

4 R Kids Program and Service Committee
Friday May 6, 2016
9:00 A.M.
117 N. John Way Drive
Winterset Iowa 50273
Minutes

Attendance

Kendalyn Huff, Dena Owens, Janice Jensen, Khristan Kaufman, and Debra Schrader

Housekeeping (*information*)

Ground rules were reviewed. Conflict of interest was discussed, there was no conflict of interest noted by committee members. Janice volunteered to be the reporter for the board meeting May 19, 2016. Director Schrader will draft the minutes for the meeting.

3rd Quarter reports (*information*)

The committee reviewed the 3rd quarter reports prior to the meeting. There were no major issues noted. A note report sheet will be provided to the board.

Update on Partners in Family Development (*information*)

Director Schrader reported that 49 of 53 new enrollments have met the state enrollment criteria. Additionally, there have been no fiscal issues during FY16. She reported it will not be necessary to continue in-depth monitoring for FY17.

Request for Renewals Review and Comments (*information*)

- The FY17 early childhood grant is \$109,735 which is \$1,664 less than FY16. The school ready grant amount is \$935,200 which is \$5,888 more than FY16. The FY16 estimated carryover is \$30,000 for a total to be allocated to current grantees of \$1,074,935, which is about \$85,000 less than FY16.
- Due to the Board receiving model LOE status, the opportunity to utilize categorical funding in a flexible manner is allowed. Therefore, programs are allowed to be funded in a nontraditional manner - meaning categorical funds not allowed to fund programs will be allowed.
- The FY17 Request for Renewal process was not an open competition, but was competitive among current grantees, additionally this is the second year of a three year funding cycle. FY19 will be an open competitive process for the public.
- Current grantees were instructed to not request an increase in funds due to an expected shortfall for FY17, and was communicated multiple times during the fiscal year.
- It was noted that most applicants need assistance with articulating the overall success of their program. Director Schrader will research models and provide guidance on a success/outcome tool.
- As part of the grant renewal process, the applicants were required to complete a SWOT (strength, weakness, opportunities and threats) analysis of their program. A progress report semi annually and annually about the SWOT analysis will be required for each grantee.
- Data will be closely monitored and when local data does not match with state reporting data, payments will be held until data is reconciled.
- The Program and Service committee will recognize a program annually at the annual appreciation reception for program excellence. Excellence may include but not limited to, quality and timeliness of reporting, optimism, resourcefulness, spirit of the intent, meeting benchmarks, and positive attitude.

FY17 Funding Plan (*recommendation*)

The following are recommendations for FY17 pending FY16 carryover, state allocations, state program criteria, 4 R Kids Early Childhood Iowa Area board approval, Early Childhood Iowa approval, Department of Education approval and Department of Human Services approval. The recommendations, rationale and comments of the review are included on the following pages.

FY17 Administration and Coordination Budgets

Agency	Program	Categorical fund Utilized	Notes	Funding
CIJDC	Board Admin	SR Admin EC Admin	Board expenses include marketing, board expenses, board member stipends, appreciation reception, audit costs, insurance deductible, copies, website, event sponsorship. This represents the same amount as FY16.	\$12,000
CIJDC	Fiscal Agent Services	SR Admin EC Admin	Fiscal agent and employer of record fees for FY2017; this is status quo and is the same cost as FY16. There has been no change in the fiscal agent fees for 4 years.	\$10,000
CIJDC	ECI Director	SR Admin EC Admin SR Quality	A 0% raise was calculated on the director salary (approved at the April 21, 2016 Board meeting). Expenses include mileage, professional development, office expenses, and communication stipend.	\$77,990 (salary/benefits) \$14,100 (expenses)

Board Administrative Budget Line Items	
Fiscal Agent Fees	\$10,000.00
Board Insurance	\$1,600.00
Board Website	\$200.00
Annual Appreciation Reception	\$700.00
Marketing	\$1,000.00
4 Event Sponsorship (Toddlerfest, other, etc)	\$2,000.00
Copies	\$1,500.00
Board misc	\$1,000.00
Fiscal Audit Review (Agreed Upon Procedures)	\$2,000.00
Board Professional Development	\$500.00
Board Member Assistance/Stipends	\$500.00
Board insurance deductible	\$1,000.00
Total	\$22,000.00

Executive Director Budget Line Items	
Salary	\$62,155.00
FICA	\$4,755.00
IPERS	\$5,550.00
Health Benefits (no health, dental, optical or life insurance provided)	\$0.00
Workman's Compensation and Liability	\$2,745.00
Unemployment Insurance	\$2,785.00
Total	\$77,990.00
Executive Director Expenses Line Items	
Mileage (.39 per mile)	\$5,500.00
Professional Development	\$1,840
Communication Stipend (cell phone, long distance, internet, computers, software, printers)	\$4,200
Office expense (copies, paper, ink, office supplies, aircard, etc)	\$2,560.00
Total	\$14,100.00

Agency and Info	Benchmarks Proposed	Funding Requested	Notes/Comments	Funding Recommendation
Dallas County Public Health Nursing Services (Short term home visitation Model – Maternal Child Health (Serves prenatal or recent birth))	105 families 380 home visits 1.66 FTE	\$69,222	Request was 16% less than FY16, Benchmarks remained the same as FY16 Rationale for recommendation - the funding recommendation is sustainable at the requested level	\$69,222 <i>SR family support</i>
Lutheran Services in Iowa Intensive home visitation Model – Healthy Families America	36 families 780 home visits 2.33FTE	\$114,003	Request was identical to FY16 Benchmarks remained the same as FY16 Rationale for recommendation - the funding recommendation is sustainable at the FY16 level Contract requirement - Due to past performance regarding staff turnover, re-training for new staff will only be paid if contract benchmarks are being met. Non-payment of training includes registration fees, travel, and hotel.	\$114,003 <i>SR family support</i>
Partners in Family Development Inc Long Term Home visitation Model - Parents as Teachers	110 families 1,000 home visits 12 groups 3.375 FTE	\$280,784	Request was 3.9% lower than FY16 Benchmarks are 15 less families and .50 FTE less than FY16 Rationale for recommendation - the funding recommendation is sustainable at the at the requested level	\$280,784 <i>SR family support</i>
Southwestern Community College Long Home visitation Model – Parents as Teachers	25 families 340 home visits 12 groups 1.0 FTE	\$72,804	Request was identical to FY16 Benchmarks remained the same as FY16 Rationale for recommendation - the funding recommendation is sustainable at the FY16 level	\$72,804 <i>SR family support</i>
Warren County Health Services Child care nurse consultant	100 visits 3 trainings 35 providers .4 FTE	\$37,689	Request was 1.5% more than FY16 Benchmarks remained the same as FY16 Rationale for recommendation - the funding recommendation is sustainable at the FY16 level	\$37,126 <i>SR quality SR other Early Childhood</i>
Orchard Place/ Child Care Resource and Referral Incentives for attending child care providers	13 providers	\$4,751	Request was identical to FY16 Benchmarks remained the same as FY16 Rationale for recommendation - the funding recommendation is sustainable at the FY16 levels	\$4,751 <i>Early Childhood</i>

Agency and Info	Benchmarks Proposed	Funding Requested	Notes/Comments	Funding Recommendation
Dallas County Agricultural Extension District Quality Improvement Project for early learning environments	45 trainings 150 face to face contacts 500 parent contacts 1.5 FTE & 15 child care providers	\$94,654 & \$26,250	Request was 3.2% less than FY16, however FY16 had a \$5000 outside evaluation included in the training budget; the request for child care mini grants was identical to FY16 Benchmarks are 5 less trainings and 15 less face to face contacts than FY16, however the benchmarks may need to be modified due to the status quo funding Rationale for recommendation - the funding recommendation was figured using the FY16 grant amounts minus the \$5,000 outside evaluation	\$89,654 & \$26,250 Total contract amount \$115,904 <i>SR other</i> <i>Early Childhood</i>
Iowa AEYC WAGES Incentives for child care providers	20 providers	\$36,000	Request was 34.9% more than FY16 Benchmarks will be 2 providers more than FY16, however the benchmarks will need to modified due the status quo funding Rationale for recommendation - the funding recommendation is sustainable at the FY16 level	\$23,437.43 <i>SR family support</i> <i>SR preschool</i> <i>SR other</i>
Dallas County Agricultural Extension District Preschool Enrichment & coordinated intake <i>(Administration of preschool scholarships & supportive services as well as coordinated intake for family support)</i>	<u>Preschool Coord</u> 175 families 20 preschools 60 onsite visits .8 FTE Director meetings <u>Coordinated Intake</u> 20 families .2 FTE <u>Other supportive preschool services</u> 175 scholarships 300 dental screen 25 lead screen 25 transportation 10 providers (PD) 20 mini grants	\$64,744 \$147,000 \$8,400 \$525 \$5,250 \$2,625 <u>\$10,500</u> \$239,044	Request for preschool coordination and coordinated intake was 4.2% more than the amended contract amount for FY16 Rationale for recommendation - the funding recommendation for preschool coordination and coordinated intake is sustainable at the FY16 level Rationale for recommendation - the funding recommendation for preschool supportive services (tuition, dental screens, lead screens, transportation, professional development and mini grants) are sustainable at the requested amounts Additional recommendation - the remainder of the unallocated funds is to be held in the event of a preschool tuition shortfall; preschool tuition is volatile and can change from month to month	\$62,028 Preschool coordination and coordinated intake <u>Other supportive preschool services</u> \$147,000 tuition \$8,400 dental screens \$525 lead screens \$5,250 transportation \$2,625 professional development \$10,500 mini grants Total contract amount \$236,328 <i>SR family support</i> <i>SR preschool</i>
New Opportunities Inc Child care nurse consultant			Rationale for not funding -the application was not reviewed due it not arriving by the required due date	\$0
Reserved Funding			Rationale - after all obligations for programs, \$6,485.57 is reaming and will be reserved for preschool tuition scholarships in the event there is a shortfall	\$6,485.57 <i>SR preschool</i>