

# TAMA COUNTY EARLY CHILDHOOD IOWA

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Tama County Early Childhood Iowa Board Meeting  
Tuesday, January 24, 2012 – 12:00 p.m. – 1:00 p.m.  
ISU Extension

## **Voting Members Present:**

Joyce Legg, Tama County Public Health  
Michelle Evans, Consumer/Citizen  
Karen Christensen, Citizen  
Trisha Kennedy, North Tama School District  
Richard Arp, Faith

Darla Thiessen, Human Services/Citizen  
Mandy Lekin, Business & Industry/Citizen  
Larry Vest, Board of Supervisors  
Deb Schlichting, Pied Piper  
Mary Sherwood, South Tama School District

## **Others Present:**

Lori Johnson, ECI Director  
Kate Pergande, Mid-Iowa Community Action  
Frank Albertsen, ISU Extension of Tama County  
Becky Schuck, Mid-Iowa Community Action

Royce Hickie, Mid-Iowa Community Action  
Laura Kopsa, Tama County Auditor  
Cindy Skopec, AEA 267

**Apologies:** Wendy Jenkins Michelle Gethmann Angie Dreesman Anne Paullus

Larry Vest, Chair, called meeting to order at 12:00 p.m.

**Introductions** – were done

**Minutes of Previous Meeting** –Tama County Early Childhood Iowa meeting minutes for September 6, 2011 were reviewed. Deb Schlichting made the motion to approve the minutes as presented. Karen Christensen seconded the motion. Motion passed unanimously.

**Financial Report** –The FY 12 Financial Report was disbursed . We should be at 50% of our budget remaining and we are at 55%. Mandy Lekin made a motion to approve the financial report as presented. Darla Thiessen seconded the motion. Motion passed unanimously.

**Public Input** – none noted.

**Provider Reports** –*Child Consultant*–no report provided.

*Nurse Consultant* – report was provided by Kate Pergande noting visits and contacts with providers that she has made. She continues to work with her preceptor and this should be finishing up in January or early February.

*Infant Toddler Specialist and Dental Hygienist* - Royce Hickie shared they held their annual swimming and picnic family fun night in July. Tiffany Scheid and Royce attended the updated Parents as Teachers training. Staff have been trained in the Teaching Strategies GOLD, a new on-line child assessment. Two children have transitioned out of the program. They continue to work on the Iowa Family Support Credentialing process. There are 31 Family Support Standards that they will have to meet. Tiffany left and two new ITDS staff have been hired and trained in the Parents as Teachers home visit model.

*Nest (formerly Stork's Nest), Public Health Home Visitation, etc.* – Joyce Legg shared that she made revisions in the point system. She has purchased 38 packages of diapers and wipes each of the last two months. There have been 25 – 35 attendees at the educational classes. Home visits continue to roller coaster with increases one month and decreases the next. She currently has a waiting list to refer for the Infant Toddler Development Specialist services.

*Coordinator* – Ms. Johnson disbursed updated Tama County ECI meeting schedule and Tama County Board Member list. Discussion was held regarding the ECI funding formula at the September State ECI Meeting. A workgroup was formed and different options have been discussed at all State and Director meetings. They have since decided to leave the formula as is (\$30,000 per area) and then look again at an option for FY 14. Fiscal Audit Procedures were shared

with Beth Miller, Tama County's CPA firm and they felt what was being proposed would not be a problem. The State is still making changes to the Levels of Excellence. They have revised the annual report and have had Ms. Johnson test it out. Will be required to track Board Member attendance in a more detailed way. Updated performance measures were disbursed. Three of the ECI areas that were going for Levels of Excellence and asking for a waiver, two of these have recinded. One area, Jones, did submit their documents for review, but were declined due to the State Team not having the time to do so and they are now merging with Cedar County. Iowa County is having merger talks with Keokuk/Jefferson. The Quarterly Financial Report was submitted and a current merger map was available for review.

**Old Business** –ECI Board Member Self- Evaluation Results were shared. Average response was 4.5 out of 5.

**New Business** – *Resource/Activity Book* – was disbursed for review. Two additional sheets, 25 Ways to Be a Loving Parent and Positive Communication have been added and are included in the newly bound copies. These are disbursed to all preschool children in the county.

**Board Professional Development** – Royce Hickie provided handout and presentation on their Tama Healthy Families program. They provide home visits; screen for developmental delays, hearing, vision, dental; monthly socializations; and provide information about stages of child development; to children up to the age of 5. Becky currently has 30 clients in her caseload and Sarah has 15. They have been trained in the Life Skills Progression Tool for the Family Support Program. They will have to meet 32 standards for the Home Visit Credentialing and compile a portfolio. They will be assessed and during their credentialing process will meet with our Board.

**Tama/Benton Merger Update** – Ms. Johnson shared copies of meeting minutes from September 20, 2011; October 4, 2011; and December 20<sup>th</sup>. December 16<sup>th</sup> they had requested an extension to the February 1<sup>st</sup> due date for all documents to be submitted. This request was submitted do to unusual circumstances that the two area directors had been facing since July 11<sup>th</sup>. They were granted an extension to February 10<sup>th</sup>. The following documents were brought to the Board for their approval.

*Better Tomorrows Meeting Schedule* was disbursed and reviewed. Approved as presented.

*Better Tomorrows Governing Board Member List* was disbursed and reviewed. Discussion was held. Frank Albertson, Required Consumer; Darla Thiessen, Required human services; Cindy Skopec, Citizen; Richard Arp, Required faith, and Larry Vest, elected official will represent Tama County on this Board. Motion by Joyce Legg to approve the slated Board Members as presented. Mandy Lakin seconded the motion. Motion passed unanimously. It was noted that Ms. Kopsa was listed as the Fiscal Agent, but this has not been determined yet.

*Conflict of Interest Disclosure Statement* was disbursed and reviewed. Discussion was held. Joyce Legg made a motion to approve the document as presented. Michelle Evans seconded the motion. Motion passed unanimously.

*By-Laws* were disbursed and reviewed. Discussion was held. Suggestion by Board Member was to add under Article III: Membership, second paragraph, first sentence, “appointed by the Advisory Board”, at the end of this sentence.

Under Article IV: Officers, the following paragraph “A co-director will appointed by the local Advisory Committee. Each co-director will represent their county and attend all Advisory and Governing Board meetings, and follow respective Office Task duties. Benton County co-director will be an employee of that Advisory Committee. Tama County co-director will be an employee of Tama County Public Health & Home Care.”

Under Article VIII: Appeal Process, adding to the last sentence, “of the Board’s decision”.

Motion by Joyce Legg to approve the By-laws with the noted revisions. Karen Christensen seconded the motion. Motion passed unanimously.

*Transition Plan* was disbursed and reviewed. Motion by Karen Christensen to approve the document as presented. Michelle Evans seconded the motion. Motion passed unanimously.

*Fiscal Agent Request for Proposal Guidelines* was disbursed and reviewed. Discussion was held. Motion by Joyce Legg to approve the document as presented. Richard Arp seconded the motion. Motion passed unanimously.

*Proposal for Fiscal Agent Services* was disbursed and reviewed. Discussion was held. Motion by Darla Thiessen to approve the document as presented. Mandy Lakin seconded the motion. Motion passed unanimously.

*Better Tomorrows RFP Guidelines, Request for Proposal Application, and Funding Score Sheet* were disbursed and reviewed. Discussion was held. Motion by Richard Arp to approve the documents as presented. Trisha Kennedy seconded the motion. Motion passed unanimously.

*Application Overview for Board Membership* was disbursed and reviewed. Discussion was held. Current Better Tomorrows Board Members will be grandfathered in. This document is a requirement for Levels of Excellence. Motion by Darla Thiessen to approve the document as presented. Karen Christensen seconded the motion. Motion passed unanimously.

*Community Plan* was disbursed and reviewed. Suggestions by Benton County Board Member were shared. Page 4, under vision/mission, “Members of the sub-committee compared current vision and mission statements from the existing early childhood areas noting significant similarities of content. With collaboration from all sub-committee members a concise new message was unanimously formulated.

Page 5, under geographic/demographics suggested adding vital statistic data that was recently released.

Page 5, under the strengths and challenges to add “A noted strength for both areas to bring to the new structure is the years of proven leadership from the current directors of their respective areas. They have taken a proactive approach to the challenges of budgets and efficiency to develop a collaborative co-director structure for the newly formed areas.” Discussion was held. Motion by Darla Thiessen to approve the document as presented with adding the vision and mission verbage; the demographic data if it is available, if not to leave as is; and to add the added strengths statement. Richard Arp seconded the motion. Motion passed unanimously.

Ms. Johnson reported that they are still working on the 28E Agreement clarification; 501©3 status; and liability insurance coverage.

**Updates from the State** – none noted.

**Correspondence** –

- Child Care Resource and Referral Newsletter
- E-mail from Mary Jo Huddleston, dated 9/12/11, regarding Region 5 Directory
- E-mail from Angie Dreesman, dated 9/14/11, regarding QRS provider list
- Letter from CC R & R, dated 11/1/11, regarding mailing list
- Folder of information from CC R & R , dated 1/3/12

**Adjournment** – Motion by Richard Arp to adjourn the meeting. Darla Thiessen seconded the motion. Motion passed unanimously.

Respectfully submitted,

Lori Johnson, Tama County ECI Director

**Reminder:** Next Regular Empowerment Board Meeting will be March 27th at ISU Extension Office at 12:00 Noon.