

4 R Kids Program and Service Committee Minutes

October 7, 2011

9:00 A.M.

Madison County Extension
117 North John Wayne Drive
Winterset Iowa 50273

Attendance

Board members present, John Jakes, Ann Bass, Kendalyn Huff, and Amy Kimball.

Others present, Debra Schrader

Ann Bass will be the reporter for the board meeting on Thursday, October 20, 2011.

Ground Rules *(information)*

Ground rules were reviewed and an additional ground rule was added, "When 3 of the 4 committee members can attend the meeting, the meeting will be scheduled".

FY2012 Funding Plan Review *(information)*

The committee reviewed the FY2012 funding plan and the categorical funding streams. All carryover from all four boards has been sent to the fiscal agent. Deb reworked the funding plan and the categorical streams were maximized for full benefit. There is \$2,550.63 in school ready administration, \$6,337.59 in school ready preschool support, and \$7,471.36 school ready other unallocated for a total of \$16,359.58 unallocated at this time.

Unallocated Funding

School Ready Administration (action requested)

The school ready administration of \$2,550.63 is recommended to be put into the board administration budget to accommodate for board related expenses such as supporting the family support credential process, marketing efforts, possible costs for levels of excellence, and other miscellaneous board expenses. It was noted that the copy expenses are more than what was originally budgeted for and that additional funds would also be needed for to cover those costs.

Preschool Support Funding (action requested)

It is recommended to allocate the \$6,337.49 to Dallas County Extension to support the comprehensive preschool services, Dallas County Extension.

School Ready Other Funding (information)

It is recommended to not allocate the \$7,471.36 of school ready unallocated funds at this time. Other needs may arise during the year and the board will have flexibility to address those needs if they arise.

Preschool efforts *(information)*

The committee discussed the current preschool efforts and the preschool tuition policy. It was discussed about the possibility of raising the policy to 250% above the federal poverty guidelines. The committee also discussed the marketing efforts that are taking place in the four counties in regards to preschool tuition as well as dental and lead screenings. It was noted that the preschool enhancement project is a large endeavor and that each county is at a different level and there is much work to do. Deb will contact the preschool enhancement project to inquire as to what type of marketing is being done to get the word out about preschool services. If there are marketing materials being utilized that can be emailed to the committee, Deb will forward those on.

FY2012 Preschool funds *(action requested)*

Information was gathered from the preschool enhancement project regarding the possibility of offering additional comprehensive services, such as additional dental and lead screenings, quality improvement mini grants, professional development, and literacy back packs. At the current rate of spending for preschool

tuition, there is a possibility of having \$100,000 unspent by June 30, 2011. It was also noted that capacity may be an issue to conduct the dental and lead screenings. Deb received information that Partnerships 4 Families, neighboring ECI area, has released a quality improvement mini grant process for preschools. Currently, United Way supports Warren and Dallas county preschools and child care providers with mini grants and that Adair and Madison County preschools have no other funding sources to quality improvement efforts in the form of mini grants. Professional development was discussed and many preschools do not have the funds needed for professional development, which could detour them from obtaining a higher rating on the Quality Rating Scale. Literacy back packs were discussed; Warren, Dallas, and Adair have successful experiences with literacy summer back packs and the outcomes have been positive.

After much discussion the following is recommended:

- Move \$36,718 from preschool tuition to dental and lead screenings (\$12,000 has already been allocated); this will allow for approximately 100% of all 4 year olds to have a dental screening and 75% of all 4 year olds to have a lead screening
- Move \$25,000 from preschool tuition to quality improvement mini grants to serve Adair and Madison County preschools; approximately 10 preschools will be served
- Move \$8,750 from preschool tuition to address preschools staff professional development needs; approximately 35 preschools in all 4 counties will be served

The new totals for the preschool enhancement project, Dallas County Extension, will now be as follows:

\$116,744.49 for preschool tuition

\$48,718 for dental and lead screenings

\$25,000 for quality improvement mini grants

\$8,750 for professional development

\$49,892 for preschool service coordination (unchanged)

\$249,104.49 total preschool enhancement project

The committee will review preschool spending in the spring and determine if the literacy back pack project can be pursued. It was also noted that DCAT funds have been utilized in the past to support this project as well.

Appreciation Reception *(information)*

An appreciation/give thanks reception was discussed. The purpose of this type of event is to educate the community and legislators about early childhood, give thanks to legislators that support early childhood efforts, give thanks to those that provide early childhood services, and to celebrate the new merged area. The board has money set aside in the budget to do this. This also assists with levels of excellence. It was consensus for Deb to initiate a committee, and the committee does not have to be of board members to plan the event, with a December reception, if a venue is available. Deb will gather providers and any interested persons to plan the event. Deb is also working on a marketing piece/legislative agenda.

RFP improvements *(information)*

The committee reviewed the FY2012 RFP process and made modifications for the FY2013 process. The scoring rubric will have major changes.

FY2013 Request for Proposal and timeline/process *(information)*

The committee reviewed a timeline to for the FY2012 RFP process. Below is the timeline

- May 17, 2012 - 4 R Kids board meeting; Program and Service Committee presents funding recommendations
- May 3, 2012 - Program and Service committee working meeting to review RFP's and make recommendations (most likely minimum of 3 hours) 1:00-4:00 at the Madison County Extension office (Tentative location)

- April 23, 2012 - Request for Proposal hard copies due into the Board; RFP is required to be to the executive director by April 23, 2012 by 4:00 P.M. no post marks allowed.
- April 23, 2012 - Request for proposal required to be sent electronic mail in Microsoft word to the executive director by 10:00 A.M.
- March 23, 2012 - Release RFP to community; post on respective websites
- March 15, 2012 - Board approves RFP to be released
- February - March, 2012 - Director works on RFP process

RFP and Contract Cycle *(action requested)*

The committee discussed the option of having a three year RFP/contract cycle. This would mean that the RFP would be released for FY2013, and the successful bidders would have the option to renew for two additional years, making it a total of a three contract. The board would still reserve the right to not renew or terminate a contract during the three year process if needed.

It is recommended to have a three year grant cycle. The RFP would be released for FY2013, with contract renewals to the successful bidders in FY2014 and FY2015. A renewal process for existing contracts would be implemented for FY2012 and FY2015. Contract renewals are dependent upon contract performance and funding. A full RFP would be released again in FY2016.

Other RFP items *(information)*

A cash match requirement for the FY2013 RFP was discussed. It was noted that in the Levels of excellence optional criteria for board operations, a 5% cash match or more will give the board additional points. This would allow the board to receive a higher level on the LOE scale.

FY2012 Program progress reports *(information)*

The committee discussed the process to review provider progress reports. A program goal/benchmarks document was provided to the committee outlining the goals for each program, this information is also in the provider contracts. The first quarter digital dashboard will be due October 20th. It was consensus that the committee will meet November 3 at 6:00 to review the reports since this is the first report for the new board. In the future, the reports will be reviewed email and if there is a concern a meeting will be scheduled.

Program Monitoring *(information)*

Deb updated the Committee regarding monthly tracking in regards to payment vouchers and program outputs. A monthly tracking tool is being utilized to track when payment vouchers are received and coded if there are any issues/errors. Along with the each provider voucher is a monthly tracking sheet that details the work that has been accomplished that month, such as number of visits and number families served. This provides for extra layer of accountability not only for the provider but for the board. She noted that, Adair County Extension for the Growing Strong Families program has not submitted for reimbursement for July, August or September. She has contacted Extension on two occasions and they reported they were aware they had not submitted but will soon. Deb will keep the Committee informed of any changes or concerns and if there needs to be further discussion, it can be on the agenda of the November 3 committee meeting if needed. For future reference, it was noted that if there are concerns regarding contract performance fiscal or programmatically that it will first come to the committee for discussion, and if warranted the committee, and then it will be taken to the full board if needed.

Adjourn

Levels of Excellence were tabled until the next meeting which is November 3 at 6:00 at Madison County Extension. Agenda items for the next meeting include Levels of Excellence and review of progress reports.

Meeting adjourned at 11:00