

Program and Service Committee

Minutes

May 4, 2012

Madison County Extension

117 N. John Wayne Drive

Winterset, Iowa 50273

Meeting convened at 9:00 A.M. and ended at 12:20 P.M.

Attendance

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

Others present Debra Schrader, Executive Director

Housekeeping (*information*)

John volunteered to be the reporter for the board meeting May 17, 2012.

Debra Schrader drafted minutes for the meeting.

Ground rules were reviewed.

3rd Quarter FY2012 Progress Reports (*information*)

The committee reviewed the 3rd quarter digital dashboard and had discussion regarding program progress. The 3rd quarter digital dashboard will be provided to all board members at the next meeting.

Future RFP Renewals (*information*)

It was discussed regarding having past performance included in future RFP's and renewals. A list of changes/improvements was drafted for consideration for next year.

Scoring and Comments (*information*)

The committee reviewed the FY2013 request for proposals, made comments, and scored each application. There were 10 grant applications submitted. The following results of the review are included on the following pages.

Funding recommendations (*action requested*)

The committee reviewed the draft allocations and worked off of the Governors budget along with estimated carryover. It is to be noted that these are draft allocations and due to the legislative climate, the funding and program criteria could change. The following is funding recommendations for FY2013 pending state and federal allocations, state program criteria, 4 R Kids Early Childhood Iowa Area board approval, Department of Education approval and Department of Human Services approval.

Recommended FY2013 Budget/Funding Plan

Agency	Project	Funding Recommendation
To be determined	Board expense and operations	\$24,000
To be determined	Executive director and infrastructure	\$80,371
Dallas County Agricultural Extension	Preschool Enrichment services (Adair, Dallas, Madison, and Warren County)	\$49,941
Dallas County Agricultural Extension	Preschool scholarships (Adair, Dallas, Madison, and Warren County)	\$159,108
Dallas County Agricultural Extension	Preschool quality improvement and professional development (Adair, Dallas, Madison, and Warren County)	\$50,000
Dallas County Agricultural Extension	Preschool dental and lead screenings (Adair, Dallas, Madison, and Warren County)	\$25,000
Dallas County Public Health	Maternal Child Health – home visitation (Dallas County)	\$60,985
Lutheran Services of Iowa	New Parent Program - home visitation (Adair, Dallas, Madison, and Warren County)	\$125,000
Partners in Family Development	Parents as Teachers - home visitation (Dallas, Madison, and Warren County)	\$251,178.98
Adair County Agricultural Extension	Growing Strong Families – home visitation (Adair County)	\$55,000
Adair County Agricultural Extension	Building a Community of Parent Learners – group parent education (Adair, Dallas, Madison, and Warren County)	\$15,582.02
Dallas County Agricultural Extension	Quality Improvement Project (Adair, Dallas, Madison, and Warren County)	\$77,536
Warren County Health Services	Child care nurse consultant (Madison and Warren County)	\$29,339
New Opportunities Inc	Child care nurse consultant (Dallas County)	\$26,733
Orchard Place/Child Care Resource and Referral	Training and consultation (Adair, Dallas, Madison, and Warren County)	\$18,096
Total		\$1,047,870

**Comment and Scoring Tool
For
4 R Kids 2013 Request for Proposal**

Identifier # And Agency	FY13 Amount Requested	FY12 Allocations	Categorical fund that fits each program	Comments	Score 36 Max points	Funding Recommendation
1 Dallas County Public Health Maternal Child Health	\$60,985	\$60,000	Family Support Quality Other	Met technical review criteria A more detailed/concrete timeline is requested so there is a plan to meet program benchmarks as well as fiscal accountability Collaboration with other family support programs is good. Program is promising practice; Received Iowa Family Support Credential Current contract is meeting benchmarks Other funding is secured 96% of enrollees are 200% or below – evident serving high risk	32.75	\$60,985
2 Lutheran Services in Iowa HFA Intensive home visitation	\$125,000	\$70,000	Family Support Quality Other	Technical review was not met – Budget was off by \$1 A more detailed/concrete timeline is requested so there is a plan to meet program benchmarks as well as fiscal accountability Best practice was noted, but did identify evidenced based programs National accreditation is noted No other funding was identified There is intent to increase of services/staff but collaboration and referral sources appear to lacking in Adair	33.0	\$125,000
3 Warren County Health Services Child care nurse consultant	\$29,339	\$27,517 (Subcontract)	Early Childhood Preschool - limited Quality Other	Technical review not met - Grant directions not followed – grant copies had assurances & insurance documentation attached to each application A more detailed/concrete timeline is requested so there is a plan to meet program benchmarks as well as fiscal accountability - it is noted that goals can be met when encouraged # of CCNC visits and # of technical assistance contacts were not identified Goals were not defined Evidenced based	33.25	\$29,339
4 New Opportunities Child care nurse consultant	\$34,719	\$19,107 (Subcontract)	Early Childhood Preschool - limited Quality Other	Technical review not met – Grant directions not followed, five copies were not provided, budget calculated incorrectly – up to 15% is allowed for federal approved indirect cost rate, but 19.9% was calculated A more detailed/concrete timeline is requested so there is a plan to meet program benchmarks as well as fiscal accountability Timeline was very poor; # of CCNC visits and # of technical assistance contacts were not identified; goals were not clearly defined	27.25	\$26,733 <i>Maximum 15% Indirect cost rate allowed</i>
5 Orchard Place Consultation and training	\$78,078	\$0	Early Childhood Quality Other	Technical review not met - Grant directions not followed – grant copies had assurances & insurance documentation attached to each application; grant was emailed in PDF and MS word was a requirement Location and outreach ability is questionable Matrix was incomplete - # number of visits and # of trainings provided were not identified	32.75	\$18,096 <i>Apply for IFSC</i>

Identifier # And Agency	FY13 Amount Requested	FY12 Allocations	Categorical fund that fits each program	Comments	Score 36 Max points	Funding Recommendation
6 Partners in Family Development Parents as Teachers	\$279,329.79	\$230,230	Family Support Quality Other	Technical review was not met – administrative costs were not described A more detailed/concrete timeline is requested so there is a plan to meet program benchmarks as well as fiscal accountability Interesting and creative way to engage businesses with the Blockfest concept Still enrolled in the IFSC and will complete fall 2012 Good collaboration with other agencies; cross referrals Funding from other sources identified	34.0	\$251,178.98 <i>*To serve Dallas, Madison, and Warren County *IFSC peer review expectation for FY2013</i>
7 Adair County Extension Group Parent Education	\$15,582.02	\$18,440	Early Childhood Quality Preschool Other	Technical review was not met -grant directions not followed – grant copies had assurances & insurance documentation attached A more detailed/concrete timeline is requested so there is a plan to meet program benchmarks as well as fiscal accountability- It could not be determined if December 2012 is that start or complete date If Great Beginnings/Loving Your Family fit the definition for the IFSC, the expectation is to begin the Iowa Family Support Credential process Family Nutrition Program has the IFSC Secured other funding	30.5	\$15,582.02 <i>*Expectation to enroll in IFSC</i>
8 Dallas County Agricultural Extension District Quality Improvement Project	\$77,536	\$80,000	Early Childhood Quality Other	Met technical review! Benchmarks explained well Research and evidenced based Great descriptions in the leverage of impact Other funding and in-kind is notable Collaboration was explained well Very well written grant	33.25	\$77,536
9 Dallas County Agricultural Extension District Preschool Enrichment	\$49,941	\$49,892	Early Childhood Quality Preschool Other	Technical review was not met -grant directions not followed – grant copies had assurances & insurance documentation attached A more detailed/concrete timeline is requested so there is a plan to meet program benchmarks as well as fiscal accountability Goal to increase 10% in preschool tuition applications was a great goal; Utilizing Gold Assessment is strategic; Hispanic outreach is a good focus Well written grant	34.5	\$49,941 <i>\$159,108 tuition \$50,000 quality improvement and professional development \$25,000 dental/lead screenings</i>
10 Adair County Agricultural Extension District Growing Strong Families	\$328,810	\$55,000	Family Support Quality Other	Did not meet technical review – budget did not add correctly; direct cost were \$100 off, which indirect costs off by \$5 for a total of \$105 miscalculated. Grant directions not followed – grant copies had assurances & insurance documentation attached and matrix was more than 1 page A more detailed/concrete timeline is requested so there is a plan to meet program benchmarks as well as fiscal accountability 80% of families served were 200% at below poverty; IFSC was received Strong concerns regarding capacity; collaboration regarding the subcontract was not evident	32.25	\$55,000 <i>To serve Adair County</i>

Expectations and Notes

- There is an expectation that evidence of collaboration between Partners and Family Development (Parents as Teachers) and Adair County Agricultural Extension (Growing Strong Families) will be provided for in a combined/subcontract in the future. It is recommended that these two agencies demonstrate evidence of collaboration during the three year funding plan.
- The Orchard Place/CCRR grant of \$18,096 **will be pending** until final budget figures are received. In the event is not enough funding this grant may be reduced or not funded. The \$18,096 is to be utilized for training (as indicated in the grant) and the remainder may be utilized for consultation.
- There is an expectation that Dallas County Agricultural Extension (Quality Improvement Project and Preschool Enrichment Project) and Orchard Place/CCRR (Training and Consultation Project) collaborate, cooperate, and coordinate services during the three year funding plan.
- Where noted above, grantees will be required to resubmit a more detailed/concrete timeline utilizing the business matrix.
- Where noted above, grantees will be required to resubmit clear concise goals/benchmarks to be achieved.
- All contracts will be provided a 3 year renewal clause, pending performance and funding as well state restrictions.