

Children First Board meeting minutes

1-7-2020

Donnellson, IA

At 12:36 pm this meeting of the Children First board was called to order with the following present:

Board members: Carolyn Baker, Mike Linnenbrink, Amanda Manning-Maras, Mark Meek, Kayla Schwartz, Amanda Swan. Quorum was met with 6 of 9 board members present.

Board members not present: Rich Harlow, Meagan Vogel, and Ryan Wilson

Director: Ginger Knisley

Guests: Cheryl Flaatten – Community Action of SE IA, Amy Hayes – CCNC with LCHD

There was a **motion** by Amanda M. with a second by Mike to approve today's agenda, Mike asked to have time during public comment to speak. All voted aye.

There was a **motion** by Amanda M. with a second by Amanda S. to approve the minutes from the last meeting as written. All voted aye.

CCNC Annual Presentation to the board

Amy Hayes introduced herself to the board and explained that she took the CCNC position following Cyndi Mason's retirement. She shared she is in the three month process of completing the trainings to become certified as a CCNC. She has spent time following Nancy (CCNC in Des Moines County) and has plans to follow Jodi Norton (CCR&R consultant). She has done immunization audits and hand washing demonstrations and responded to requests for assistance. She has experience in OB and ER and Peds as well as Medicare care coordination and is learning all the acronyms and systems of early childhood. This month she will be trained to be a CPR/1st aide instructor.

CCNC contract and budget amendment

Ginger explained that questions have come up regarding the CCNC serving CORE sites. Although all of our CORE sites are creating care beyond the CORE hours and are therefore wraparound and eligible for EC funds it eliminates possible questions if there is some funds from School Ready dedicated to the CCNC contract. She proposed moving \$1,000.00 of billing for CCNC services in FY20 to the School Ready fund. There was a **motion** by Amanda M. with a second by Kayla Schwartz to approve this change to the CCNC contract and the Children First FY20 budget. All voted aye.

Director Report

Ginger gave a Director report including updates on board business, legislation, statewide directors meeting, and board membership. Updates were also provided on a number of initiatives in the process of development including the PDG, children's mental health efforts, Lee CAPC Common Sense Parenting, Lee DFC, and the ICAPP funding.

FY21 RFP process

Discussion items included:

Creating a schedule for years that were renewal only vs. full RFP – *Board likes determining this each year according to funding and local need*

Separating the process between status quo and an effort to improve quality and capacity – *Board already reserves a fund each year specific to capacity and quality improvements and likes to have it available as needed through consultation.*

The board feels the current process with the current streamlined form is working well and would like the RFP issued as it was last year.

Financial Report

Financial reports were reviewed for FY20 November and December payments. Ginger explained that administrative expenses are tracking as expected. She is watching the CCNC billing as it is under spent to start the year due to a lapse in services between retirements and rehire. There was a motion by Amanda S. and a second by Carolyn to accept the financial reports for November and December 2019 expenditures. All voted aye.

FY17-FY21 Mid-Cycle Review and FY19 Annual Report Review

Ginger gave the board a written summary of the findings from the Mid-Cycle Designation Review dated 11-20-19 and the FY19 Annual Report Review dated 12-9-19. There was a question regarding considering a schedule for years programs could renew contracts vs. applying for funding, a question of public purpose for food purchases, a question of documentation of board signatures on invoices, and the scope of work for consulting. There was also a request for clarification on CCNC providing service to DE regulated programs with EC funds.

Board member report out of EC issues

Kayla shared that Ft Madison schools now had a mailing list of families with 4 year olds so they can be provided with information about how things work at the public school, what is required, and what they can expect. It is hoped this will improve communication and smooth the transition into the school.

Mike shared concern that if the state chose to end open-enrollment, schools like Central Lee would have a hard time since they have structured themselves and budgeted for a large percentage of open-enrollment into the district.

Mike also shared he is working with the Bridges out of Poverty effort now underway in Lee County. He is serving as the child care director tasked with helping kids learn how to cope with their emotions. He reports a great amount of multi-sector community involvement. There are

about 7 families participating with the intention they will mentor the next group of participants after they complete their 16 week program. They are provided with a meal, child care, and transportation. It was explained that Bridges is as much a benefit to the community members helping with it as it is for the participants. It provides a different perspective and addresses issues around generational poverty.

Mike also shared Captain Linda with the Salvation Army is working on a weekend food program for preschool aged children. Ginger and Cheryl shared they are meeting with her about this later this month. Cheryl is providing technical assistance to find healthy foods and reduce costs of the program.

There was a motion by Mike with a second by Carolyn to adjourn the meeting at 1:53 pm. All voted aye.

The next Children First board meeting will be held Tuesday, February 4, 2020 at 12:30 pm at the Community Room in Donnellson. This will be a combined meeting of the Children First board and the ECTF.

Gk

Date approved_____ Board officer signature_____