



Johnson County Empowerment/Early Childhood Iowa Board

**Thursday, March 2 2023
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. 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 https://johnson-county.granicus.com/ViewPublisher.php?view_id=1 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**
 - a. HACAP Head Start and Early Head Start**
 - b. 4C's Home Ties and Childcare Workforce Development**
- 5. FY23 1st/2nd Quarter Reports**
- 6. FY24 Renewal Application Materials [Board Action]**
- 7. JCPH Dental Voucher Contract Amendment [Board Action]**
- 8. NCJC Early Education Contract Amendment [Board Action]**
- 9. FY23 Budget [Board Action]**
- 10. Policy/Procedure Manual review**
- 11. 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: March 23, 2023

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 319.356.6090

<https://johnsoncountyiowa.gov/empowerment-early-childhood-iowa-area> • empower@johnsoncountyiowa.gov

BOARD REPORT OF EXPENSES

JANUARY 2023

Payee	Period	Invoice Date	SR	EC	Non-Grant
Clerk & ECC SR	Dec	12/31/2023	\$3,435.69		
VISA Conference	Dec	12/28/2023	\$60.00		
JCP Dental	Dec	1/17/2023	\$282.44		
JCP CCNC	Dec	1/17/2023	\$262.50		
UAY FSP	Dec	1/4/2023	\$7,847.50		
NCJC PAT	Dec	1/17/2023	\$23,725.00		
ECC QI	Dec	12/31/2023	\$8,502.91		
Love A Lot	Nov	12/20/2022	\$900.00		
Orince of Peace	Dec	1/9/2023	\$480.00		
Melrose Daycare	Dec	1/4/2023	\$690.00		
Kids Point	Dec	1/4/2023	\$500.00		
NCJC Wrap	Dec	1/17/2023	\$1,044.45		
Love A Lot	Dec/Jan	1/10/2023	\$1,150.00		
ICCSA	Dec	1/12/2023	\$1,900.00		
Amazon Comm Awareness	Dec	12/22/2022	\$587.90		
Rapid Reproduction	Dec	12/29/2023	\$208.16		
AMAZON Car Seats	Jan	1/15/2023	\$1,124.85		
VISA Scholastic	Dec	12/28/2023	\$448.31		
VISA Scholastic	Dec	12/28/2023	\$64.77		
HACAP	Dec	1/5/2023		\$4,791.71	
Grant Wood AEA	Dec	1/6/2023		\$5,930.79	
Home Ties	Dec	1/10/2023		\$5,100.00	
Clerk EC	Dec	12/31/2023		\$707.13	
TOTAL			\$53,214.48	\$16,529.63	

February 2023 Director Report - Johnson County Empowerment/Early Childhood Iowa Area

STATEWIDE UPDATES:

- **State Early Childhood Iowa**
 - ECI released their 2023-2026 Strategic Plan https://earlychildhood.iowa.gov/sites/default/files/documents/2023-02/ECI_StrategicPlan-2023-26_online%20Final.pdf and Annual Report https://earlychildhood.iowa.gov/document/eci-fy22-annual-report?utm_medium=email&utm_source=govdelivery .
 - The bill codifying the move of ECI into the Iowa Department of Health and Human Services has been introduced: <https://www.legis.iowa.gov/legislation/BillBook?ga=90&ba=hsb126>
 - From what I have seen so far, the bill does not substantially change ECI operations. There has been talk about all ECI funding coming from HHS rather than funding from DOE and HHS. If that change is made it may mean fewer increases in funding.
- **Association of Early Childhood Iowa Area Board and Advocates**
 - Day on the Hill will be held the morning of Wednesday March 29. Board members are welcome to join me in attending.

LOCAL UPDATES:

- **General**
 - **Expense Report:** Our January 2022 expense report is in your board packet.
 - **Legislative Forum:** We will invite legislators that represent Johnson County to a Legislative Forum on Friday March 10- 8:30-9:30am. I will also invite board members and contractors to attend so that we can share the great work happening in our county.
- **Programs**
 - **School Ready Scholarships:** I have received 1 additional application. I did look into any kids currently on scholarship that we are not covering full tuition- there is only 1. We could look at reducing this budget line item.
 - **Car Seats and Safe Sleep:** Saturday January 21 we held a Family Safety Event. We checked 34 car seats and provided 12 pack n plays along with safe sleep education. Several community partners attended and provided outreach. We will schedule car seat checks and as weather allows and have 2 safe sleep events scheduled for February.
- **Committees**
 - **Early Ed Work Group (Joan and Cheryl board liaisons):** Meets on the last Monday of the month 2:30-3:30 pm.
 - **Parent Ed Work Group (Emily board liaison):** Meets on the first Monday of every other month 1-2 pm.
- **Community Collaboration**
 - **Child Care Wage Supplement:** I co-hosted a webinar about program requirements for this program with 4C's and also attended a Child Care Director's lunch to discuss the program.
 - **North Liberty Unity Coalition:** I attended their last meeting and they are interested in hosting a safe sleep and car seat event at their community center. If supplies allow I will move forward with that.
 - **The Lisa Project:** Community Partnerships for Protecting Children will bring this interactive display to educate the public about child abuse to our community March 28th and 29th. There will be volunteer opportunities.
 - **Kites for Kids:** Events will be held in April in Iowa City, North Liberty and Tiffin. I will try to attend to distribute books and would welcome any board members that would like to come.

- **Vaccine Summit/Car Seat Event:** I met with JCPH and the Iowa Immunizes Coalition about cohosting a childhood vaccine summit along with a car seat event in June.

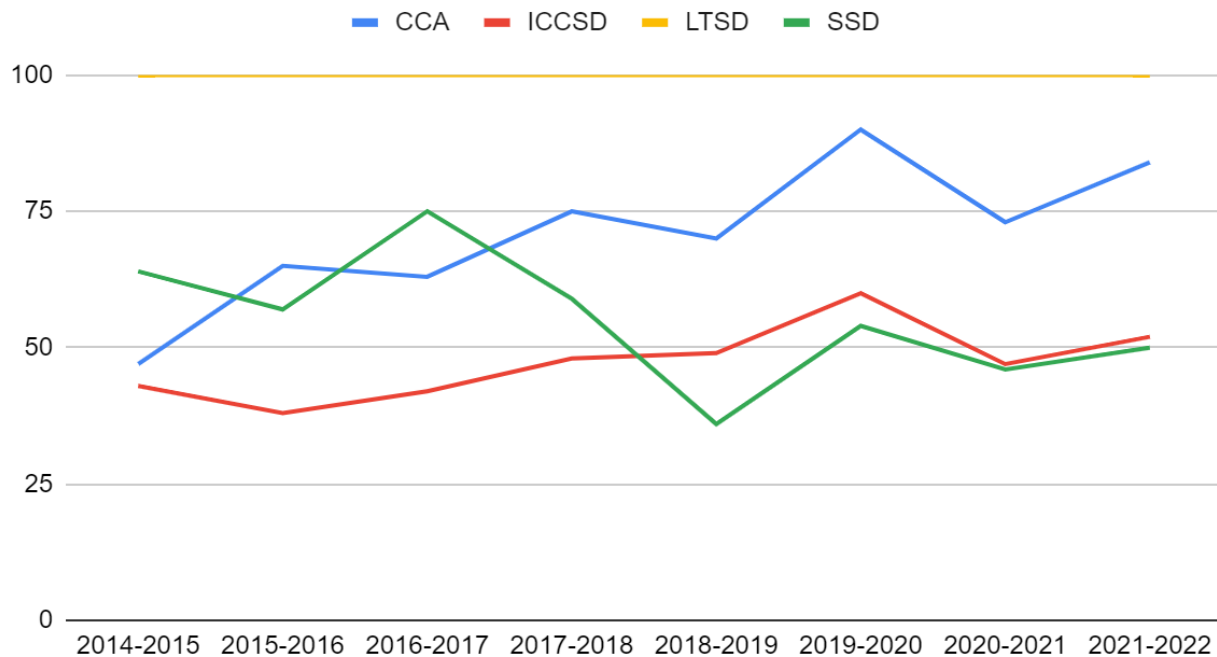
- **Resource Links**

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

**Board Development:
Indicator of the Month**

Indicator: Percent of Kindergarten Students who Attended Preschool

Preschool Enrollment as a % of Kindergarten Enrollment



Priority: Strengthen the transition to Kindergarten

Results Area: Children are healthy and ready to succeed in school.

Programs we fund that affect this indicator:

- School Ready Scholarship
- NCJC Wrap
- HACAP Head Start/Early Head Start
- GWAEA CART
- ARC Child Care

Respectfully submitted Sam Turnbull February 16, 2023

Johnson County Empowerment/Early Childhood Iowa Area Board FY23 1st and 2nd Quarter Contractor Reports

DIRECT SERVICES

Dental		
	Dental Voucher	<ul style="list-style-type: none"> • Underspent- have spent 2% of budget • Not on track for # of children served, # of women served, # of dentists participating.
Early Care & Education Supportive Services		
	4 C's Home Ties	<ul style="list-style-type: none"> • Not on track for total # served
	HACAP Head Start and Early Head Start	<ul style="list-style-type: none"> • Underspent- have spent 39% of budget • Not on track for # of children attending 75% of the time
	NCJC Early Education	<ul style="list-style-type: none"> • Underspent- have spent 27.82% of budget

INDIRECT SERVICES

Child Care Nurse Consultant		
	JCPH Child Care Nurse Consultant	<ul style="list-style-type: none"> • Underspent- have spent 1% of budget • Not on track for # of visits, # of programs, # of trainings, # of TA contacts
Early Childhood PBIS		
	Grant Wood AEA Child Care Alliance Response Team	<ul style="list-style-type: none"> • Not on track for # of classrooms utilizing BIRs
Family Support		
	NCJC Home Visitation and Group	<ul style="list-style-type: none"> • Not on track for # of groups
	UAY Young Parent Program	<ul style="list-style-type: none"> • Underspent-have spent 34% of budget • Not on track for # of children, # of families, # of visits, # of groups

Service Type: Dental

Contract: **JCPH Dental Voucher**

Person Completing Report:

Quarter Ending: 12/31/22 3/31/23 6/30/23
 Due 2/1/23 5/1/23 8/1/23

	Approved Budget	\$ Spent to date
JCE/ECIA funds	\$15,000	
End of Year Only:		
ICAPP funds		
DOE funds		

*All fields are required. Please report unduplicated numbers through the end of the quarter you are reporting on.

Outputs		Through end of quarter reporting on	Contracted End of Year Goal
1	# of children served		7
2	# of perinatal women served		29
3	# served (add #1 and #2)		
4	# of dentists participating		3
Quality/Efficiency & Outcomes		Through end of quarter reporting on	Contracted End of Year Goal
5	# (out of those listed in #3) who were screened for cavities and decay		100%
6	# (out of those listed in # 5) who were referred for additional services/treatment		100%

7	# (out of those listed in #6) who were cavity free after receiving treatment		70%
8	# (out of those listed in #6) who were referred to a dentist and seen by a dentist		100%

Progress toward contracted goals: Is your JCE/ECIA funded program on track to meet each contracted goal?

Client Story: Provide a narrative or quote from a client served that describes the impact of this program.

Service Type: Early Care & Education Supportive Services

Contract: **4C's Home Ties July 1, 2022-June 30, 2023**

Person Completing Report:

Quarter Ending: 12/31/22 3/31/23 6/30/23
 Due 2/1/23 5/1/23 8/1/23

	Approved Budget	\$ Spent to date
JCE/ECIA funds	\$55,080	
End of Year Only:		
CACFP		
First Menonite Church		
Child Care Fees		
JC Social Services		
Donations		

*All fields are required. Please report unduplicated numbers through the end of the quarter you are reporting on.

Outputs *ECI funded children only		Through end of quarter reporting on	Contracted End of Year Goal
1	# served prenatal		
2	# served 0-1 year		
3	# served 1-2 years		
4	# served 2-3 years		
5	# served 3-4 years		
6	# served 4-5 years		
7	# served 5-6 years		
8	Total # served (sum 1-7)		30

Quality/Efficiency & Outcomes		Through end of quarter reporting on	Contracted End of Year Goal
9	# of children (out of total from #8) who attend Home Ties for at least 4 weeks		
10	# of children (less than or equal to #9) screened with ASQ-3		80%
11	# of children (out of total from #10) screened with ASQ-3 who were referred for follow up services/treatment		
12	# of children screened with ASQ-3 (out of total from #10) who were demonstrating age appropriate skills		
13	# of children screened with ASQ:SE (less than or equal to #9)		80%
14	# of children screened with ASQ:SE (out of total from #13) who were referred for follow up services/treatment		
15	# of children screened with ASQ:SE (out of total from #13) who were demonstrating age appropriate skills		
16	# of children from # 8 who are attending at least 75% of the time		100%
17	# of parents (of children from #8) who complete a parent evaluation		
18	# of children (out of total from 8) who move into permanent child care when they exit Home Ties		

19	# of parents (of children from #8) who found housing, employment, attended school, job training or substance abuse treatment		75%
----	--	--	-----

Progress toward contracted goals: Is your JCE/ECIA funded program on track to meet each contracted goal?

Client Story: Provide a narrative or quote from a client served that describes the impact of this program.

Service Type: Early Care & Education Supportive Services

Contract: **HACAP Head Start & Early Head Start Expansion July 1, 2022-June 30, 2023**

Person Completing Report:

Quarter Ending: 12/31/22 3/31/23 6/30/23
 Due 2/1/23 5/1/23 8/1/23

	Approved Budget	\$ Spent to date
JCE/ECIA funds	\$73,250	
End of Year Only:		
Head Start/Early Head Start		
DHS Wrap		
CSBG		

*All fields are required. Please report unduplicated numbers through the end of the quarter you are reporting on.

Outputs		Through end of quarter reporting on	Contracted End of Year Goal
1	# served prenatal		
2	# served 0-1 year		
3	# served 1-2 years		
4	# served 2-3 years		
5	# served 3-4 years		
6	# served 4-5 years		
7	# served 5-6 years		
8	Total # served (sum 1-7)		40

Quality/Efficiency & Outcomes		Through end of quarter reporting on	Contracted End of Year Goal
9	# of children screened with ASQ-3		100%
10	# of children screened with ASQ-3 who were referred for follow up services/treatment		
11	# of children screened with ASQ-3 who were demonstrating age appropriate skills		
12	# of children screened with ASQ:SE		100%
13	# of children screened with ASQ:SE who were referred for follow up services/treatment		
14	# of children screened with ASQ:SE who were demonstrating age appropriate skills		
15	# of children from # 8 who are attending at least 75% of the time		100%

Progress toward contracted goals: Is your JCE/ECIA funded program on track to meet each contracted goal?

Client Story: Provide a narrative or quote from a client served that describes the impact of this program.

Service Type: Early Care & Education Supportive Services

Contract: **NCJC Early Education July 1, 2022-June 30, 2023**

Person Completing Report:

Quarter Ending:	12/31/22	3/31/23	6/30/23
Due	2/1/23	5/1/23	8/1/23

	Approved Budget	\$ Spent to date
JCE/ECIA funds	\$46,000	
End of Year Only:		
CCA/PJ		
Shared Visions		

*All fields are required. Please report unduplicated numbers through the end of the quarter you are reporting on.

Outputs		Through end of quarter reporting on	Contracted End of Year Goal
1	# served prenatal		
2	# served 0-1 year		
3	# served 1-2 years		
4	# served 2-3 years		
5	# served 3-4 years		
6	# served 4-5 years		
7	# served 5-6 years		
8	Total # served (sum 1-7)		18
Quality/Efficiency & Outcomes		Through end of quarter reporting on	Contracted End of Year Goal

9	# of children screened with ASQ-3		100%
10	# of children screened with ASQ-3 who were referred for follow up services/treatment		
11	# of children screened with ASQ-3 who were demonstrating age appropriate skills		
12	# of children screened with ASQ:SE		100%
13	# of children screened with ASQ:SE who were referred for follow up services/treatment		
14	# of children screened with ASQ:SE who were demonstrating age appropriate skills		
15	# of children from # 8 who are attending at least 75% of the time		80%

Progress toward contracted goals: Is your JCE/ECIA funded program on track to meet each contracted goal?

Client Story: Provide a narrative or quote from a client served that describes the impact of this program.

Service Type: Child Care Nurse Consultant

Contract: **JCPH CCNC**

Person Completing Report:

Quarter Ending: 12/31/22 3/31/23 6/30/23
 Due 2/1/23 5/1/23 8/1/23

	Approved Budget	\$ Spent to date
JCE/ECIA funds	\$59,750	
End of Year Only:		
IDPH		
Johnson County Funds		

*All fields are required. Please report unduplicated numbers through the end of the quarter you are reporting on.

Outputs		Through end of quarter reporting on	Contracted End of Year Goal
1	# of visits by CCNC		75
2	# of programs participating with CCNC		85
3	# of participating programs at QRS level 1		
4	# of participating programs at QRS level 2		
5	# of participating programs at QRS level 3		
6	# of participating programs at QRS level 4		
7	# of participating programs at QRS level 5		
8	# of participating programs at IQ4K level 1		
9	# of participating programs at IQ4K level 2		

10	# of participating programs at IQ4K level 3		
11	# of participating programs at IQ4K level 4		
12	# of participating programs at IQ4K level 5		
13	# of children with special healthcare needs		
14	# of technical assistance contacts		200
15	# of HCCI DHS approved trainings provided by CCNC		10
16	# of participants attending HCCI trainings		100
Quality/Efficiency & Outcomes		Through end of quarter reporting on	Contracted End of Year Goal
17	# programs (of those listed in #2) that improved health and safety conditions		60
18	# of children with special healthcare needs (listed in #13) with care plans in place.		100%
19	# of participants (out of those listed in #16) who report increased knowledge as a result of the HCCI trainings		90%

Progress toward contracted goals: Is your JCE/ECIA funded program on track to meet each contracted goal?

Client Story: Provide a narrative or quote from a client served that describes the impact of this program.

Service Type: Mental Health Supports: EC-PBIS

Contract: **Grant Wood AEA CART Program**

Person Completing Report:

Quarter Ending: 12/31/22 3/31/23 6/30/23
 Due 2/1/23 5/1/23 8/1/23

	Approved Budget	\$ Spent to date
JCE/ECIA funds	\$76,140	
End of Year Only:		
GWAEA General Fund		

*All fields are required. Please report unduplicated numbers through the end of the quarter you are reporting on.

Outputs		Through end of quarter reporting on	Contracted End of Year Goal
1	# EC-PBIS trained coaches		1
2	# of hours of EC-PBIS coaching		600
3	# of children served		30
4	# of families served		25
5	# of providers participating in the on-site consultation program		35 staff, 10 directors/owners
6	# of programs served		20
7	# of trainings		5
8	# of staff attending trainings		50
9	# of classrooms utilizing BIRs		3
10	# of BIRs		

Quality/Efficiency & Outcomes		Through end of quarter reporting on	Contracted End of Year Goal
11	# of staff (out of those listed in #5) who report that the coach makes time for them when they have a question or concern		90%
12	# of staff (out of those listed in #5) who report that the coach is knowledgeable about children's typical and atypical developmental progress		90%
13	# of staff (out of those listed in #5) who report an increase in competence and self-confidence to support children with EC-PBIS supports/strategies		90%

Progress toward contracted goals: Is your JCE/ECIA funded program on track to meet each contracted goal?

Client Story: Provide a narrative or quote from a client served that describes the impact of this program.

Service Type: Family Support

Contract: **NCJC Parent Education and Family Support**

Person Completing Report:

Quarter Ending: 12/31/22 3/31/23 6/30/23
 Due 2/1/23 5/1/23 8/1/23

	Approved Budget	\$ Spent to date
JCE/ECIA funds		

*All fields are required. Please report unduplicated numbers through the end of the quarter you are reporting on.

Outputs		Through end of quarter reporting on	Contracted End of Year Goal
1	# of children		175
2	# of families receiving home visits		110
3	# of home visits		
4	# of group parent education meetings		12
Quality/Efficiency & Outcomes		Through end of quarter reporting on	Contracted End of Year Goal
5	# of children screened with developmental screenings		85%
6	# of children screened who were referred for follow up services/treatment		All children needing a referral
7	# of children screened who were demonstrating age appropriate skills		
8	# of children screened who were already receiving additional services or treatment		

9	# of children screened for whom activities were provided and re-screening was planned		
---	---	--	--

Progress toward contracted goals: Is your JCE/ECIA funded program on track to meet each contracted goal?

Client Story: Provide a narrative or quote from a client served that describes the impact of this program.

Service Type: Family Support

Contract: **UAY Young Parent Program**

Person Completing Report: Katy Ehram

Quarter Ending:

12/31/22

3/31/23

6/30/23

Due 2/1/23

5/1/23

8/1/23

	Approved Budget	\$ Spent to date
JCE/ECIA funds	\$137,375	\$46,851
End of Year Only:		
ICAPP funds		\$13,177
DOE funds		\$26,537

*All fields are required. Please report unduplicated numbers through the end of the quarter you are reporting on.

Outputs		Through end of quarter reporting on	Contracted End of Year Goal
1	# of children	48	100
2	# of families receiving home visits	40	55
3	# of home visits	345	800
4	# of group parent education meetings	16	50
Quality/Efficiency & Outcomes		Through end of quarter reporting on	Contracted End of Year Goal
5	# of children screened with developmental screening	16; 37%	80%
6	# of children screened who were referred for follow up services/treatment	5	All children needing a referral

7	# of children screened who were demonstrating age appropriate skills	11	
8	# of children screened who were already receiving additional services or treatment	4	
9	# of children screened for whom activities were provided and re-screening was planned	16	

Progress toward contracted goals: Is your JCE/ECIA funded program on track to meet each contracted goal?

Home visiting have been on track and increasing with the end of the holidays. Our program has welcomed a few new babies in these two quarters after serving all of those mothers prenatally. During Q1 and Q2, there were a lot of high risk infants and younger children with other respiratory illnesses and RSV. We communicated these risks with families and created an open line of communication when entering other spaces with people and knowing the signs of severe respiratory illness. Additionally, we are still cautiously watching COVID numbers in the community and mask when present with families. The home visiting is on track for YTD has been 40 families services, 48 children serviced, and 345 visits. Our program has continued to reach out to young parents within this community by working with the community school districts and building relationships with faculty members who can identify an appropriate referral to the young parent program. We continue to see an increase with our in-person groups and home visits as the holiday seasons end.

Client Story: Provide a narrative or quote from a client served that describes the impact of this program.

One client success that stuck out to our program this quarter was starring a young dad within our home visiting program in YPP. This particular dad works with one of our family support workers on intentional time with their child, being more involved in the community (setting a good example for the family and others), and providing a safe, nurturing environment for his child. This young dad has been working very hard to set a good example for his child and be more involved in his life. Starting this school year, he is now participating in his son's school's PTO and coaching one of his child's rec teams in the community. Our family support worker has been meeting with this young dad, encouraging and helping him meet his goals of the dad he has always wanted to be.

FY24 Contract Renewal Applications Staff Proposal

- Individualized applications that include \$ spent YTD, outputs, quality/efficiency & outcomes reporting.
- All applications include:
 - Progress toward contracted goals narrative
 - Proposed changes to activities (include contracted activities from contract)
 - Proposed budget changes (with current budget attached)
 - Participant Evaluations and Feedback
- Applications due: March 30
- Applications read by members of review committees (review sheet completed by each committee member)
- Applications discussed by review committees: Between March 30 and April 20 board meeting.
- Review committees reach consensus on funding recommendation
- Review committee make funding recommendations to full board at April 20 board meeting.
- Board votes on renewals at April 20 board meeting.

FY24 Renewal Application DUE MARCH 30, 2023 at 8am
Email to: empower@johnsoncountyiowa.gov
Service Type: Early Care & Education Supportive Services
NCJC Early Education

Person Completing Application:

Email:

Additional Agency Contact:

Email:

	FY23 Budget	\$ Spent to date	Proposed FY24 Budget
JCE/ECIA funds	\$46,000		

Outputs		Through end of February	FY23 Goal	Proposed FY24 Goal
1	Total # served		18	
Quality/Efficiency & Outcomes		Through end of February	FY23 Goal	Proposed FY24 Goal
2	# of children screened with ASQ-3		100%	
3	# of children screened with ASQ:SE		100%	
4	# of children from #1 who are attending at least 75% of the time		80%	

Progress toward contracted goals: Is your JCE/ECIA funded program on track to meet each contracted goal?

Proposed changes to activities. Contracted Activities are as follows. Note any proposed updates/changes.

1.1. **Contracted Activities.** The Service Provider shall provide the following services as an independent contractor. The Service Provider's duties shall include, but not be limited to, the following:

1.1.1. Provide full-day/full-year quality early education for eligible children that also participate in partially funded preschool or childcare (e.g., Child Care Assistance, Shared Visions Preschool, Statewide Voluntary Preschool Program).

1.1.2. Programs must implement a research-based or evidence-based and developmentally appropriate curriculum. Programs must utilize a reliable, published tool which is research- and/or evidence-based for determining children's development and appropriate referrals.

1.1.3. Service Provider will follow-up when attendance is not consistent and will work with families to address issues of transportation and other barriers to attendance.

1.1.4. When a child's attendance is less than 75%, the Service Provider and family will create an action plan to address the attendance issue. If attendance continues at less than 75%, the slot may be given to another family.

1.1.5. Children will receive a developmental screening. Where indicated by developmental screening, children will be referred for additional evaluation and/or supportive services.

Proposed budget changes. Current budget is attached. Note any proposed line item changes and reasoning for the change.

Participant Evaluations and Feedback: Provide results of participant evaluations/feedback for FY23 or the most recent year for which data is available.

Section 4 Proposed Budget One form for each program.

Budget must include the total cost for the program, not just items or expanded services requested in this proposal. Total cost would include costs for all staff to deliver the full program and all material costs associated with the full program. Depending on the type of request, that may be the entire agency budget or the budget for the particular program/service that the organization provides.

Cost Proposal for	NCJC Early Learning Supports	Program
-------------------	------------------------------	---------

Budget Dates: July 1 2022-June 30 2023

		Total Program Cost	Empowerment Request	Other Revenue <small>(Detail Chart B)</small>
Salaries/Benefits & Personnel <small>Detail Chart A</small>				
a.		0	0	0
b.		0	0	0
1.	Salaries/Benefits subtotal	0	0	0
Program Costs <small>provide detail</small>				
a.		0	0	0
b.		0	0	0
2.	Program Costs subtotal	0	0	0
Participant Supports <small>provide detail</small>				
a.		0	0	0
b.		0	0	0
3.	Participant Supports subtotal	0	0	0
Equipment <small>provide detail</small>				
a.		0	0	0
b.		0	0	0
4.	Equipment subtotal	0	0	0
Other <small>provide detail</small>				
a.	Wrap B-5	121449	46000	75449
b.		0	0	0
5.	Other subtotal	121449	46000	75449
TOTAL DIRECT				
6.	TOTAL DIRECT <small>(total lines 1+2+3+4+5)</small>	121449	46000	75449

Administration		0	0	0
Other Indirect		0	0	0
7.	TOTAL INDIRECT	0	0	0
8.	TOTAL EXPENDITURES	121449	46000	75449

Detail Chart A: Salary Costs

FTE for project	Job Title	Total Cost	Empowerment Request	Other Revenue
1.		0	0	0
2.		0	0	0
3.		0	0	0
4.		0	0	0
5.		0	0	0
Totals		0	0	0
Above totals should be the same as budget line 1; if these two numbers aren't the same, check the arithmetic		0	0	0

from Chart 1 Line 1

Detail Chart B: Other Revenue

	Source of Other Revenue	Total amount of other revenue from source
1.	CCA/PJ	30637
2.	Shared Visions	44812
3.		0
4.		0
5.		0
	Total Other Revenue	75449
Total should be the same as budget line 8 far right column; if these two numbers aren't the same, check the arithmetic		75449

from Chart 1 Line 8

FY24 Renewal Board Review Sheet

Direct Early Education	Comments	Funding Recommendation
4C's Home Ties		
ARC Supplemental Staffing		
HACAP Head Start and Early Head Start		
NCJC Wrap		
Indirect Early Education	Comments	Funding Recommendation
4C's Child Care Workforce Development		
GWAEA CART		
Family Support	Comments	Funding Recommendation
NCJC Family Support		
UAY Young Parent Program		
Health	Comments	Funding Recommendation
JCPH CCNC		
JCPH Dental Voucher		

FY24 Renewal Review Committees

Direct Early Education (4C's Home ties, ARC Supplemental Staffing, HACAP Head Start and Early Head Start, NCJC Wrap)

Angel

Emily

Cheryl

Indirect Early Education (4C's Child Care Workforce Development, GWAEA CART)

Cheryl

Joan

Emily

Family Support (NCJC Family Support, UAY Young Parent Program)

Rick

Jon

Rich

Emily

Health (JCPH CCNC, JCPH Dental Voucher)

Susan

Marguerite

Lori

Questions

Tyjuan- add to committee(s)

Emily- do you still want to serve on 3 committees?

THE FIRST AMENDMENT to the CONTRACT entered by the parties on August 18, 2022

Pursuant to Paragraph 11.11 Amendments of the Contract entered by Johnson County Public Health and Johnson County Empowerment/ECIA Board for the Dental Voucher Program entered by the parties originally on 08/18/2022 the Contract is amended effective March 2, 2023 as follows:

4. SCOPE OF SERVICES

4.1.4 Process all claims and reimburse dental providers based on Medicaid rates plus 100 percent.

All other provisions of the Contract will remain in effect

JOHNSON COUNTY DEPARTMENT OF PUBLIC HEALTH

By: _____ Date: _____

Name: Danielle Pettit-Majewski

Title: Director, Johnson County Public Health

Federal Tax Identification Number: 42-6004806

JOHNSON COUNTY EMPOWERMENT/EARLY CHILDHOOD IOWA AREA BOARD

By: _____ Date: _____

Name: Angel Taylor

Title: Chair, Johnson County Empowerment Area Board

From: [Rebecca Hackett-Leas](#)
To: [Samantha Turnbull](#); [Kristin Meyer](#)
Cc: [Roberta Sloat](#)
Subject: RE: JCE/ECIA-JCPH Contracts Billing
Date: Thursday, January 26, 2023 4:39:22 PM
Attachments: [image001.png](#)
[image002.png](#)
[image004.png](#)
[image006.png](#)

Sam,

This may be a longish email, but I think it is important for the board to understand where I am with dental providers and our need and efforts to expand our network of dental providers (dental offices). Please excuse me if I repeat details you are already aware of.

Dentists not taking Medicaid and Vouchers

Reasons:

inadequate reimbursement for services

generally does not cover overhead; not sustainable for practice

Failure rate of clientele

Low dental/oral health IQ and lack of understanding of importance of appt.

JCPH dental staff excels in providing voucher clients with education and

motivation to keep the scheduled dental appts.

Current offices taking Dental Vouchers:

University of Iowa College of Dentistry

Not currently taking referrals from JCPH dental staff

Last fall we were told to wait until 1st week in Jan when new schedule opens.

Jan 9th we were put off another two weeks.

Current request:

Lost Dr. Caldwell

Retiring, personal

Attempted to recruit 2 additional dentists within last couple months. (others in October 2022)

Dr. RS

Reimbursement too low.

Approached him to take a small number of clients short term, he considered and

declined

He has not been successful hiring a RDH since Covid.

He is doing Hygiene work plus restorative; no time for additional pts.

Dr. TD

Responded very positively at first

I provided fee schedule and contract

She did not respond timely

I called her and she declined without providing reasoning.

Remedy suggested:

Increase reimbursement rate to a **reasonable** amount.

This does not need to be the full amount that dentists charge self-pay patients

Does need to be a rate that can be rationalized as a sustainable amount; covering their expenses at minimum.

JCPH dental staff continue to provide excellent care coordination and client/patient education to

eliminate as many failed appointments as possible.

JCPH ISC will offer a free Continuing Education Class for Dentist and Dental Staff titled “Addressing Oral Health Barriers”

How to find a reasonable re-imburement rate:

Understand what the Medicaid reimbursement rates are

Understand what fees dentists are charging for dental services to those paying out of pocket.

Understand reimbursement from Private Insurance Companies

I have attempted to get these numbers from Delta Dental Iowa as I am enrolled/a member in this plan.

The ins co will not provide a schedule to anyone other than enrolled providers.

I have made another request to get this information from a new contact at DDIA, have yet to get a response

Without these numbers, it may be helpful to understand the general policies of private dental insurance plans

Please be aware that these are generalities gained by 30+ years in the dental profession.

Tiered based system

Preventive services paid at a high rate, often 100%

Restorative services paid at a lesser rate, often 80%

Major services paid at an even lesser rate, often 50%

The patient is responsible for the uncovered percentage as part of the co-payment.

Other considerations:

Customary and reasonable limits

Provider contracts (PPO)

After careful consideration, I suggest to double the current Medicaid rate (a 100% increase)

I am working yet to get more data to base my suggestion.

I have attached what I do have for you to consider. I hope it's not overwhelming.

The title V allowable fee includes a 5% increase awarded to screening centers.

The Dental Office Charges indicate what a local (anonymous) office charges for each dental procedure.

I would be happy to have a conversation with you to answer any questions that you have.

Smiles,

Becky Hackett-Leas, RDH | She, Her, Hers

Oral Health Coordinator | Johnson County Public Health

I-Smile Coordinator | Iowa and Johnson Counties

NOTICE OF CONFIDENTIALITY: This e-mail, including any attachments, is intended only for the use of the individual or entity to which it is addressed and may contain confidential information that is legally privileged and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, you are notified that any review, use, disclosure, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please contact the sender by reply e-mail and destroy all copies of the original message

From: Samantha Turnbull <sturnbull@johnsoncountyiowa.gov>

Sent: Wednesday, January 25, 2023 8:46 AM

Early Learning Expansion (ECI Wrap): \$16,355 underspent

4 family events in each classroom/parent education **\$ 11,000**

Infant/Toddler: (8 children/classroom)

Food: \$ 150 x 4 = \$600

Incentives/books \$100 x4= \$400

1 classroom: \$1,000

2's: (12 children/classroom)

Food \$200 x 4 =\$800

Incentives/books \$150 X 4 = 600

2 classrooms: \$2,800

3's & 4's (16 children/classroom)

Food \$250 x 4 =\$1,000

Incentives/books \$200 X 4 = \$800

4 classrooms: \$7,200

ECERS/ITERS Materials for IQ4K: Tables, rugs, shelves, storage containers, outdoor play equipment (bikes, helmets, etc.) **\$5,355**

THE SECOND AMENDMENT to the CONTRACT entered by the parties on July 1, 2022

Pursuant to Paragraph 11.11 Amendments of the Contract entered by Neighborhood Centers of Johnson County and Johnson County Empowerment/ECIA Board for Early Learning Expansion entered by the parties originally on 07/01/2022 the Contract is amended effective March 2, 2023 as follows:

1. SCOPE OF SERVICES

The Service Provider shall provide the following services in accordance with the defined performance expectations as set forth below, in the Request for Proposals, and program proposal attached hereto and made part of this Contract by this reference. The Service Provider will comply with all local, state, and federal laws, rules, regulations, and requirements for the use of these funds.

1.1. **Contracted Activities.** The Service Provider shall provide the following services as an independent contractor. The Service Provider’s duties shall include, but not be limited to, the following:

1.1.6 Service provider will provide 4 family events per classroom served.

1.1.7 Service provider will improve the ECERS/ITERS rating of the program.

6. COMPENSATION

6.6 Family Events Billing Requirements

6.6.1 Each family event must have a minimum of 2 families participating

6.7 ECERS/ITERS Materials for IQ4K Billing Requirements

6.7.1 Items purchased must contribute to the ECERS/ITERS rating of the classroom.

All other provisions of the Contract will remain in effect

NEIGHBORHOOD CENTERS OF JOHNSON COUNTY

By: _____

Date: _____

Name: Rachel Rockwell

Title: Executive Director

Federal Tax Identification Number: 42-1060964

JOHNSON COUNTY EMPOWERMENT/EARLY CHILDHOOD IOWA AREA BOARD

By: _____

Date: _____

Name: Angel Taylor

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

FY23 Budget

	SR	EC	Total
Revenue			
FY22 Program Carryforward	\$90,808.13	\$31,936.34	\$122,744.47
FY22 Administrative Carryforward	\$6,664.80	\$1,885.58	\$8,550.38
FY22 Quality Improvement Carryforward	\$4,500.00		\$4,500.00
FY23 Program Allocation	\$640,987.00	\$208,469.90	\$849,456.90
FY23 Administrative Allocation	\$36,622.00	\$10,972.10	\$47,594.10
FY23 Quality Improvement Allocation	\$60,375.00		\$60,375.00
Administration			
Available Administrative Funds	\$43,286.80	\$12,857.68	\$56,144.48
Administrative Clerk	\$13,630.67	\$6,815.33	\$20,446.00
Early Childhood Coordinator	\$23,413.14	\$3,876.34	\$27,289.48
Fiscal Agent and FAUP/audit fees (County in kin	\$0.00	\$0.00	\$0.00
Liability Insurance Fees	\$1,332.00	\$666.00	\$1,998.00
Board/Office costs/Website	\$4,000.00	\$1,500.00	\$5,500.00
AECLAB Fees	\$911.00	\$0.00	\$911.00
Administration Balance	\$0.00	\$0.00	\$0.00
Administration Carryforward %	0.00%	0.00%	0.00%
Quality Improvement			
Available Quality Improvement Funds	\$64,875.00		\$64,875.00
Early Childhood Coordinator	\$64,875.00		\$64,875.00
Quality Improvement Balance	\$0.00		\$0.00
Quality Improvement Carryforward %	0.00%		0.00%
Programs			
External Programs			
Available Programs Funds	\$731,795.13	\$240,406.24	\$972,201.37
GWAEA Child Care Alliance Response Team		\$76,140.00	\$76,140.00
HACAP HS/EHS Wraparound		\$73,250.00	\$73,250.00
NCJC Early Learning Expansion	\$10,063.76	\$35,936.24	\$46,000.00
4 C's Home Ties Child Care Center		\$55,080.00	\$55,080.00
JCPH Child Care Nurse Consultant	\$59,750.00		\$59,750.00
NCJC PAT Family Support Program	\$362,100.00		\$362,100.00
UAY Young Parent Home Visiting & Group Program	\$137,375.00		\$137,375.00
4C's Childcare Workforce Development Program	\$5,000.00		\$5,000.00
JCPH Dental Voucher	\$15,000.00		\$15,000.00
JCSS Child Care Wage Enhancement	\$10,000.00		\$10,000.00
ARC Child Care Supplemental Staffing	\$26,200.00		\$26,200.00
Internal Programs			
Coordinated Intake	\$2,640.00		\$2,640.00
School Ready Scholarship Coordination	\$1,509.95		\$1,509.95
School Ready Scholarships	\$56,000.00		\$56,000.00
Car Seats	\$7,400.00		\$7,400.00
Safe Sleep	\$5,000.00		\$5,000.00
Program Support	\$4,000.00		\$4,000.00
Passport to Early Learning Stipend	\$10,000.00		\$10,000.00
Community Awareness	\$1,700.00		\$1,700.00
Programs Balance	\$18,056.42	\$0.00	\$18,056.42
Programs Carryforward %	2.47%	0.00%	1.86%

Other Grants/Donations Balance \$ -

reduce (if we reduce to \$40,000 we can cover currently committed plus 1 new application I am processing)

increase (15 wait listed and received 8 late applications) Could increase to \$12,250 to fund 15 on wait list or more if we want to keep accepting applications.

Other Ideas:

Infant equipment grants to in-home and/or child care centers

In home childcare provider fall surfacing grants

Staff Needed Budgeted Difference

Sam	\$96,314	\$96,314	\$0
Terri	\$19,028	\$20,446	\$1,418



Johnson County Empowerment/ECIA Policy & Procedure Handbook
Table of Contents

Policy Effective Dates	2
Board Operations	
JCE Job Description	3
Nominations Process	4
Schedule	6
Conflict of Interest	7
Posting/Packets	9
Mentors	10
Stipend policy	11
Appeal Process	12
Fiscal Policies	
Delegation of Authority for Expenditures	13
Internal Fiscal Procedures	14
Procedures for Financial Agreed Upon Procures (FAUP)	15
Procedure for Awarding Funds	16
Cost Allocation	19
Fiscal Procedures for Contractors	20
Program Administration and Supporting Quality Programming	
Contracting Process	23
Contract Compliance	24
Contract Management	26
Parent Education & Family Support Policies	27
Invoices, Reports,	27
DHS Involvement, FaDSS Involvement,	28
Practicum Students,	29
Site Visits	30
Early Education Policies	31
Invoices, Reports,	31
Appeals	32
General Policies and FAQ	33

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; 01/20/22

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.

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
- The Arc of Southeast Iowa
- Grant Wood Area Education Agency (AEA)
- Hawkeye Area Community Action Programs (HACAP)
- Johnson County Public Health
- Neighborhood Centers of Johnson County (NCJC)
- United Action for Youth (UAY)
- University of Iowa- Rape Victim Advocacy Program
- Early Education programs or school districts (please list): _____
- 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



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

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.**

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://jcempowerment.com>

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.

Director information:

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



Procedure Title	
Johnson County Empowerment/ECI Area Board Mentors	
Adoption Date	Revision Date
06/17/2004	01/20/22

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.



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

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.



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	Revision Date
October 2008	01/20/22

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.

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.



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

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.



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

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.



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 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.



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.



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

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; 01/20/22

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]



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



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 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]

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.

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]

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]



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

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.



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.



- 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]

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}



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; 01/20/22

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.

- 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]

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.



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

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.



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]