



BVCS EARLY CHILDHOOD IOWA  
3 –COUNTY BOARD MEETING

October 31, 2018 time: 10:00 am – 11:30 am Trinity Lutheran Church 612 S Dewey, Odebolt

| TOPIC   | DISCUSSION, CONCLUSION, RECOMMENDATION, EVALUATION, ACTION  | ACTION   |
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| I. Introductions and Call to Order  | Dave Muhlbauer called the meeting to order at 10:00 am. Introduction were made.   |  |
| <p>Attendees: Board Members: Dave Muhlbauer, Crawford County, Elected Official; Jane A. Petrick Loux, Sac County, Grandparent; Rhonda Ringgenberg, Buena Vista, Elected Official; Mollie Scott, Sac County, Human Services; Tracy Terry, Buena Vista, Health (by phone); Amanda Collins, Law Enforcement (by phone), Annette Koster, BVCS ECI Program Director; Quorum Met .</p> <p>Board Members Absent: Ranell Drake, Sac County Elected Official; Mike Bunde, Crawford County, Education; Stephanie King, Buena Vista County, Early Childhood.</p> <p>Public: Kim Fineran, Crawford County Home Health, Hospice &amp; Public Health (by phone); Bailey Hill, Child Care Resource &amp; Referral; Cindy Partlow, I-Smile –WCHD.</p> |   |  |
| II. Public Comment<br>3 minutes per person:   | Bailey Hill introduced herself as the new Child Care Consultant to serve Buena Vista, Crawford & Sac Counties. Cindy Partlow completed Head Start screenings. September billing not completed yet, will submit after Medicaid approval process. Will start preschools after January. Will be working with Child Care Resource & Referral for screenings. Cindy P is an approved specialty trainer, goal is to improve quality.  |  |
| III. Approval of Agenda<br>Approval of Previous Minutes   | <p>Motion by Jane P L to approve the agenda as presented, seconded by Rhonda R, a vote was held, unanimous.</p> <p>Motion by Rhonda R to approve the August 29, 2018 minutes. Seconded by Amanda C, a vote was held, unanimous.</p>   | <p>Motion Carries</p> <p>Motion Carries</p>  |
| IV. Early Childhood Iowa  |   |  |
| <p>Financial Reports:<br/>School Ready/Early Childhood</p> <p>Policy &amp; Procedure Manual</p> <p>First Quarter Reports</p> <p>Preschool Scholarship Applications</p>  | <p>Annette K presented the August and September 2018 financial reports. Change to G/L code number 97060, during the audit (Note Disclosure) found and error in the interest reported in FY 2018 affecting the carry forward amount. Dave M asked a question in regard to the Preschool Scholarships. Preschools bill three times a year, they will submit for payment in December. The amount has been adjusted. Motion by Rhonda R, seconded by Mollie S to accept the financial report as presented, no discussion, a vote was held. A unanimous vote was received.</p> <p>Annette K presented Policy &amp; Procedure Manual. Following a visit from Colette R. Klier from the Iowa Communities Assurance Pool (ICAP) identifying development of password policy, disaster recovery plan, records management, and Wi-Fi security. Using Pottawattamie County manual as a guide Annette K updated the Policy &amp; Procedure Manual many of the items changed/added are related to clarification of current policy/procedure, possible additions, or items related to ICAP. Recommendations are highlighted, new consideration is noted, recommendation from IT Loss control Specialist noted at the bottom of the pages. Colette K has approved the wordage for her recommendations. After reviewing part of the document a motion was made by Mollie S to table the Policy &amp; Procedure Manual for the Board to review changes and additions in further detail at the next meeting. The motion was seconded by Jane P L, a vote was held, all in favor. It was recommended by Rhonda R to send your recommendations to Annette K.</p> <p>Annette K shared a Power Point presentation with first quarter data from the contractors.</p> <p>Annette K shared she has contacted Alta School and Schaller School, has not received scholarship applications. Children’s Imagination Station no longer offer a preschool program, and Kid’s World did not have any applications submitted. After Preschool Scholarships have been processed have an estimated \$25,958.00 remaining. Her suggestion is to be able to have the Child Care Nurse Consultant (CCNC) be able to serve Preschool Programs. Currently the CCNC is only funded from the Early Childhood funds which prevents them from working with any preschool program that is not Licensed by the Department of Human Services (DHS). Propose that is a CCNC is approached by a Preschool program they contact Annette K to see if there are funds remaining in the Preschool Scholarship contract. If funds remain, based off the assessment to be completed the CCNC a contract amendment would be completed to fund the request. Cost may vary based off of what the preschool program is requesting, as each assessment varies in complexity. It was the consensus of the Board members to allow this procedure, but was not an action item. Motion by Mollie S, seconded by Jane P L to put this as an agenda item for the November meeting.</p> | <p>Motion Carries</p> <p>Motion Carries<br/>Tabled until November</p> <p>Informational</p> <p>Informational<br/>Add as an agenda item for November</p> |

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| Program Director Update | <p>Currently serving on the Governance Committee for Early Childhood Iowa Stakeholders Alliance group. The group is reading a book <i>Systems Thinking for Social Change</i>. During the meeting information was presented on a grant Early Childhood Iowa, Department of Public Health, Department of Human Rights, and the Children and Family Policy Center presented to the Nemours Foundation, the Robert Wood Johnson Foundation called Project Hope. The focus was on Health Equity, sorry to say they did not receive the grant, but are planning to move forward with the project. They will be looking to our Early Childhood Iowa area to possibly present some material, as a pilot.</p> <p>The Iowa's Women's Foundation held an event in Storm Lake and Manning. The Storm Lake group will be presenting tomorrow November 1<sup>st</sup> to business from 11:30 to 12:30 at the Storm Lake City Hall. Dawn Oliver will present on the importance of child care as an economic development issue.</p> | Informational   |
| V. Sharing              |   |                 |
| VI. Adjournment         | Jane P L made a motion to adjourn, seconded by Rhonda R, a vote was held, all in favor. Next meeting date November 28 <sup>th</sup> , 2018.   | Adjourned 11:30 |

Minutes respectfully submitted by: Annette Koster

Submittal: The minutes of the above stated meeting submitted for approval.

Approval: Based on board consensus, the minutes of the above stated meeting

Minutes hereby approved as presented or corrected.

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