Release for Legislative Recep.	1. Welcome new Board members 2. Update Fiscal Assessment 3. Legislative Reception
November	1. Legislative Reception	1. Legislative Reception	1. Legislative Reception
December	1. Contract compliance (1 st qtr reports) 2. Review needs assessments	1. Contract compliance (1 st qtr reports) 2. Review needs assessments	1. Op-Ed piece about Reception
January	1. Next year funding priorities 2. Review/reaffirm RFP process 3. ECI Day on the Hill	1. Next year's funding priorities 2. Approve mid-year budget	1. RFP process, outcomes, timeline 2. ECI Day On Hill
February	1. Review Policy/Procedure Manual 2. RFP document and timeline	1. Approve RFP	1. Review Policy/Procedure Manual
March	1. Contract compliance (2 nd qtr reports) 2. Week of the Young Child 3. Review Board Professional Development Plan	1. Contract compliance (2 nd qtr reports) 2. Review and update Board Professional Development Plan	
April	1. Appoint Nominating Committee 2. Community input for Board Evals	1. Approve Nominating Committee 2. Initial proposal review 3. Complete Board Evals	1. Week of the Young Child 2. Public Budget Hearing
May	1. Budget updates 2. Review Board Evaluation Forms 3. Nominating Committee priorities 4. Initial proposal review	1. Next year's funding allocations 2. Approve Nominating Committee recruitment priorities	1. Nominating Committee report/update (do press release)
June	1. Review next year's budget 2. Program fiscal audit review 3. Contract compliance (3 rd qtr reports)	1. Approve next year's budget 2. Contract compliance (3 rd qtr reports)	

Updated 01/12/11



Policy Title	
Board Member Conflict of Interest	
Approval Date	Revision Date
04/01/2004	01/10/2008

Purpose:

Because of the public service mission of the Johnson County Empowerment/ECIA Board it is important that the community have confidence in the Board. Conflict of interest exists when an individual, his or her family, or an entity in which he or she holds a position of influence stands to benefit from the outcome of a Board decision.

Policy:

In order to deal with the issue of conflict of interest and to encourage disclosure, Board members will act using the following guidelines:

- A. Serve the mission of the Empowerment/ECIA Board as a whole rather than any special interest group or constituency.
- B. Maintain independence and objectivity with a sense of fairness, ethics, and personal integrity.
- C. Never accept (or offer) favors or gifts from (or to) anyone who does business with Empowerment/ECIA.
- D. Avoid the appearance of a conflict of interest.
- E. A conflict of interest on the part of a Board member will be disclosed to the other members and made a matter of record, through an annual procedure and/or when the interest becomes a matter of Board action.
- F. A Board member with a conflict of interest on any matter will not participate in decision making, vote, or use personal influence on the matter. The minutes of the meeting will reflect a disclosure and the abstention from voting.
- G. The “Board Member Conflicts of Interest” policy will be reviewed by members at the first Board meeting each fiscal year. Board members will agree to abide by the policy each year as evidenced by signature below.
- H. A new Board member will be advised of the policy upon becoming a member of the Board and agree to abide by the policy as evidenced by signature on the “Conflict of Interest Statement”.

I have read and am familiar with the Johnson County Empowerment/ECIA Board policy concerning conflict of interest, and I agree by my signature to abide by this policy.

During my service on the Johnson County Empowerment/ECIA Board to the best of my knowledge I will not take any action to contravene the conflict of interest policy of this board.

I have a potential conflict of interest involving the following organizations:

- 4Cs Community Coordinated Child Care Formatted: Highlight
- The Arc of Southeast Iowa Deleted: ChildServe Community Options
- Grant Wood Area Education Agency (AEA) Formatted: Highlight
- Hawkeye Area Community Action Programs (HACAP)
- Johnson County Public Health Deleted: Iowa City Community School District
- Neighborhood Centers of Johnson County (NCJC) Formatted: Highlight
- United Action for Youth (UAY) Deleted:)
- University of Iowa- Rape Victim Advocacy Program Formatted: Highlight
- Early Education programs or school districts (please list): Formatted: Highlight
- None of the above

Date: _____ Signature: _____

Printed Name: _____

Approved by the Board: April 1, 2004
Amended by the Board: January 10, 2008
Reviewed by the Board: December 4, 2014
Reviewed by the Board: October 19, 2017
Reviewed by the Board: January 20, 2022

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Procedure Title	
Posting and Distributing Empowerment/ECIA Information	
Adoption Date	Revision Date
	09/17/2010; 08/17/17; <u>01/20/22</u>

Purpose:

To ensure compliance with Iowa’s Open Meetings and Open Records laws.

Procedure:

Posting Agendas

Committee & work group chairpersons send all agendas to the **Director** at least **48 hours prior to the meeting via e-mail**.

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Including items on the Board agenda

The public and members of committees and work groups may contact the Board Chair before the Executive Committee meeting prior to the Board meeting and ask that an item be included on the **Executive Committee** agenda. Executive Committee meeting information can be found online at <http://jccempowerment.com>.

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Including items in Board packet

Committee and work group chairpersons may e-mail informational items (i.e. minutes) to **Director** and request that they be included in the Board packet. **Director** should receive any item for the Board packet one week before the Board meeting. If there are any questions, please call or e-mail **Director**.

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Director information:

phone (319) **356-6090**
e-mail **empower@johnsoncountyiowa.gov**

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- . . fax . . (319) 688-5711
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Procedure Title	
Johnson County Empowerment/ECI Area Board Mentors	
<u>Adoption Date</u>	<u>Revision Date</u>
06/17/2004	<u>01/20/22</u>

Purpose:

To assist new board members in becoming familiar with board operations.

Procedure:

- A. Contact the new Board member before the Orientation session.
 - 1. Introduce yourself.
 - 2. Identify how you prefer to be contacted with questions.
 - 3. Ask how the new member prefers to receive Board packets (i.e. hard copy via US mail or as an e-mail attachment).
- B. Attend the Orientation session with the new Board member so that you are available to answer questions and facilitate participation.
- C. Identify to the new Board member the ways you might be of assistance during the next year. These might include:
 - 1. Explaining Board organization and meeting/decision making structure.
 - 2. Describing current Empowerment/ECIA committees and work groups.
 - 3. Assisting new Board member in identifying a committee or work group that they might join.
 - 4. Describing current Empowerment/ECIA programs.
- D. Explain the availability of stipends to cover Board members' child care costs.
- E. Attend Board meetings with the new Board member so that you are available during meetings to answer questions and facilitate participation.
- F. If you are unable to attend a Board meeting, check in with the new Board member so they might receive any needed clarification in advance.

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Procedure Title	
Board Member Stipends	
Adoption Date	Revision Date
06/18/2002	<u>01/20/22</u>

Purpose:

Administrative funds may be used to provide stipends to offset cost to Empowerment/ECIA Board for transportation, child care, interpretation, or other costs associated with attending Empowerment/ECIA Board Meetings and Work Group Meetings. Board meeting stipends will be \$25 and work group meetings will be \$15. Any Board member may request funds.

Procedure:

Board members are asked to contact JCE/ECIA Director at 319-356-6090 or empower@johnsoncountyiowa.gov by 3:30 p.m. the day before the Board or Work Group meeting to request a stipend. Payments issued to an individual may be considered taxable income for the individual receiving the payment(s). Any correlating taxable payment(s) will be reported to the IRS under the name and tax identification number provided to Johnson County via a completed W-9 Request for Taxpayer Identification Number and Certification form.

The Empowerment/ECIA Board will not provide child care, transportation or interpretation. Board members are encouraged to contact Child Care Resource and Referral for child care provider information. Board members are encouraged to contact other Board members if they are interested in carpooling, or the JCSS Mobility specialist for transportation resources. Board members are encouraged to contact Iowa Interpreters and Translators Association for information on interpreters.

JCE/ECIA Director will report statistical data to the board but will keep identifying information separate. The Board will not receive any information about which Board members have accessed this fund.

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- Deleted: Members may be reimbursed for previously attended Work Group/Committee meetings and that evening's Board meeting. Board members can be reimbursed for up to 3 hours for a monthly Board Meeting and actual time for Work Group/Committee meetings. Please provide JCE/ECIA Director with the dates and times of the meetings for which reimbursement is requested. Stipends will be reimbursed in the amount of:¶
\$5 per hour for member with one child¶
. \$7 per hour for member with two children¶
\$9 per hour for member with three children¶
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Policy Title Appeal Process	
Approval Date August 3, 2006	

Purpose:

To provide a process by which an entity may appeal a decision of the Johnson County Empowerment/ECIA Board.

Policy:

A written appeal on any decision by the Board relating to the Grant or to the Board election process, may be submitted within 15 working days of that decision/action to the Executive Committee for review. New or additional information may be attached to the appeal. The Executive Committee will make a recommendation to the Board and the Board will issue a written response within 30 working days of receipt of the appeal.



Policy Title	
Delegation of Authority for Expenditures	
Approval Date	
04/01/2004	

Purpose:

To clarify the authorization of certain expenditures by the person accepting delegated authority designated below, on his/her own accord without seeking direct approval from the Johnson County Empowerment/ECIA Board. The Board will receive notice of any changes at the next regular Board meeting.

Policy:

The designee, upon approval by Chair and the Treasurer, may authorize any of the following:

- Moving dollars between approved Empowerment/ECIA operating expense budget line items: Not to exceed (NTE) \$3,000 or 10% of the line-item, whichever is less.
- Moving dollars between contracted program line items: NTE \$3,000 or 10% of the program budget, whichever is less.
- Moving dollars between state funding sources as allowable: NTE \$5,000.
- Any single administrative expenditure: NTE \$500.

I have read, understand, and agree to this policy:

Board Treasurer: _____
Sign Date

Board Chairperson: _____
Sign Date

Fiscal Designee: _____
Sign Date



Procedure Title	
Johnson County Empowerment/ECIA Internal Fiscal Procedures	
Adoption	<u>Revision Date</u>
October 2008	<u>01/20/22</u>

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Invoices/Fiscal Agent Procedures

- A. Agencies send original invoices and all supporting documentation to Johnson County Empowerment/Early Childhood Iowa Area (JCE/ECIA) Administrative Assistant either monthly or quarterly per contract. [09/23/2008; rev. 02/01/2009]
- B. Admin Assistant ensures that all billed expenses are supported by the contract and are appropriately substantiated with documentation. Contracted staff costs may be paid at the beginning of the month in which they will occur. All other expenses are paid on a reimbursement basis; the agency incurs the cost and then JCE/ECIA reimburses the exact amount.
- C. Admin Assistant completes county vouchers and submits to the **Youth and Family Services Manager**. Copies of all forms, receipts, and other documentation are kept **(electronic copy)**.
- D. Admin Assistant gives the batch of vouchers to the JCSS Coordinator for review and signature.
- E. JCSS checks vouchers for accuracy and gives the vouchers to the County Auditor’s office. Staff in the auditor’s office reviews for accuracy and completeness of documentation, and processes for payment approval by the Board of Supervisors.
- F. County Auditor’s office pays claims according to county policies.

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Reports

- G. The Auditor’s Office makes available (at least monthly) to the Admin Assistant and Director reports of revenues, approved claims, and checks cleared. Reports may be electronic or hard copy.
- H. **Youth and Family Services Manger** provides Admin Assistant, **Director** and JCE/ECIA Board Treasurer with copies of the Hills Bank Statement obtained from the Hills Bank website.
- I. Admin Assistant reconciles approved claims and checks cleared with vouchers submitted.
- J. Admin Assistant reconciles county payments made on behalf of JCE/ECIA (from approved claims and checks cleared) with debits from the JCE/ECIA bank account to Johnson County.
- K. Admin Assistant reconciles county revenue reports with bank statements.

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Procedure Title	
Johnson County Empowerment/ECIA Procedures for Financial Agreed Upon Procedures (FAUP)	
Adoption	Revision Date
January 2019	<u>01/20/22</u>

Preparing for Financial Agreed Upon Procedures (FAUP)

1. **Youth and Family Services Manager**, JCE/ECIA Director and Administrative Assistant reconcile board records (e.g. state financial report) to the Hills Bank Account and to the County Innoprise system.
2. A copy of the state report and the reconciliation is provided to the Johnson County Finance Department.
3. Finance Department works with the independent auditors to complete the FAUP.
4. When the FAUP and the full county audit are complete and approved by the County, the Finance Department sends to JCE Director.

5. FAUPs must be complete by March 31 of the subsequent fiscal year.

Sharing/Approving Financial Agreed Upon Procedures (FAUP)

1. JCE/ECIA Director and Administrative Assistant reconcile board records (e.g. state financial report) to the Hills Bank Account. Board Treasurer, Director, and/or Administrative Assistant meet with County Auditors, County Finance Department, and/or independent auditors to discuss FAUP results.
2. FAUP results, along with JCE/ECIA Financial Policies & Procedures, are shared with the JCE Board.
3. FAUP is on a board meeting agenda and discussed during the meeting. The Board may request that County fiscal staff attend the meeting to answer questions.
4. If the board has questions or concerns that can't be addressed during the meeting, additional information will be gathered and it will be on the agenda for the next JCE Board meeting.
5. If there are no additional questions or concerns, the FAUP is accepted by the Board.
6. Once it is accepted, Director sends FAUP results, along with a copy of the full county audit, to the State ECI Office.

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Procedure Title	
Procedure for Awarding Funds	
Approval Date	<u>Revision Date</u>
03/28/2013	<u>01/20/22</u>

Purpose:

To provide a standardized guide for the annual award of ECI funds.

Procedure:

Each year, the Johnson County Empowerment/ECIA Board determines the process for awarding funds. That process may vary dependent upon whether current contracts can be renewed and whether individual contracts have been fulfilled. The board reviews the status of current contracts and decides the procedure that will be used to solicit and review funding applications. When contracts are eligible for renewal, the board utilizes an abridged process for applicants. When contracts are not eligible for renewal, the board follows a general RFP process. Typically, the board will follow a general RFP process every 3 to 5 years.

Annually, the board reviews community needs assessments and updates priorities when necessary. Updated priorities are incorporated into any RFP as well as the scoring and review sheets for funding applications. When reviewing funding applications, board members receive copies of the identified priorities from the Community Plan as well as instructions for proposal review.

Applicants who are denied funding may appeal to the Johnson County Empowerment/ECIA Board. Appeals must be made in writing and be received by the Director within five (5) working days of receipt of the selection decision letter. Appeals must be based on a contention that the process violated state or federal law, that policies or rule did not provide adequate public notice, or involved a conflict of interest by staff or review team members. The Empowerment/ECIA Board, or a committee designated by the Board, reviews the appeal and mails a notice of its decision to the appellant within five (5) working days of the review.

Timeline:

Annually

December – Board reviews community needs assessments; Work Groups identify any new trends or local needs that are not noted in needs assessments and report to Board.

January – Board identifies/affirms priorities for funding and the processes by which applications will be solicited and proposals will be evaluated. When contracts are not eligible for renewal, the board follows a general RFP process. When contracts are eligible for renewal, the board utilizes an abridged process for applicants.

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General RFP Process

February – RFP is issued. The public is notified through the jcempowerment.org website, the Facebook page, and a press release to the newspapers. Current contractors are notified by email.

March – Bidder’s Conference to provide clarification and answer potential applicants’ questions. If there is anything different from the previous year, it is highlighted during the meeting. Examples of potential differences include statewide required performance measures, required evaluation tools, the process for applying, the means by which applications will be evaluated, and any reporting or billing changes. All questions are submitted in writing. Questions asked and answered during the conference are recorded. All information provided at the Bidder’s Conference, as well as all questions and answers, are posted to the website.

April – Proposals are due. Staff reviews proposals to ensure the RFP guidelines were followed. Along with instructions, the proposals are emailed to all reviewers. Staff develops a preliminary budget of available funds, based on the previous year’s allocation and any planned carry-forward. That budget is then confirmed by the board as a starting point for funding allocation. It is noted that this is based on last year’s funding and could change dramatically, depending on the decisions of the legislature and the Governor.

May – Agency 3rd quarter reports are reviewed to ensure contracts will be successfully fulfilled. If the board has confirmed a budget from the state, funding decisions are made during the board meeting. If there is additional information requested from applicants, it is noted at this meeting. Staff follows up with applicants regarding requests for additional information. The funding decision includes priorities for allocating any additional funds available (carry-forward).

June – If funding decisions were not finalized in May, they are finalized in June (assuming the board has received a confirmed budget from the state). Contracts are issued in June. JCE/ECIA staff emails pdf copies of the contracts to providers for their review. If there are changes to the contract from the previous year, those are highlighted in color in the contract and are noted in the email. Once the contract is finalized, the provider prints and signs the signature pages a and returns to JCE/ECIA. After the JCE/ECIA board has signed the contracts, an original is put into the JCE/ECIA file and a PDF is emailed to the agency.

July – Contract period begins.

August – Final carry-forward figures are available for the board. Any additional funds are allocated according to the process already in place. When necessary, contracts and/or amendments are issued using the same contracting process.

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Renewal Process

February – Contractors’ 2nd quarter reports are reviewed to determine if programs are on track to achieve all contracted outcomes.

March – Contractors are contacted with any questions or concerns about contracted activities and performance measures. Staff consults with contractors to determine if the program will expend all funding by the end of the contract period.

April – Letters are sent inviting current contractors whose contracts are eligible for renewal to apply to renew their contracts. The letter explains the process and timeline for renewal. If there are changes to the process or how the proposals will be evaluated, that information is highlighted in the letter. Staff develops a preliminary budget of available funds, based on the previous year’s allocation and any planned carry-forward. That budget is then confirmed by the board as a starting point for funding allocation. It is noted that this is based on last year’s funding and could change dramatically, depending on the decisions of the legislature and the Governor.

May – Agency 3rd quarter reports are reviewed to confirm that programs are on track to achieve all contracted outcomes. If the board has a confirmed budget from the state, the board compares the upcoming budget with that from the previous fiscal year. If the funding is relatively consistent, the board approves renewing the contracts. If there are significant budget differences, the board determines a process to adjust funding. The process includes priorities for allocating any additional funds available (carry-forward).

June – Contracts are renewed in June. JCE/ECIA staff emails pdf copies of the renewals to providers for their review. If there are changes or amendments to the contract from the previous year, those are highlighted in color in the renewal and are noted in the email. Once the renewal is finalized, the provider prints and signs the signature pages and returns to JCE/ECIA. After the JCE/ECIA board has signed the renewal, an original is put into the JCE/ECIA file and a PDF is emailed to the agency.

July – Contract period begins.

August – Final carry-forward figures are available for the board. Any additional funds are allocated according to the process already in place. When necessary, amendments are issued using the same contracting process.

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Procedure Title	
Allocation Policy	
Adoption Date	Revision Date
10/17/13	

Purpose:

To provide a standardized procedure for allocating costs among different funding sources received by the local board.

Cost Allocation Procedures:

- A. If an expenditure solely benefits one fund purpose, it will be charged entirely to that benefiting fund.
- B. If an expenditure benefits two or more funding purposes, the cost will be allocated to each fund according to the proportion of benefit each fund purpose receives from the expenditure.
- C. If it is not possible to determine the proportional benefit to each fund purpose because of the interrelationship of the work involved, the cost will be allocated based upon the proportion of the specific fund to the total funds.
- D. When funds received by the board identify allowable administrative funds, the board will develop an administrative budget that reflects an overall allocation of administrative funds between funding sources. Individual expenditures that fall within the allowable administrative expenses will not be cost allocated.



Procedure Title	
Johnson County Empowerment/ECIA Fiscal Procedures for Contractors	
Adoption	Revision Dates
September 23, 2008	05/07/09; 06/04/09; 02/17/11; <u>01/20/22</u>

Purpose:

To provide direction to contracting agencies and Empowerment/ECIA staff regarding contract fiscal administration and billing.

Documentation

- A. Line items must be the same as those in the original grant proposal and the contracted budget. The invoice must include the agency name, the name of the program, the invoice number, the invoice date, the time period covered by the invoice, the specific line item breakdown, and the signature of the person submitting the invoice. The invoice number should be unique and used only once. The invoice date is the day the invoice was prepared and sent.
- B. Administrative costs are reimbursed at the amount not to exceed the contracted percentage of billed direct expenses. [05/07/2009]
- C. Invoices must be accompanied by receipts and detailed documentation for all expenditures.
- D. Incomplete invoices will be returned to the agency, even if this results in bills being returned after the cut-off date. Empowerment/ECIA pays only the line item amounts contracted. Any requested changes in contracted line items must be received by Empowerment/ECIA prior to submitting the invoice.
- E. Invoices for staff time reimbursement must be accompanied by documentation of staff expenses. Documentation may include a list of dates and hours worked, a list of dates of visits (for per-visit reimbursement), time sheets with specific Empowerment/ECIA activities identified, or other agreed-upon specific documentation. [02/17/2011]
- F. Invoices for mileage reimbursement must be accompanied by documentation of mileage expenses. Documentation must include travel starting point, travel end point, total miles traveled, and the reason for the travel (related to contracted program). Mileage is based on a starting point of the agency’s Iowa City/Coralville location unless the contractor is travelling between programs within Johnson County. [06/04/2009] Mileage is reimbursed at a rate not greater than the federal (IRS) rate. [02/17/2011]
- G. Reimbursement for travel time is decided on a contract by contract basis. [06/04/2009]

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Deadlines

- H. There is no specific due date for 1st and 3rd quarter invoices. Invoices for services provided and expenses incurred July – December must be received by the Empowerment/ECIA office no later than January 15. [10/02/2008]
- I. All invoices must be received by the Empowerment/ECIA office no later than July 15. Funds unexpended at the end of the Contract period remain with JCE/ECIA. Invoices received between July 15 and July 31 are assessed a 50% penalty. Invoices received after July 31 are not paid. All invoices must be complete, original invoices with appropriate documentation. Incomplete invoices are returned to the agency. [09/04/2008]
- J. In general, invoices that are received by 9:00 am on a Tuesday will be paid two weeks later on Friday, unless a Johnson County Board of Supervisors’ meeting is cancelled or rescheduled. [07/01/2013]
- K. The final invoice is held in the Empowerment/ECIA office pending the receipt of a complete, accurate, on-time final report that demonstrates 100% compliance with the contract terms. [09/04/2008]

Budget Revisions

- L. Line item changes of up to \$500 (or up to 10% of the program budget whichever is less) can be made by the contractor without specific prior approval from Empowerment/ECIA, [08/02/2007] but the Contractor must notify Empowerment/ECIA of the changes, either prior to or with the invoice. This is a total of \$500 (or up to 10% of the program budget, whichever is less) during the contract period and does not represent any change in overall budget amount. [09/23/2008] Line item changes from \$501 to \$3,000 (or up to 25% of program budget, whichever is less) require prior approval from the Empowerment/ECIA Board Chairperson, Treasurer, and Director. Changes greater than \$3,000 or 25% require approval of the full Empowerment/ECIA Board. Any change in the total contracted budget amount requires the approval of the full Empowerment/ECIA Board. [08/02/2007]
- M. To request a budget change, contact the JCE/ECIA Director. All requests should be in writing and include the contracted budget amounts, the requested budget amounts, and the reasons for the request. Requests must be received prior to submitting the invoice. End of year requests must be received by June 1. [rev. 07/18/13]

Program-Specific Invoices

- N. Family Support Program: Administrative Assistant receives billing from agencies. Administrative Assistant verifies claims by individual family. Administrative Assistant

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prepares summary invoices (without individual names) for each agency then proceeds as above with vouchers.

O. Home Visitation billing:

- Visits will be reimbursed at the contracted rate for that visit type.
- Must average 2 visits per month per family for the year
- No more than 2 no-shows per family per month
- No-shows can account for no more than 15% of billing
- The goal is that families receive weekly visits during the first month of service and then the counselor and family determine the frequency of visits to be no less than twice monthly.
- There is an 'inactive status' for families that have not had regular/consistent contact with the counselor. [06/04/2009]

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\$30 per no-show (where the counselor goes to the home but the family is unavailable)

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P. School Ready Scholarships:

- Reimbursement is for tuition for individual children, not for spaces.
- All invoices must be accompanied by child attendance sheets.
- When a child's attendance is less than 75% of the time, the program will follow-up and work with families to address issues of transportation, etc.

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Q. Early Education programs:

- Reimbursement is for spaces, not for individual children.
- When a space is occupied more than 50% of the time, the program receives full reimbursement. When a space is occupied 50% of the time or less, the program receives half payment.
- Follow-up on attendance and work with families to address issues of transportation, etc.
- When a child's attendance is less than 75%, there will be an action plan to address the attendance issue.
- Each program must maintain at least a 75% overall attendance rate.
- When a family is eligible for Wraparound and/or Scholarship Funds during a month, they are eligible for those funds during the entire month. [06/04/2009]

Deleted: Families will not be able to use both Wraparound Funds and Continue Care/Bridge Care during months in which they are eligible to receive Wraparound and/or Scholarship Funds.

R. Johnson County Empowerment/ECIA does not provide tuition assistance for children to attend a childcare program where their parent, guardian, or other caretaker is the director, co-owner, or owner. JCE/ECIA may provide tuition assistance to eligible children who attend care in a program different from that of their parent. This is consistent with Child Care Assistance rules. [10/21/2010]

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Procedure Title	
Procedure for Issuing Contracts	
Adoption Date	<u>Revision Dates</u>
03/28/2013	<u>01/20/22</u>

Purpose:

To provide a standardized procedure for issuing contracts.

Procedure:

JCE/ECIA staff utilize the boilerplate contract and individualize for each program. Individualization includes ensuring Scope of Services refers to the applicable Early Childhood Iowa Tool and includes any program requirements regarding quality, evidence-based curriculum, research-based screening tools, and/or participant eligibility. Contract Activities are updated to reflect those identified in the program proposal. Required Output & Quality/Efficiency and Performance Measures include all state reporting requirements as well as any additional reporting identified in the program proposal. A copy of the program proposal is attached and made part of the contract by reference.

A pdf copy of the contract is emailed to the Service Provider and the Board Chair. Any additions or changes from previous contracts are outlined in the email and are highlighted in the contract itself. Both parties review the document and once a final document has been agreed upon, JCE/ECIA removes the highlights and emails a final pdf contract to the Service Provider. The Service Provider prints and signs the signature page and the attached Exhibits and returns those hard copies to the JCE/ECIA office. The Board Chair signs the signature pages, JCE/ECIA prints a hard copy of the contract supporting materials and files it, along with an original signature page and signed Exhibits.

Any changes to the contract are documented by a Contract Amendment which follows a similar process and is signed by both parties.

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Procedure Title	
Procedure for Addressing Contract Compliance	
Adoption Date	
04/02/2009	

Purpose:

To provide a standardized procedure for addressing questions of contract compliance.

Procedure:

- A. JCE/ECIA Director will notify the Board Chairperson and Vice Chairperson of questions of contract compliance.
- B. Chairperson will decide between two initial courses of action:
 - a) the issue will be brought to the Executive Committee, or
 - b) Chairperson (or designee from Executive Committee) and Director will meet with the contractor to gather more information.
- C. Director and Chairperson will keep records of all communication with contractors, both formal and informal.
- D. If Chairperson and/or Executive Committee determine that a contract non-compliance has occurred, then Director will follow the contract requirements for notification of non-compliance.
- E. Contract requirements for notification of non-compliance includes written notice to Contractor that non-compliance must be remedied immediately. Director will consult with the Executive Committee and, as appropriate, the Early Childhood Iowa (ECI) Technical Assistance team to identify available remedies. Director will notify the Executive Committee that written notice has been sent.
- F. If non-compliance continues to be evidenced fifteen (15) calendar days beyond the date of the written notice, Director will notify the Executive Committee of the Board.
- G. According to contract, Empowerment/ECIA may do one or more of the following:
 - a) Immediately terminate the Contract without additional written notice; or,
 - b) Enforce the terms and conditions of the Contract and seek any legal or equitable remedies.

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- c) In addition to either of the above, Empowerment/ECIA may seek damages and payment of reasonable attorney fees and costs as a result of the Contractor's breach or failure to comply with the terms of this Contract.
- H. When presenting information to the Executive Committee and the Board, Director will provide a packet of information to contain the following:
 - a) Written summary of the compliance concern and follow-up
 - b) Written timeline of events and all communication
 - c) Copies of all written communication
 - d) Copies of the original contract
- I. The Executive Committee will review the information and make a recommendation to the Board.
- J. The Board will be provided with all of information, including the Executive Committee recommendation, and will make a decision regarding contract enforcement.
- K. The Contractor will be notified when their Contract is on the Board's agenda.



Policy Title	
Contract Management Policies	
Approval Date	
09/04/2008	

Purpose:

To address issues of late and/or incorrect bills and incomplete/early reports.

Policy:

A. Late Bills

The JCE/ECIA Director will send an e-mail late-June reminding agencies that final bills are due on July 15. This is the only notice and will be stated as such in the e-mail. (See Fiscal Procedures for Contractors for more information.)

B. Incomplete/Incorrect Bills

Incomplete bills are returned to the agency, even if this results in the bills being returned after the cut-off date. Empowerment/ECIA pays only the amounts contracted. (See Fiscal Procedures for Contractors for more information.)

C. Incomplete/Inaccurate Reports

The final bill is held in the Empowerment/ECIA office pending the receipt of a complete, accurate, on-time report that demonstrates 100% compliance with the contract terms. (See Fiscal Procedures for Contractors for more information.)

D. Periodic Reporting of Outcomes

For Quarterly reports, programs must identify their plan for evaluation and their progress in implementing that plan, including the number of evaluation tools completed to date.

E. Early reports

Final reports received prior to the due date are held until the due date. The Director does not review reports prior to the due date.



Procedure Title	
Parent Education & Family Support Policies	
Adoption Date	Revision Date
	October 2010; 10/19/17

Purpose:

To provide standardized guides for Parent Education & Family Support programs.

All programs must follow the guidelines in Early Childhood Iowa Area Funding Tool G and all Parent Education and Family Support Programs must follow the guidelines in Early Childhood Iowa School Ready Funds Family Support & Parent Education Tool FF.

Invoices

- Family Support Program: Administrative Assistant receives billing from agencies. Administrative Assistant verifies claims by individual family. Administrative Assistant prepares summary invoices (without individual names) for each agency then proceeds as above with vouchers.
- Home Visitation billing:
 - Visits will be billed at the contracted rate for that visit type.
 - Must average 2 visits per month per family for the year
 - No more than 2 no-shows per family per month
 - No-shows can account for no more than 15% of billing
 - The expectation is that families receive weekly visits during the first month of service and then the counselor and family determine the frequency of visits to be not less than twice monthly.
 - There is an 'inactive status' for families that have not had regular/consistent contact with the counselor. [06/04/2009]

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 \$30 per no-show (where the counselor goes to the home but the family is unavailable)
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Reports

Reports for ongoing Family Support programs are due at the end of the 2nd, 3rd, and 4th quarters. Refer to the contract for specific reporting information. [06/04/2009; Revised 10/19/17]

Guidelines for DHS Involvement {Revised 02/07/05}

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Purpose:

To ensure continuity of services for families and coordinate with DHS to avoid duplication of services.

Procedure:

When to exit for DHS involvement:

- Once ongoing worker has been assigned and an in-home provider has initiated services, NOT just because of an assessment or founded report
- Upon emergency removal

Track:

- Number of families exiting because of DHS involvement
- Number of families leaving DHS and coming to Empowerment/ECIA with no subsequent DHS involvement

DHS dual enrollment:

- During the 3-month exit transition with court monitoring, agencies may provide Empowerment Family Support Program even though DHS is still involved
- DHS will initiate the referral for the 3-month exit dual enrollment, though an agency may request the involvement with DHS approval

Guidelines for FaDSS Involvement {Adopted October 2009}

Purpose:

To ensure continuity of services, avoid gaps, and decrease duplication for families eligible to receive FaDSS and Empowerment support.

Procedure:

Concurrent Enrollment

- A. Document in the family chart the extenuating circumstances, extent of the family's need, and why intensive services are deemed necessary.
- B. Document the plan for coordination of services between agencies and the plan for communication between counselors.
- C. There may be a maximum of 2 joint visits per year (both counselors at the same visit), for the purpose of service planning and coordination between counselors and family.
- D. Agencies will send exception request to JCE/ECIA Director.
- E. Director will gather additional information from both counselors and make a determination.
- F. Director will email exception requests to the Parent Education & Family Support Work Group for final approval.



Dual Enrollment

- G. Only agencies providing BOTH FaDSS and JCE/ECIA Family Support can dually enroll families.
- H. Families are screened for FaDSS eligibility. JCE/ECIA families eligible for FaDSS are enrolled in FaDSS and FaDSS is the payer of choice.
- I. JCE/ECIA Director is notified that a family has been dually enrolled in FaDSS and JCE/ECIA will no longer provide reimbursement while FaDSS is paying. The family will, however, remain on the active JCE/ECIA caseload.
- J. Two visits per month will be focused on FaDSS related activities and two visits per month on JCE/ECIA related activities.
- K. For dually enrolled families, FaDSS will waive the card assessment.
- L. Pregnant mothers may be enrolled in JCE/ECIA, and then dually enrolled with FaDSS once the baby is born.
- M. If a family becomes ineligible for FaDSS, JCE/ECIA may then begin to provide reimbursement.
- N. Agencies may bill **only one** entity for services for a family. Families eligible for FaDSS reimbursement are billed to FaDSS, others are billed to JCE/ECIA.

MSW Practicum Student Protocol {Adopted October 2090}

Purpose:

To accommodate practicum student placement in agencies and continue to ensure quality in family services.

Procedure:

- Student must meet the minimum education and experience requirements for Family Support Counselors.
- Student must be an advanced student placed with the agency for a one-year experience.
- Student must complete Empowerment FSC Orientation Sessions or receive Empowerment FSC Orientation from supervisor.
- Student must be certified Parents As Teachers counselors or utilize another evidence-based curriculum (i.e. Partners for a Healthy Baby, Healthy Families San Angelo, etc.).
- Student must complete one home visit per month with each family with the Family Support Counselor present.
- Student must complete 2 hours of direct supervision per month with FSC.



Site Visit Policy {Adopted June 2009; Revised October 2010}

Purpose:

To provide a standardized guide for conducting program monitoring visits for home visitation programs.

Procedure:

During the contract year, members of the Johnson County Empowerment/ECIA Parent Education Work Group and Empowerment/ECIA staff will conduct a site visit at each site providing the Empowerment Family Support Program. The site visit will consist of the following:

- A. **Meeting** including 2 Empowerment/ECIA representatives, Empowerment/ECIA staff, the site's liaison, and an agency supervisor and/or program staff. This meeting is arranged with the site liaison and includes the following agenda:
 - Review of the most recent periodic report.
 - Feedback from agency about how FSP is working, suggestions for change, and identification of community and agency needs regarding family home visiting.
 - Feedback from Empowerment/ECIA about how implementation is going and suggestions for change.
 - Other items.
- B. **Chart review.** The JCE/ECIA Director is provided with at least one chart from each Family Support Counselor for review. Review includes checking for documentation of services provided including Family Plans, Family Snapshots, Ages & Stages Recording Sheets, JCE Demographics Forms, documentation of Life Skills Progression, and documentation of referrals.
- C. **Home visits.** The Director may accompany each Family Support Counselor on a home visit. The purpose of this is for the Director to gain a better understanding of the issues FSC's are addressing with families and to understand what happens during a typical home visit.
- D. **Reporting.** The Director distributes visit notes to participants. Once approved, the notes are shared with the Work Group and distributed in hard copy at a Board meeting.



Policy Title	
Early Education Policies	
Approval Date	Revision Date
12/03/2009	10/19/2017; <u>01/20/22</u>

Purpose:

To provide standardized guides for programs providing Early Education services.

All programs must follow the guidelines in Early Childhood Iowa Area Funding Tool G and all Preschool Programs must follow the guidelines in Early Childhood Iowa School Ready Funds Preschool Programming Support for Low-Income Families Tool CC.

Johnson County Empowerment/ECIA does not provide tuition assistance for children to attend a program where their parent, guardian, or other caretaker is the director, co-owner, or owner. JCE/ECIA may provide tuition assistance to eligible children who attend care in a program different from that of their parent, consistent with Child Care Assistance rules. [10/21/2010]

Invoices

➤ Scholarships:

- Reimbursement is for tuition for individual children, not for spaces.
- All invoices must be accompanied by child attendance sheets.
- When a child's attendance is less than 75% of the time, the program will follow-up with the family to address attendance issues such as illness, transportation, etc. Program and family will implement an action plan to address the attendance issue.

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➤ Early Education programs:

- Reimbursement is for spaces, not for individual children.
- When a space is occupied more than 50% of the time, the program receives full reimbursement. When a space is occupied 50% of the time or less, the program receives half payment.
- Each program must maintain at least a 75% overall attendance rate.
- When an individual child's attendance is less than 75%, programs will follow up with the family to address attendance issues such as illness, transportation, etc. Program and family will implement an action plan to address the attendance issue.
- When a family is eligible for Wraparound and/or Scholarship Funds during a month, they are eligible for those funds during the entire month. Families will not be able to use both Wraparound Funds and Continue Care/Bridge Care during months in which they are eligible to receive Wraparound and/or Scholarship Funds. [06/04/2009]

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Reports

Continuing Early Education program reports are due at the end of the 2nd, 3rd, and 4th quarters.
[06/04/2009; Revised 10/19//17]

Appeal Policy {Adopted 12/03/09}

Purpose:

To provide a process by which an applicant may appeal a decision of the Johnson County Empowerment/ECIA Board.

Policy:

➤ Conference: If the applicant does not agree with this decision, they may discuss the decision and the situation with staff to get an explanation of the action and present information to show that the action is incorrect. Applicants may also appeal this decision with the Johnson County Empowerment/ECIA Board. JCE/ECIA Director (319) **356-6090**.

➤ Appeal: If the applicant does not agree with the decision, they may appeal to the Johnson County Empowerment/ECIA Board within **15 calendar days** from the date of notice. Examples of reasons for appeal include but are not limited to:

The child's age is incorrect.

The calculated gross monthly income amount is incorrect.

The child care provider's eligibility is incorrect.

The child or family's eligibility is incorrect.

Applicants will submit a written description of why they feel the decision is incorrect and provide information to show that the decision is incorrect. Send or take the letter and supporting information to JCE/ECIA Director, Johnson County Empowerment/ECIA, 855 S. Dubuque Street, Suite 202B, Iowa City, IA 52240.

The Johnson County Empowerment/ECIA Executive Committee will review the appeal within **15 calendar days** of the Board's receipt of the appeal. Appellant will receive a decision, in writing, about the appeal within **30 calendar days** of the Board's receipt of the appeal.

All funding decisions shall be based on the initial date of eligibility, but no earlier than the date of application.

This appeal policy will be included with all Notices of Decision.

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Policy Title	
General Policies of Johnson County Empowerment/ECIA	
Adoption Date	Revision Date
09/23/08 unless otherwise noted	10/19/2017; <u>01/20/22</u>

Purpose:

To provide direction to contracting agencies and Empowerment/ECIA staff regarding contract administration, program management, and outcome reporting.

Procedures:

Reports

- A. Contractors must use the report format provided by JCE/ECIA.
- B. Typically, reports are due on November 1, February 1, May 1, and August 1. Ongoing programs may not be required to submit a 1st quarter (November 1) report. [10/19/2017] Refer to the contract Scope of Services section for specific due dates.
- C. Programs must submit an **electronic copy** of the report. Report all items that were included in the Evaluation section of the original grant proposal. Report on all items identified in the contract in Section 4.0 Scope of Services, Expected Outcomes. Report all state required information. The Empowerment/ECIA Board is required to report this information to the state in order to receive funding for next year. [rev. 10/25/2010]
- D. There are different **reporting requirements** for different programs. Additional information about reporting requirements for specific funding can be found on the Iowa Empowerment website at **earlychildhood.iowa.gov, Systems, Local System, Find Toolkit Resources**. Tool G provides overall funding information. Tool CC identifies state reporting requirements for Preschool Funds. Tool FF identifies state reporting requirements for Family Support/Parent Education Funds. Tool II identifies reporting requirements for Quality Improvement Funds. The Empowerment/ECIA Board is required to report this information to the state in order to receive funding for next year.
- E. The **quarterly** budget report must include contracted amounts, quarterly Empowerment/ECIA expenditures, year-to-date spent of Empowerment/ECIA, and total year-to-date spent. The **final** budget report must include contracted amounts, amount spent for Empowerment/ECIA, amount spent from other funding, and total amount spent. Include a detailed listing of other income utilized for the program.

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Program Implementation

- F. Request to change program activities. Typically, activities are specified in the contract and cannot be changed. Any request to change activities must go to the Work Groups and/or Board. To request a change in contracted activities, contact the JCE/ECIA Director.
- G. Programs must use a research-based or evidence-based curriculum. Programs must utilize a published, reliable tool to assess children's development. [11/06/2008]
- H. A written appeal on any decision/action of the JCE/ECIA Director may be submitted to the Empowerment/ECIA Chairperson. The Chairperson may have the issue included on the next Executive Committee meeting agenda. All requests should be in writing and include as much detail about the issue as possible.
- I. Expenditures for advertising, incentives, and equipment should all occur prior to June 1. Expenditures that occur after June 1 may require an explanation of how they will be used for the current contract. [10/19/17]
- J. All equipment purchased with JCE funds will have on it a sticker available from Empowerment/ECIA, identifying Empowerment/ECIA as the funding source for the equipment. [06/04/2009]

By-Laws of the Johnson County Empowerment Board

Article I: Name

The name of this organization shall be the Johnson County Empowerment Board (hereinafter the Board).

Article II: Purpose

The Board is duly organized under 2010 Iowa Acts, SF 2088, Sections 281 – 310. The purpose of the Board is to oversee and coordinate collaborative services for children and families in Johnson County. The initial emphasis will be delivery of services to children age 0-5. The long-term purpose will be to improve the efficiency and effectiveness of services in the areas of education, health, and human services for persons of all ages.

Article III: Membership

Section 1 - Qualifications. The Board shall consist of a membership of seven (7) to seventeen (17) members. Members shall be elected officials or members of the public who are not employed by a provider of services to or for the Board. The membership of the Board shall include representation from early care, education, health, human services, business, and faith interests, and at least one parent, grandparent, or guardian of a child from zero through age five. A representative from the Fiscal Agent may participate as a member of the Board and committees. This person shall be permitted full voting rights and membership, if they are a current elected official during the entirety of their term, otherwise they will be granted full ex-officio status and membership on the Board. The representative of the fiscal agent is expected to meet and adhere to all membership requirements, as prescribed by Early Childhood Iowa (ECI), the State of Iowa, and as outlined in Iowa Code Chapter 256i, the ECI Tools, and these by-laws; unless otherwise specified. Members serving terms when these by-laws are adopted may serve out the remainder of their term as allowed by Iowa law.

Section 2 - Selection of Members. Criteria for selection of candidates for the Board will be proposed each year by the Nominating Committee and ratified by the Board. These criteria will not exclude any otherwise eligible applicant from consideration, but will be used for targeted recruitment purposes and to narrow the number of applicants who appear on the final ballot. Criteria will be selected to help meet Board needs for diversity and will be distributed with the application form. The Board shall comply with federal, state, and local laws which prohibit discrimination on the basis of gender, gender identity, sexual orientation, age, race, disability, creed, or national origin. Board membership is in accordance with 2010 Iowa Acts, SF 2088, Sections 281 – 310.

Section 3 - Compensation. Members shall serve without compensation. Members may be reimbursed for child care or travel expenses related to attending Board meetings, as established by the Board, if funds are available.

Section 4 - Orientation for New Members. Prior to the first regular meeting following their appointment, new members shall be provided with copies of the Community Plan, by-laws, annual reports, and other documentation that would be useful to Board members in carrying out their duties. The Chairperson (or designee) will be responsible for orientation. A mentor from among the continuing Board members will be assigned to each new Board member and will assist with the orientation.

Section 5 - Absences. Three unexcused absences in one year shall result in member's removal from the Board. Exceptions shall be subject to approval by the officers.

Section 6 - Vacancies. The Board may choose to fill any vacancy on the Board. The Nominating Committee is charged with recruiting applicants to fill vacant positions and with submitting a slate of candidates to the Board. Board membership will be attained by all candidates who receive more than a simple majority of the Board vote. When there are more candidates than vacancies, those vacancies will be filled by those candidates receiving the greatest number of votes. Standing and ex-officio membership vacancies shall be filled by the entity associated with said vacancy and not count against quorum while vacant.

Section 7 – Elections & Terms. The Board as identified in Article III, Section 2 shall be elected for staggered three-year terms. Board members shall elect individuals to replace members who have served their term. The Secretary will maintain a record of terms. No persons shall serve more than three consecutive three-year terms.

Section 8 - Resignations. Resignations shall be submitted in writing to the Chairperson of the Board at least 30 days prior to the date of intended departure.

Section 9 – Committees & Work Groups. In addition to participation at Board meetings, each member is encouraged to participate on a Committee or Work Group.

Article IV: Officers

Section 1 - Officers. The officers of this Board shall be a Chairperson, Treasurer, and Secretary, each of whom shall be elected by the members of the Board. The Board may have a Vice Chairperson, elected by the members of the Board, as membership allows.

Section 2 - Election and Term of Office. Officers of the Board shall be elected biennially at the first regular meeting in September (of years when terms have/will expire). If the election of officers cannot be held at this meeting, such election shall be held as soon thereafter as is possible. Officers may serve no more than three consecutive two-year terms.

Section 3. - Chairperson. The Chairperson shall, when present, preside at all meetings; appoint committees; call special meetings; perform duties as prescribed by the membership; and, in general, perform all duties inherent to the office of a Chairperson. The Chairperson shall carry out all functions in consultation with other officers. The Chairperson shall ensure that the duties of any officer vacancy are fulfilled until a suitable replacement is installed. The Chairperson may participate as an ex-officio member of any standing committee.

Section 4. – Vice Chairperson. When a Vice Chairperson has been elected, the Vice Chairperson shall perform the following duties. In the absence of the Chairperson, or in the event of death, inability or refusal to act, the Vice Chairperson shall perform the duties of the Chairperson and when so acting will have all the powers of and be subject to all of the restrictions upon the Chairperson.

Section 4 - Treasurer. In the absence of the Chairperson and Vice Chairperson, or in the event of death, inability or refusal to act, the Treasurer shall perform the duties of the Chairperson and when so acting shall have all the powers of and be subject to all the restrictions upon the Chairperson. Working with the fiscal agent, the Treasurer shall have the responsibility for assuring that all deposits and properly authorized expenditures are made in a timely manner,

using appropriate accounting practices. The Treasurer shall present financial reports to the Board as requested.

Section 5 - Secretary. The Secretary shall have the responsibility of ensuring that the Board's minutes are complete, accurate, and are circulated as prescribed. The Secretary, in the absence of the Chairperson, Vice Chairperson, and Treasurer, shall perform the duties of the Chairperson and when so acting shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Secretary shall be responsible for the Nominating Committee and maintaining board membership.

Section 6 - Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or other cause shall be filled by the members for the unexpired portion of the term. The Nominating Committee shall solicit nominations from the Board for officer vacancies and hold elections for the vacant positions(s) as quickly as possible after the vacancy occurs.

Article V: Meetings and Records

Section 1 - Meetings. Meetings shall be conducted pursuant to the open meetings and open records laws.

Section 2 - Regular Meetings. Regular formal meetings of this Board shall be held at least quarterly.

Section 3 - Special Meetings. Special meetings of the members may be called by the Chairperson and, at the request of three or more members of the Board, shall be called by the Chairperson.

Section 4 - Electronic Meetings. Meetings may be conducted by electronic means in compliance with Iowa Code Section 21.8.

Section 5 - Time and Place of Meetings. Regular formal meetings shall be held at a time agreeable to all members and in a location accessible to persons with disabilities.

Section 6 - Notice of Meetings. Public notice of regular and special meetings of the Board shall be required; notice for all meetings must be given not less than twenty-four (24) hours in advance of the meeting. A notice of the meeting shall be posted pursuant to Iowa Code Chapter 256i. Meeting notices can be found on the Board's website. Board agendas are developed by the Executive Committee and shall be reviewed by the Chair prior to being published. To request an agenda item for the Board, requests must be received by the Executive Committee at least 2 weeks prior to the Board meeting.

Section 7 - Quorum. A simple majority (50% plus 1) of current voting members shall constitute a quorum at any meeting.

Section 8 - Proxies. There shall be no vote by proxy.

Section 9 - Public Discussion. Time shall be made available during all regular formal meetings for open public discussion.

Section 10 - Order of Business. Business shall be conducted by modified consensus. The Board shall seek consensus and if consensus cannot be reached in a timely manner, the Board

will use standard parliamentary procedures. In all situations, the vote of each member will be recorded.

Section 11 - Conflict of Interest. A member who believes they have a conflict of interest on a matter before the Board shall state the reason for the conflict of interest and refrain from participating in decision making. Board members must declare any and all conflicts of interest including perceived conflicts of interest. Any member that has a conflict of interest shall abstain from decision making. Board members shall govern themselves accordingly during the discussion/debate of the issue in which they have a conflict of interest (real or perceived). Annually, Board members will sign an agreement to abide by the conflict of interest policy. Specific conflict of interest for an agenda item will be disclosed at each meeting.

Section 12 - Voting. A majority of votes cast at any meeting at which a quorum is present shall be decisive of any motion or election.

Upon request, voting will be by roll call and will be recorded by yeas, nays, or abstentions. Every member of the Board, except the Chairperson, is required to cast a vote upon each motion. In case of a tie vote, the Chairperson will cast the deciding vote.

Section 13 – Records. Records of all Board, Committee, and Work Group meetings are on file in the Empowerment office. All public records are subject to Iowa’s Open Records Law. Current meeting minutes can be found on the Board’s website.

Article VI: Responsibilities and Authority

Section 1 - Fiscal Management. The Board will designate a public agency of this State, as defined in Section 28E.2, to be the fiscal agent for grant money and other monies administered by the Board.

The fiscal agent will administer Early Childhood Iowa grant monies available from the State to the Empowerment Board as provided by law and any other monies made available from federal, state, local, and private sources.

Section 2 - Annual Report. The officers shall be responsible for the preparation of the annual report. This report shall include, but is not limited to, all state required performance measures, the effectiveness of the grant program and the Board's effectiveness in achieving state and locally determined goals.

Article VII: Standing Committees

The following committees have been approved by the Board to carry out responsibilities of the Empowerment legislation.

Section 1 – Chairs of Standing Committees: Chairs of all standing committees shall be members of the Board and shall be determined by each committee.

Section 2 – Executive Committee: The Committee shall be comprised of the officers of the Board, the immediate past chair (if unable to serve, an immediate past officer may be selected), and the representative of the fiscal agent. The Committee shall be responsible for giving guidance to the Board in setting the Board’s direction. The Committee shall assure staff support and oversight and, with staff, assure compliance with operating policies and procedures. The Committee oversees all Board finances including the Early Childhood Iowa Grants and other funds received by the Board, and maintains fiscal accountability.

Section 3 – Nominating Committee: The Committee shall consist of three members. The ~~Chairperson will be the Secretary of the Board and two Board members. One of the Committee members shall be a past or present consumer of Board services. The Committee shall be appointed by the Executive Committee and approved by the Board. The Nominating Committee will coordinate and oversee the recruitment and election of new Board members and officers; coordinate and oversee any special election of Board members that may be required; and develop and/or compile materials needed for the recruitment and election of Board members and officers.~~

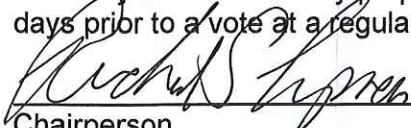
Section 4 - Other Committees and Community Work Groups: The Board may establish such standing or ad hoc committees and work groups as the Board believes will help to carry out its responsibilities. The chair will be determined by each committee or work group. Each committee, work group, and advisory group will have representation from the Board. The Board may also establish advisory groups which, at the discretion of the Board, may be given voting or ex-officio representation on the Board. The Board may designate an advisory council consisting of persons employed by or otherwise paid to represent an entity listed in Article III Section 2 or other provider of service. All committees, work groups, and advisory groups will report to the Board, which will retain final and complete authority.

Article VIII: Appeal Process

A written appeal process is on file in the Empowerment office.

Article IX: Amendments

These by-laws may be altered, amended, or repealed, and new by-laws adopted by an affirmative vote of not less than two-thirds of the members of the Board present. All grammatical, numerical references, content, or other verbiage that is changed in any Article shall be automatically updated throughout the other Articles to ensure consistency and accuracy of content. Any proposed change needs to be submitted in writing to all members 14 days prior to a vote at a regular meeting or at any special meeting called for that purpose.



 Chairperson

Adopted: 02/25/99

Amended: 10/07/99 01/03/02 07/10/03 03/04/04 07/01/04 09/07/06

01/10/08 10/02/08 01/08/09 12/03/09 12/16/10 10/20/11 10/18/12

11/29/12 07/18/13 10/19/17 08/15/19 3/25/21