

**Early Childhood Iowa: Lakes Region and Decategorization Board Minutes**  
**Thursday, June 7, 2012**  
**Hartley Public Library**  
**91 1<sup>st</sup> Street SE**  
**Hartley, Iowa**

*The mission of Early Childhood Iowa: Lakes Region is to provide services collaboratively to families and children birth to 18 years of age for the purpose of improving the quality of life for families with children.*

**Attending:**

Voting Members Attending

1. Leroy Riemer
2. Connie Olhausen
3. Cindy Barwick
4. Emily Waund
5. Barb Wilkerson
6. Daryl Streng
7. Mary Sloan
8. Paula Miller
9. Pam Jordan
10. Jean Severson
11. Joe Skow
12. Bill Glienke (Alternate for Tom Naviaux)
- 13.
- 14.
- 15.
- 16.
- 17.

Voting Members Absent

- Arlene Roemmich\*  
Rob Olsen  
Joyce Kruse\*  
Roger Sixta

Others Present (Nonvoting)

- Cyndee Dather  
Tom Bouska  
Carol Chicoine  
Linda Littlefield  
Dick Closter  
Betsy Moritz  
Jamey Whitney

Quorum present. \*Recorded excused absence. Cindy Barwick left the meeting at 11:05 a.m. Quorum maintained.

**ECI**

**Call to Order/Adopt Agenda/Comments from the Public:**

Chair Barb Wilkerson called the meeting to order at 9:00 a.m.

- A. Adopt Agenda – Leroy Riemer made a motion to approve the agenda. Second by Jean Severson. All ayes. No nays. Motion passed unanimously.
- B. Comments from the Public – Introductions were made. There were no other comments from the public.

**Approval of Minutes:**

Board members reviewed the April 5, 2012 minutes with the addendum reflecting edits of Tom Bouska's presentation. Motion by Connie Olhausen to approve the April minutes with addendum. Second by Leroy Riemer. All ayes. No nays. Motion passed unanimously. The Board reviewed the May 3, 2012 minutes. Motion by Mary Sloan to approve the May minutes. Second by Leroy Riemer. All ayes. No nays. Motion passed unanimously.

**Treasurer's Report - ECI:**

- A. ECI Financials – Cindy Chicoine reviewed the ECI FY12 financials and April expenditures, which were emailed to Board members prior to the meeting. She provided estimates for remaining expenditures and carryover. Cyndee explained carryover guidelines (20% allowable / \$87,574) and categorical funding. Preschool scholarships amounts are legislatively mandated. Cyndee will bring preschool funding description to the August board meeting. Leroy Riemer made a motion to approve the treasurer's report. Second by Mary Sloan. All ayes. No nays. Motion passed with a unanimous vote.

**Executive Director's Report – Distributed and Presented by Cyndee Dather:**

- A. Legislative Updates – Governor Branstad signed both the Education and Health and Human Services appropriation bills on May 25, 2012. Cyndee provided and reviewed a handout on the ECI Lakes Region FY13 budget which contained the categorical allocations.
- B. ECI Website Updates – The state ECI website’s interactive map has been updated and includes FY11 annual reports by ECI local area. After accessing the map at [http://www.earlychildhoodiowa.org/local\\_system/map/index.html](http://www.earlychildhoodiowa.org/local_system/map/index.html), click on the county or choose from the drop-down list.
- C. Training – Cyndee participated in “Meeting the Developmental Needs of Infants/Toddlers in the Child Welfare System” webinar on May 7; Trauma Informed Care training in Spencer on May 8; and “Is Your Child Receiving Quality Childcare?” webinar on May 9.
- C. Family Support Directory – This project was a collaborative effort with Chapco (Dickinson County’s local child abuse prevention council). The directory is on the ECI Lakes Region website and can be downloaded to print. Amy Kuiper coordinated the project and donated many hours to gather and format the information. The goal is to replicate this in the other three counties, if volunteers can be located.
- D. Project Directors Meeting – The Best Care for Better Babies nurse managers are now part of the Project Directors group which met on May 17. Topics included updating each ECI program’s brochure which will be available to review on and printed from the ECI Lakes Region website; discussion of the annual fiscal and programmatic monitoring for each funded program; scheduling of annual presentations to the Board; use of the state ECI contract template for FY13 contracts; discussion of the importance of collaboration between Lakes Region ECI programs internally and externally, including the joint staff meeting to be held September 19, 2012. The next PD meeting is June 27.
- E. Computer Back-up/File Access – All files are now backed up with Mozy Pro.
- F. Board Meeting Schedule FY13 – The FY13 schedule for Board, Local Planning Groups, and Community Partnerships for Protecting Children Shared Decision Making Group meetings was emailed to Board members and is available on the website. Please note that meetings are subject to change

## Old Business:

- A. Policy and Procedure Committee – Barb Wilkerson distributed “Additions to SHIP Employee Handbook” regarding specifics to the ECI Lakes Region Director’s position. Modifications to the handout included “ECI will pay 50% up to \$75.00/month for personal cell phone owned by the ECI Coordinator” and “Supplies can be purchased by the ECI Director up to \$500 per month without prior board approval.” Motion by Leroy Riemer to approve the “Additions to SHIP Employee Handbook” with modifications noted. Second by Joe Skow. Ayes: Barb Wilkerson, Connie Olhausen, Cindy Barwick, Joe Skow, Mary Sloan, Daryl Streng, Pam Jordan, Emily Waund, Bill Glienke, Leroy Riemer. Nays: Paula Miller, Jean Severson. Motion passed. The additions will be added to the Policy and Procedure Manual and are effective July 1, 2012.
- B. Levels of Excellence – No further word from state ECI office. Barb will send follow up email.

## New Business:

- A. Election of Officers – Board members whose terms expire June 30, 2012 agreed to continue. Rob Olsen, representing education for Clay and Dickinson counties, has not made a final decision. Judy Brueggeman, Harris Lake Park Elementary Principal, was suggested as a replacement for Rob if needed. Emily Waund, Board of Supervisors representative for O’Brien County, whose term expires June 30, 2013 will be replaced by another Board of Supervisor member. Motion by Leroy Riemer to accept the slate of candidates. Second by Mary Sloan. All ayes. No nays. Motion passed with a unanimous vote. Motion by Leroy Riemer that current officers maintain their positions for FY13. Second by Jean Severson. All ayes. No nays. Motion passed with a unanimous vote.
- B. FY13 ECI Budgets – Cyndee reviewed the ECI FY13 allocations with categorical totals as determined by state. Cyndee requested a meeting of the Executive Committee (officers and past president) to review detailed program budgets with presentation of those budgets at the August Board meeting. Cyndee distributed and reviewed her payroll worksheet which outlines costs to agency (SHIP/ECI LR). Motion by Leroy Riemer to accept Early Childhood Iowa funds. Second by Pam Jordan. All ayes. No nays. Motion passed with a unanimous vote. The ECI Lakes Region final budget is due to the state office by July 15.
- C. Community Plan – The Community Plan was reviewed at the May meeting and a copy emailed to Board members on May 29, 2012. Emily Waund made a motion to approve the Community Plan. Second by Connie Olhausen. All ayes. No nays. Motion passed with a unanimous vote.

## Decat

### Treasurer’s Report - Decat

Cyndee distributed and reviewed the March, April, and May 2012 DCAT expenditures. There was discussion regarding notification of expenditures and fiscal year requirements. The process is that the DHS Social Work Supervisors review and approve requests by the social work staff and then submit bills to Cyndee for services funded through Family Assistance funds. The supervisors will remind staff of the process. Motion by Leroy Riemer to approve the Treasurer's report. Second by Connie Olhausen. All ayes. No nays. Motion passed with a unanimous vote.

### **Executive Director's Report – Distributed and Presented by Cyndee Dather:**

- A. CPPC FY13 Plan and Budget – Please refer to New Business, B.
- B. DCAT Coordinators Meeting – Please refer to New Business, A.

**Old Business:** None

### **New Business:**

- A. Decat Coordinator Meeting – Preliminary figures were provided by Tom Bouska, Service Area Manager, at the meeting held on May 24, 2012. Base amount is determined by child population. \$5,500 is taken off the top for SHIP contract management. Tom's letter to the Board proposes transferring \$99,548.00 in FY12 Child Welfare funds to Lakes Decategorization, designating \$83,298 for family advocates and \$2,000 for family assistance. He proposes transferring the remaining \$14,250 to Lakes Decat to meet other service needs as identified by the Board including local coordination services. Motion by Leroy Riemer to accept the transfer of funds. Second by Jeans Severson. All ayes. No nays. Motion passed with a unanimous vote.
- B. Community Partnership for Protecting Children FY13 Plan and Budget – The Shared Decision Making Group met May 17, 2012 to develop a plan and budget for the \$20,000 in CPPC funds, which Cyndee presented to the Board. These funds come to DCAT through DHS, but not through the child welfare budget. Tom Bouska and Paula Miller requested moving the \$5,000 budgeted for clinical consultation and adding it to the \$1,000 allocated for FTM trainings and expand it to include family advocates. Motion by Mary Sloan to approve the budget with a transfer of \$5,000 from clinical consultation to FTM. Second by Leroy Riemer. All ayes. No nays. Motion passed with a unanimous vote.
- C. FY13 Decat Budget – Please refer to A and B above.
- D. Decat Operations – Please refer to A and B above.

### **Other:**

- A. DECAT/DHS Updates – Paula Miller distributed and reviewed a report regarding May 2012 protective service assessments, April 2012 foster care placements (rate per 1,000 children), and FTM/Advocate position activities.
- B. Parent Partner – Bill Glienke reported PP is currently serving 65 families in this area. They continue to work on a sustainability plan, as well as a two year continuation plan. PP is sponsoring Culture of Poverty training on June 28. The annual Walk for Recovery is scheduled for September 29 in Spencer.

### **Adjourn:**

Motion by Jean Severson to adjourn the meeting. Second by Leroy Riemer. All ayes. No nays. Motion passed unanimously. Meeting adjourned at 11: 25 a.m.

Respectfully Submitted,  
Betsy Moritz  
Service Coordinator Assistant

The next board meeting is scheduled for Thursday, August 2, 2012 at 9:00 a.m.  
at the Hartley Public Library, 91 1<sup>st</sup> Street SE, Hartley IA.

Board members are encouraged to access the Early Childhood Iowa website at [www.earlychildhoodiowa.org](http://www.earlychildhoodiowa.org)  
and the local website at [www.ecilakesregion.com](http://www.ecilakesregion.com)