

Linn County Early Childhood Iowa Governance Board Meeting MINUTES

Tuesday, December 15, 2015

3:30 – 5:00 PM

Linn County Community Services Building, 2nd Floor Conference Room 2026

MEMBERS PRESENT:

Carrera-Bauer, Tara	Loy, David	Spellman, Donna
Chadwick, Barbara (3:55pm)	O'Donnell, Carol	Sundberg, Carol
Dagit, Wyatt	Ramsey, Dorice	Tesdahl, Sue
Griesenauer, Doug	Rogers, John	Weigel, Jody
Harp, Jennifer	Seelau, Diane	Wiese, Dan
Houser, James	Segriff, Mary	
Johnson, Gloria	Sondag, John	

EXCUSED ABSENCE:

Burke, John Gardner, Brian Moniza, Caroline

UNEXCUSED ABSENCE:

NA

LEAVE OF ABSENCE:

NA

GUESTS:

Barnhart, RaeAnn (Four Oaks)	Bigley, Linda (PEC)
Boniface, Morgan (PEC)	Loy, Lynda (CART)
Luciano, David (Family Friendly Iowa)	Montoya, Jacquie (CCR&R)
Murray, Michael (Family Friendly Iowa)	Wade-Nagel Jeanie (CART)

STAFF:

Kivett-Berry, Chris Robinson, Robin

Call to Order, Confirm Quorum and Chair Comments

- Dorice Ramsey called the meeting to order at 3:31pm P.M. Quorum was confirmed (18/22).
- Policies: Inclement Weather & Leave of Absence: Kivett-Berry reviewed updates to policies.
- Committee Minutes are included in Board packet: Executive Committee 11/12/15, Evaluation Committee 10/26/15 and Finance Committee 10/22/15.
- Leave of Absence Notifications: Gloria Johnson and Sue Tesdahl will be on leave January-March 2016 which will make 20 the new membership # for quorum.

Public Comment Period: All guests present introduced themselves

Action: Minutes from 10/27/15 Board Meeting

- **MSC:** (Diane Seelau/Donna Spellman) Motion and second to approve minutes. The motion was unanimous.

Fiscal Review & Action

- Funding Recommendations for Professional Development Activities:** Kivett-Berry shared summary of Board member funding recommendations for the 3 proposals. The Board priority ranking is #1 Waypoint with proposed 2 half days of training for childcare providers. #2 CART with proposed for staff professional development out-of-state. Ranked #3 is CR-IAEYC with a proposed professional development conference for childcare providers.

1. \$3,360 request from Waypoint for two ½ day trainings (Charlie Appelstein trainer). Goal=150 participants.
 - i. ECI Board stipulations include a date that does not conflict with scheduled March-April trainings, written assurance trainer can customize to early childhood audience, invite all ECI-funded programs (not just childcare programs) plus the general ec community, submit speaker qualifications to obtain DHS training hours and local match is corrected.
 2. \$4,144 request from Childcare Alliance Response Team (CART) to send 2 staff to National Training Institute (NTI) Conference in Florida on addressing challenging behaviors. Goal = 100 childcare staff assisted by the training.
 - i. ECI Board stipulations include use of level 4 out-of-state reimbursement rates, submit written plan to disseminate training to early care providers to include group training and enhance provider evaluation process to measure impact of training received on Prevent-Teach-Reinforce (PTR).
 3. \$6,000 request from CR-IAEYC for ½ day conference (R. Cohen Keynote- *What's Love Got to Do with It*) & 4 breakout sessions. Goal = 160 participants.
 - i. Members discussed that the Keynote speaker fee is high & topics seem vague.
 - ii. Less than full funding would mean an increase in participant fee.
- b. Action: Award Contracts for Professional Development:** Dorice Ramsey called for
- **MSC** (Gloria Johnson/Diane Seelau) Motion to fully fund \$3,360 request from Waypoint for two ½ day trainings with ECI Board stipulations. Motion was unanimous.
 - **MSC** (James Houser/Dave Loy) Motion to fully fund CART proposal at \$4,144 for 2 staff to attend NTI conference on Addressing Challenging Behaviors in Florida with ECI Board stipulations. Motion was unanimous.
 - **MSC** (John Rogers/Carol Sundberg) Motion to not fund CR-IAEYC proposal. Motion and second. Two opposed (James Houser/Sue Tesdahl). Motion carried.
- c. October 2015 Monthly Financial Controls:** Jennifer Harp provided an update on ECI controls.

Board Engagement Efforts:

- a. Program Presentation: Child Care Alliance Response Team (CART):** Lynda Loy and Jeanie Wade-Nagle provided a CART update.
 - i. 12.5 years of ECI funding for program which is housed at Grant Wood AEA.
 - ii. Purpose is to go to child care programs, including child care homes, that don't receive any other services. GWAEA provides services for special ed., but not others.
 - iii. Families are involved with the behavior plan, but program doesn't go into family home.
 - iv. Serves children with challenging behaviors. Majority of the kids are 2, 3 and 4.
 - v. Process starts with referral/intake. Lynda receives referral and calls the parent to get permission to contact the care provider. No set # of times to see center/child. There is no cure through CART, but CART can get a child/center to where they are managing behavior. Child gets CART in the door but services are really for the teacher.
 - vi. Individual plans based on best ways to communicate with the child. Refers families to other ECI programs as appropriate.
 - vii. Teacher implements plan and keeps CART posted so CART can assist in tweaking plan.
 - viii. No longer provides environmental assessment since another ECI-funded program, PACES, provides this service.

- ix. Tools that CART uses include (Parents have access to materials too):
 - Pre/Post DECA assessment which a teacher fills out. It is a resiliency screen that looks at Initiative, Attachment, Self-control and Behavior.
 - PBIS feelings wheel.
 - Board maker program creates communication tools.
 - Social story books.
 - PBIS Solution Suitcase cards.
 - *Flip it* instead of *Flip out*.
 - Prevent-Teach-Reinforce (PTR). PTR is used to coach parents/child care providers.
- b. **Program Update Discuss/Action on Parent Ed Consortium (PEC) Revisions:** Morgan Boniface & Linda Bigley presented on PEC proposed budget revision. A budget revision request outside the open window & for more than 5% requires Finance Committee or ECI Board approval.
 - i. PEC has received \$ from ECI since 1998. ISU Extension has had parent ed since 1992. ISU Extension formed a collaboration of organizations, now known as PEC that provides parent education with a child care component.
 - ii. Group based parent education is cost effective and not everyone wants in-home parent education. Also, it gives families a chance to connect/socialize and see how other parents handle problems.
 - iii. PEC provided handouts on proposed budget revision, core activities, current/upcoming classes, success story and new website.
 - iv. Significant budget structure changes are needed in response to staff changes, effort to increase participant involvement and retain quality facilitators.
 - a) Program staff and salaries.
 - Interim Director ¼ staff time for the rest of the fiscal year.
 - Take 2 current .5 FTE program coordinator positions and make 1.0 FTE
 - Increase assistant from .10 to .5 FTE.
 - Increase stipend to parent education facilitator from \$600 to \$1,200 per parent education series (set of classes). This structure resembles successful PEC structure from the past.
 - Slight increase for child care expenses and food.
 - b) Professional Development
 - Decrease ECI \$ and increase ISU Extension \$ as match.
 - c) Program Supplies/Other
 - \$9,144 increase to provide a meal instead of snack @ parenting classes.
- **MSC** (Sue Tesdahl/Dan Wiese) Motion to accept proposed budget changes. Motion was unanimous.
- c. **On-Site Contract Monitor Visit Results:** Chris Kivett-Berry shared results of On-Site Monitor Visits that were done for contract compliance purposes.
 - i. CART. Chris Kivett-Berry and Gloria Johnson participated and recommend 3 years before they need another On-Site review.
 - ii. Head Start. Chris Kivett-Berry and John Rogers participated and recommend 3 years before they need another On-Site review.

- iii. Early Head Start. Chris Kivett-Berry and John Burke participated and recommend 3 years before they need another On-Site review.
- d. **Review 1st QTR Program Data Summary:** Donna Spellman, Evaluation Committee Chair, introduced Evaluation Committee members and provided an overview of Evaluation Committee's process. The Quarter Report Summary to the Board is a way to highlight Contractor's progress towards contracted performance measures. She personally enjoys the success stories.
- e. **Community Charitable Event Kick-Off!!!:** Robin Robinson launched the event that runs through the next Board meeting, 1/26/16. The goal is to raise more than \$420, last year's total amount collected, for bus tickets to be distributed to ECI funded programs that have participants in need of public transportation. We are able to purchase tickets at half price. \$1.50 equals 2 bus tickets!
- f. **Legislator Funding Work Group /Advocacy Letter/ Legislator Mtgs:**
 - i. Kivett-Berry shared that the ECI Work Group recommendations were endorsed by the State ECI Board and have been pre-filed as a DOM bill.
 - ii. Houser noted that Linn County Board of Supervisors has adopted the removal of ECI categorical stipulations and support of Decat as legislative priorities for Linn County.
 - iii. Board members were invited to a combined Johnson/Linn County ECI legislative event on 12/16/15, 2pm at Kava House in Swisher. 3 legislators are confirmed. 4 Linn County ECI Board members have already RSVP'd for the event.

FY16-18 Community Plan: Table this item for a future ECI Board meeting due to time constraints.

Board Professional Development State ECI Directors Meeting: Kivett-Berry reviewed handout re: State ECI Directors meeting that included Purpose and Funding Workgroup, ECI Racial Equity Summit, ECI Strategic Plan, Administrative Update and Next ECI State Directors meeting is April 6, 2016.

Annual Review of By-Laws- 2nd Review & Action: Kivett-Berry noted that the By-Laws are ready for final Board input and/or approval.

- **MSC** (James Houser/Dan Wiese) Motion to approve By-Laws as presented. Motion was unanimous.

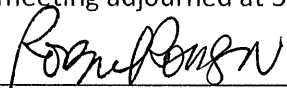
Reminder- January 2016 Board Meeting: Barbara Chadwick reminded the Board of the next ECI Board meeting on January 26, 2016 at Partnership for Safe Families, 1924 D Street SW.

Open Agenda: None.

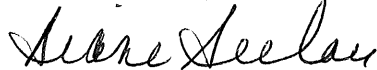
Motion to Adjourn:

- **MSC** (Dorice Ramsey/Donna Spellman) Motion and second to adjourn the meeting. Motion carried unanimously and meeting adjourned at 5pm.

Minutes submitted by:


 Robin Robinson, Recorder

Minutes reviewed by:


 Diane Seelau, Board Secretary

NEXT MEETING: Jan 26, 2016 3:30pm @ Partnership for Safe Families, 1924 D Street SW