

TAMA COUNTY EARLY CHILDHOOD IOWA

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Tama County Early Childhood Iowa Board Meeting
Tuesday, March 27, 2012 – 12:05 p.m. – 1:05 p.m.
ISU Extension

Voting Members Present:

Joyce Legg, Tama County Public Health
Mandy Lekin, Business & Industry/Citizen
Richard Arp, Faith
Cindy Skopec, proxy for Deb Schlichting

Anne Paullus, Meskwaki Settlement School
Karen Christensen, Citizen
Mary Sherwood, South Tama School District

Others Present:

Lori Johnson, ECI Director
Kate Pergande, Mid-Iowa Community Action

Jodi Rowe, Mid-Iowa Community Action
Laura Kopsa, Tama County Auditor

Apologies: Wendy Jenkins Michelle Gethmann Angie Dreesman Trisha Kennedy
Michelle Evans Deb Schlichting Darla Thiessen Larry Vest
Frank Albertsen Laura Kopsa Becky Schuck

Richard Arp, Vice-Chair, called meeting to order at 12:05 p.m.

Introductions – were done

Minutes of Previous Meeting –Tama County Early Childhood Iowa meeting minutes for January 24, 2012 were reviewed. Joyce Legg 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 44% of our budget remaining and we are at 38%. Karen Christensen made a motion to approve the financial report as presented. Joyce Legg seconded the motion. Motion passed unanimously.

Public Input – Karen Christensen announced that she will be resigning from the Board effective 6/30/12. They will be selling their home and moving to Tennessee. All voiced that she will be missed on the board.

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

Nurse Consultant –Kate Pergande shared that Terri has completed her training and has resigned from MMSC. She will continue to provide this service until the end of June. They will be rehiring for her position.

Infant Toddler Specialist and Dental Hygienist – Jodi Rowe shared a handout with the number of visits provided from November 2011 until February 2012. Becky Shuck is a full time Infant-Toddler Development Specialist and Sarah Dunkin is part-time. Sarah has completed the Parents as Teachers Foundational Training and the Parents as Teachers Model Implementation training. They are currently working on the Family Support Credentialing.

Nest (formerly Stork's Nest), Public Health Home Visitation, etc. – Joyce Legg gave presentation on her home visit program. She currently receives referrals through hospitals from Linn, Marshall, Poweshiek and Black Hawk Counties. She tries to make a home visit within 48 to 72 hours after mother/baby return home from the hospital. She completes a risk assessment and may refer on if the risk points show a need for further follow-up. She collaborates with AEA and MICA for additional services, if needed, to prevent duplication of services. One of the techniques that she shares with new moms is a calming technique called the 5 S's. 1) Swaddling; 2) Side Lying; 3) Swaying; 4) Shush; 5) Suck. She will be working with hospitals to make them aware of the service that she provides. She works with the mom one-on-one to give them education and assess the mom and baby.

Nest program – classes are held once a month for 30 minutes of education in English and Spanish. These classes are scheduled 6 months in advance and offer education and parenting information. The educational classes are held in the lunchroom/gym area at the Partnership Center with the Nest Room being located in a small room there.

Coordinator – Ms. Johnson noted a change in the financial report. We should be at 33% of the funding remaining and we are at 38%. She shared an updated ECI area map. Keokuk/Jefferson is having talks with surrounding areas. Tammy from Iowa County has been filling in as Director until Keokuk/Jefferson determines who they want to merge with, as their director had resigned. Lori has also been busy with merger meetings.

Old Business –none

New Business – Funding Sub-committee Meeting Minutes were disbursed and reviewed. Mandy Lakin made a motion to allocate the interest earned to Preschool Scholarships. Karen Christensen seconded the motion. Motion passed.

Board Professional Development –previously done.

Tama/Benton Merger Update – Ms. Johnson shared copies of *meeting minutes* from January 30, 2012; February 6, 2012; February 8, 2012; February 21, 2012; February 29, 2012; March 12, 2012; March 14, 2012; and March 21, 2012.

Better Tomorrows Funding Sub-committee Meeting Minutes from March 7, 2012 were shared with highlights noted.

Better Tomorrows Board Meeting Minutes from March 7, 2012 were disbursed and highlighted.

Documents to be presented to the Better Tomorrows Board will be the Succession Plan, Staff Professional Development, and *Staff Evaluations*. These are all still in draft stages. Discussion was held regarding staff evaluations if they should be completed by a committee or by the entire board/providers. **Joyce Legg made a recommendation to the Better Tomorrows Board that the entire Board and providers complete the evaluations for the Co-Directors. Mandy Lakin seconded the motion. Motion passed unanimously.**

Employer of Record – Tama County does not choose to be the Employer of Record and adding another staff member. With the 28E Agreement, Heidi would be an employee of the Better Tomorrows Board. Better Tomorrows Funding Sub-committee will be meeting April 18th and Beth Miller, from Bowan & Miller, CPA Firm, will be explain the difference.

Payroll Provider will need to be sought. Quotes are currently being obtained from potential providers.

Liability Coverage Rates – quotes for \$1 & \$2 million dollar coverage have been received. Amounts are \$1,400 or \$1,800. **Joyce Legg made a recommendation to the Better Tomorrows Board to purchase the \$1 million dollar coverage. Karen Christensen seconded the motion. Motion passed unanimously.**

501c3 – it has been determined that we will not need to continue on with a 501c3 after the merger. The payroll provider is also being asked their fees to complete the final 990 report for the 501c3.

28E Agreement Status – Heartland Risk Pool meet the 22nd and Carlton Salmons will be drafting the 28E agreement and resolution.

Transition Plan Revisions – disbursed and reviewed.

Property Insurance – currently Benton County carries property insurance on office equipment used. Current value is listed at \$25,000. After talking with Judy Funk, Heartland Risk Pool, this will be reduced to \$5,000 and the premium will be adjusted.

Preschool Scholarships – Draft Policies & Procedures and Application were disbursed. Discussion was held. It was felt that the dollar limit amount couldn't be determined until the funding was known. Would like to see both counties

have the same dollar limit. Question was asked if the funding guidelines have to be at 200% of poverty or could it be at a lower percentage. Ms. Johnson will verify this. Suggestions were to continue to have MICA process Tama County applications, have a check box on the application noting that the family qualified for LEHP, and group school choices by county. **Joyce Legg made a motion to recommend the policies and procedures and the application form with the aforementioned revisions. Karen Christensen seconded the motion. Motion passed.**

Preschool Provider Agreement or Contract was discussed. Will check to see if Heartland Risk Pool will continue to require the additional insured coverage and contact Richard VanderMey regarding Contract/Agreement.

State Site Visit will be May 2nd at the Kirkwood Vinton Center after the Better Tomorrows Board Meeting. Ms. Johnson encouraged all to attend this meeting if possible.

Updates from the State – E-mail from Shanell Wagler, dated 2/7/12, regarding new Extension publication; E-mail from Deb Scrowther, dated 2/19/12, regarding Immunization Annual Report; and E-mail from Deb Scrowther, dated 3/6/12, regarding STEM Network Hubs were shared.

Correspondence –

- Child Care Resource and Referral Newsletter

Adjournment – Motion by Joyce Legg to adjourn the meeting. Cindy Skopec seconded the motion. Motion passed unanimously.

Respectfully submitted,

Lori Johnson, Tama County ECI Director

Reminder: Next Regular Empowerment Board Meeting will be May 22nd at Traer City Council Chambers at 12:00 Noon.