

## **4 R Kids Program and Service Committee Minutes**

**August 28, 2015**

**9:00 A.M.**

**Support Services**

**306 Public Square**

**Greenfield, Iowa 50849**

### **Attendance**

Meeting began at 9:00 A.M. and Khristan Kaufman, Janice Jensen, Dena Owens, Kendalyn Huff and Debra Schrader were in attendance.

### **FY16 Preschool Transportation policy** (*action requested*)

The FY16 preschool transportation policy was reviewed. Currently, the policy has no restriction on the maximum amount of funding allowed per child. While this has not been an issue in the past, it may pose an issue in the future. It is consensus of the committee to recommend to the Board the revised preschool transportation policy for FY16.

### **FY15 Annual Report Review Highlights** (*information*)

The committee reviewed the FY15 financial statements, FY15 annual reports from providers (41 pages), an annual report highlight document (4 pages), trend data, analysis and effectiveness of programs, local and state performance measures, executive summary, and several family support comparison documents. Below are a few overall comments after reviewing the data. A detailed comment document is also attached on the next page.

- The committee reviewed three year trend data of programs, that included funding, percent of funds expended, benchmarks as well as other information.
- It is to be noted that 50% of the school ready funds were expended on family support services.
- All 4 Family Support programs were compared to state data, a few interesting data facts are; the average age of mothers served is 27.6 and the state average is 27.0; the primary language other than English was 26% and the state average was 19%. The family support outcome data was comparable with the state data.
- Family support programs indicated challenges with agency's internal data base systems matching data with the required statewide data base system (REDCap). While the committee recognizes these challenges, it is also to be noted that this is a program management matter.
- The ECI Director will follow-up with a family support program regarding comments made of fragmentation across grantees.
- Most contractors are securing outside funds to support their programs. In the future the board may want to consider requiring a percentage of outside funding in future RFP's.
- Discussed researching info graphics training to provide for user friendly marketing documents that will assist with advocacy and other marketing efforts.
- The committee agreed to utilize the FY15 annual report highlight document (4 pages) to provide to the 4 R Kids board. The full 41 page report will be available for review.
- The FY15 financial statements have been reconciled with the fiscal agent. There was \$119,090.50 or 13% of school ready funds and \$635.25 or 1% of early childhood funds carried over into FY16, no more than 20% is allowed to be carried over in either fund.
- Of the FY15 carryover funds, all but \$1,975 has been allocated to programs for FY16. This may cause cash flow issues for FY17, due to the slow state of Iowa payment system. Contractors have been informed of the possible future issues.
- The ECI director has entered the required data online at grants.gov which is due no later than September 15.

### **FY15 Annual Report Approval** (*action requested*)

- It is consensus of the committee to recommend approval of the FY2015 annual report, FY2015 Executive Summary, FY2015 school ready and early childhood financial statements. The due date for board approval is no later than September 15, 2015.

### **FY15 Partners in Family Development Contract Performance** *(information)*

Partners in Family Development provides the Parents as Teachers program in Dallas, Madison, and Warren County, and has two FY15 contract issues to address, contract non-compliance due to participant eligibility and fiscal accountability.

It is a state requirement that 75% of the families enrolling in a long-term or intensive home visitation program during the course of the fiscal year must meet one of the following criteria in addition to having a child between the ages of 0 through 5:

- Have an income at or below 200% of the federal poverty level
- Have a parent that has achieved a high school diploma or less education
- Have a child that has a current Iowa Family Service Plan (IFSP) or Individualized Educational Plan

Due to the program being out of compliance, the 4 R Kids ECI is also out of compliance with the state contract and a corrective action plan from the Board will be required to be submitted to Early Childhood Iowa (ECI). ECI will provide more details after September 15 in regards to the Boards corrective action plan requirements.

At the end of the fiscal year, the REDCap data base system showed that the Parents as Teacher program was at 72% (28/39) of client eligibility, which is 3% lower than required. This equates to 1.5 families under the required criteria. It is important to note that data is provided to the Board monthly regarding new families enrolled and those that met criteria (35/39 or 90%) and is monitored monthly. This information did not match what was put into the REDCap system.

Over the course of the FY15 fiscal year there were 6 payment vouchers that had issues and one of the six was rejected and was required to be resubmitted. There have been ongoing issues with fiscal accountability over the past three years and the issues are fairly consistent in nature. The committee determined, that at any time during the next fiscal year, if there are any fiscal issues, even small ones, the payment vouchers will be denied and required to be re-submitted.

After much discussion, the committee has sent correspondence to the Partners in Family Development Chairperson and the Director of Partners in Family Development requesting the following:

- Submit FY15 documentation on all 39 families served and their eligibility status.
- Submit monthly documentation on each new family enrolled during FY16 along with participant eligibility criteria of each family.
- Run a monthly RedCap report and submit to the Board by the 10th of each month to verify that the numbers provided on the 4 R Kids monthly tracking tool are accurate.
- The Partners in Family Development Chairperson is to submit a corrective action plan addressing the contract non-compliance issue and the fiscal accountability issues.
- The Partners in Family Development Board Chairperson is to attend the September 4 R Kids Board meeting to address the contract non-compliance issue and fiscal accountability issues.

### **Contract Performance Recommendations** *(information)*

Consequences' of contract non compliance were discussed and it was committee consensus that consequences, if any, are to be determined by the 4 R Kids ECI Board. Consequences may include but not limited to re-payment of funds, contract modifications such as length of contract, contract terms, and/or payment of a per visit rate.

### **Board Policy** *(information)*

The Program and Service Committee recommends that the Board Process Committee draft a policy regarding contract noncompliance specifically in meeting family support participant eligibility criteria.

### **Adjourn** *(information)*

Meeting adjourned at 10:40 A.M.



## FY 2015 Annual Report Notes

Provider, Contract Amount & Program	Notes
<b>Partners in Family Development</b> <b>Parents as Teachers</b> \$260,972 Program type-long term home visitation	92% of funds expended Program did not meet the 75% of client eligibility; contract non-compliance Outcomes were reasonable No success story provided Home visitation dosage was 7.75 visits per family
<b>Lutheran Services in Iowa</b> <b>New Parent Program</b> \$125,000 Program type-intensive home visitation	73% of funds expended Outcomes were reasonable Good success story Low visits Home visitation dosage was 10.6 visits per family
<b>Southwestern Community College</b> <b>Parents as Teachers</b> \$75,313 Program type-long term home visitation	96% of funds expended Outcomes were reasonable Hearing good things in the community about the program Excellent in meeting proposed benchmarks No success story provided Home visitation dosage was 12.8 visits per family
<b>Dallas County Public Health</b> <b>Maternal Child Health</b> \$80,997 Program type-short term home visitation	97% funds expended Outcomes were reasonable Program stated the ECI programs are fragmented - ECI Director will meet with the program to discuss further Good success story Home visitation dosage was 5.7 visits per family
<b>New Opportunities</b> <b>Child Care Nurse Consultant</b> \$34,983 Program type-nursing visits for child care providers	96% of funds expended Impact has been made with child care providers Outcomes were reasonable Good success story
<b>Warren County Health Services</b> <b>Child Care Nurse Consultant</b> \$33,700 Program type-nursing visits for child care providers	100% of funds expended Impact has been made with child care providers Outcomes were reasonable Good success story
<b>Dallas County ISU Extension</b> <b>Coordinated Intake</b> \$10,923 Program type-coordinated intake for family support	93% of funds expended 1st year for program 24 families enrolled in a family support program Reasonable cost per intake Outcomes were reasonable Great story
<b>Orchard Place</b> <b>Child Care Provider Incentives</b> \$6,551 Program type-incentives for child care providers	76% of funds expended Outcomes were weak Good success story
<b>Dallas County ISU Extension</b> <b>Quality Child Care Project</b> \$120,799.20 total contract (\$95,848 child care training) (\$24,951.20 child care provider mini grants) Project type-quality improvement for child care providers	93% of funds expended Outcomes were reasonable Exceeded benchmarks for trainings offered by 9 New process utilized to provide child care provider mini grants Great success story
<b>Dallas County ISU Extension</b> <b>Preschool Enhancement Project</b> \$246,713 total contract (\$44,790 coordination) (\$11,000 dental screenings) (\$160,000 preschool tuition) (\$20,000 quality improvement mini grants) Program type-coordination of preschool tuition and preschool supportive services	86% of funds expended on all program components Contract allows for flexibility to meet the needs of program components 100% of funds expended on coordination 82% of funds expended on preschools tuition scholarships 87% of funds expended on dental screenings 131% of funds expended on mini grants 1st year to collect extended demographic data (mirrors family support) Great success story on dental screenings Outcomes were reasonable
<b>Central Iowa Juvenile Detention Center</b> <b>ECI Director</b> \$ 88,765 total contract \$76,165( salary/benefits) & \$12,600 (expenses)	100% of salary and benefits expended 86% of expenses expended Efforts were dedicated to assisting Prevent Child Abuse Councils No outcomes required