



## BOARD MINUTES – 04/09/2020

LINKING FAMILIES AND COMMUNITIES (Early Childhood Iowa Area) met on Thursday, April 9, 2020 at 12:30 p.m. at Linking Families and Communities, Fort Dodge, IA.

### ***Members present:***

- Clarence Siepker
- Tabitha Acree
- Tammy Varland
- Bob Thode
- Justin Daggett
- Mike Cooper
- Kristin Teske

### ***Members absent:***

- Nathan Conlon
- Mark Egli
- Paul Beneke

### ***Community members present:***

- Elizabeth Stanek
- Jami Huster
- Tricia Nichols
- Stacy Kraft
- Rebekah Hungate

The meeting was called to order by Vice Chair, Mike Cooper at 12:30 p.m. Quorum was met.

### **Approval of Agenda**

Mr. Cooper asked if there were any changes to the agenda. No changes were suggested.

**MOTION:** Mr. Siepker moved to approve the agenda as presented.

**SECOND:** Ms. Teske

**Discussion:** None

**ACTION:** Motion passed unanimously.

### **Approval of Minutes**

Mr. Cooper asked for a motion to approve the minutes of the December 12, 2019 Board Meeting.

**MOTION:** Mr. Thode moved to approve the minutes as printed with corrections as noted.

**SECOND:** Ms. Varland

**Discussion:** It was noted that the attendance of Ms. Teske and Mr. Cooper were incorrect on the minutes.

**ACTION:** Motion passed unanimously.



### **Public Comment**

None.

### **Board Questions**

None.

### **Financial Statements**

Board members reviewed the November and December 2019 financial statements.

**MOTION:** Mr. Siepker moved to approve the November and December 2019 financial statements as prepared by Bowser and Richman.

**SECOND:** Ms. Acree

**Discussion:** None

**ACTION:** Motion passed unanimously

### **Child Care Digital Marketing Update**

Ms. Cheryl O'Hern had an emergency and was not able to attend/present.

### **Presentation: Child Care Nurse Consultant**

Child Care Nurse Consultant, Stacy Kraft, from the Webster County Health Department provided an update on her activities. Ms. Kraft is currently working on Quality Rating System (QRS) applications with 3 child care centers and stated that she has not done in-person visits due to the restrictions put into place to control COVID-19. She reported that she is aware of one center that has closed due to the pandemic.

### **Presentation: Child Care Consultant**

Ms. Jami Huster and Ms. Rebekah Hungate of CCR&R (Mid-Sioux Opportunity) provided updates to the board. Ms. Huster stated that CCR&R staff are providing visits and technical assistance via phone and electronic means due to the pandemic, but are still helping providers work through the QRS and to participate in the Business Investment Program (BIP). Currently 41% of the BIP funds that have been provided by Linking Families and Communities have been claimed.

Ms. Hungate stated that providers have had to make changes and adaptations since COVID-19 began, including temperature checks of children and staff prior to entrance and not letting parents into the child care center/home. She noted that there has been some interest by people wanting to start a child care business since the pandemic started, however it still takes a few months to get through the process.



## **COVID-19**

Ms. Stanek reviewed the guidance documents that were provided by the State ECI Office as a result of COVID-19:

- ***Early Childhood Iowa Area Boards Responding to COVID-19***
- ***Use of Teleconferencing During Public Health Emergencies***
- ***Emergency Temporary Exception Provisions for Early Childhood Iowa Area Board Carry-Forward Percentage***

The Emergency Exception document increases the carry-forward of Early Childhood funds, which was approved by the State ECI Board, to 35% and notes the request that was made for an exception to code from the Governor to allow a 35% carryforward of the School Ready funds for this year. If Governor Reynolds does not approve of the increase in School Ready carry-forward, both funds will remain at a maximum carry-forward of 20% into FY21.

The State ECI Office has released draft allocations based on status quo funding for FY21, however due to the pandemic there is speculation that temporary funding may be awarded in the form of a short term (2 month) contract and that overall it is likely that ECI funds will be reduced.

Ms. Stanek reviewed ***COVID Contract Spending & Changes*** document, reviewing each funded program, highlighting any issues/concerns or changes needed and potential fiscal impact.

Ms. Stanek then reviewed the ***Policy and Contract Changes for Family Foundations*** document that was developed and discussed with Family Foundations program managers. The document outlined an alternate method to bill visits that are happening electronically. Electronic visits have been shorter in duration and eliminate travel time and mileage. In addition to the policy changes, Family Foundations managers requested that board help with the Iowa Family Support Credentialing costs they have incurred. The board discussed the issue and time intervals for billing.

***MOTION:*** Mr. Siepker moved to approve the ***Policy and Contract Changes for Family Foundations*** as presented.

***SECOND:*** Ms. Acree

***ASBTAIN:*** Ms. Varland

***Discussion:*** The board discussed alternative time intervals for billing electronic visits. Board members expressed that their intent was to be fair and to not provide cuts to staff or harm the program or program staff in the uncertain time of COVID-19.

***ACTION:*** Motion passed unanimously



### **FY20 Budget Update**

Ms. Stanek reviewed FY20 Budget. The group discussed the budget.

**MOTION:** Mr. Thode moved to decrease the Professional Development (Mid-Sioux) contract by \$2,500, increase the Business Investment Program (Mid-Sioux) budget by \$2,500 and reimburse credentialing costs for the Family Foundations program (Calhoun County Public Health) out of their current contract amount.

**SECOND:** Ms. Teske

**Discussion:** None

**ACTION:** Motion passed unanimously

### **Executive Committee Report & Recommendations**

The Executive Committee met on March 9<sup>th</sup> to review the FY21 RFP, complete Ms. Stanek's evaluation and review the Strategic Plan. The committee had originally recommended that the RFP be approved and released. Ms. Stanek advised the board to delay a full RFP until next year and seek a short-form application from current contractors for FY21, as the time frame for an RFP would be short, funding is likely to decrease and organizations are trying to figure out their operations during this pandemic.

**MOTION:** Mr. Siepker made the motion to delay the RFP and utilize a short re-application from current contractors.

**SECOND:** Ms. Teske

**Discussion:** None

**ACTION:** Motion passed unanimously

The Executive Committee recommended that the board approve the evaluation of Ms. Stanek as presented, noting no professional development requirements.

**MOTION:** Ms. Varland to accept and approve the evaluation of Ms. Stanek as presented.

**SECOND:** Ms. Acree

**Discussion:** None

**ACTION:** Motion passed unanimously

Ms. Stanek reviewed the Strategic plan noting that it was not yet finalized. Ms. Stanek will be hosting focus groups on each of the goal areas. Board members are encouraged to provide comments and suggestions.



### **Director Update**

- Presented the ***FY20 Biannual Program Dashboard***, which is a compilation of 6-month reports of all contracts.
- Fort Dodge Child Care Project
  - Walked through two potential building sites. Neither building would be available for over a year.
  - City does not have any land that is or will be available in Fort Dodge that would fit a child care center.
- Spin Markket began digital marketing and the Child Care Connections website is live.
- Mid-Year report and a March (COVID-19) report were submitted as required to the State of Iowa.

### **Adjournment**

With no further business, Mr. Cooper asked for a motion to adjourn the meeting.

***MOTION:*** Ms. Varland

***SECOND:*** Mr. Siepker

***Discussion:*** None

***ACTION:*** Motion passed unanimously

Meeting adjourned at 2:30 p.m.

Respectfully Submitted By: Elizabeth Stanek

**Next Meeting: June 11, 2020 at 12:30 p.m. at Linking Families and Communities, Fort Dodge, Iowa.**