Scott County Kids Early Childhood Iowa Board

Meeting of April 2, 2024

12:30 – 1:30 p.m.

Minutes

Call to Order: Castrey called the meeting to order at 12:31 p.m.

Attendance: Chris Castrey, Amy Huntington, John Duax, Megan Heidgerken, Jerry Mohr, Ruby Batimana, David Selmon, and Christine Gradert.
Absent: Jeremy Pessman
Staff: Diane Martens
Guests: Katelyn Leeper -Scott County Kids Decat, Becky White -Child Care Resource and Referral, Jill Henderson -Bi-State Regional Commission and Mia Frommlet -Bohnsack & Frommelt.

Approval of Minutes December 5, 2023 minutes:
Mohr made a motion to approve the February 6, 2024 minutes seconded by Huntington. All aye voted motion carried.

Audit: Bohnsack & Frommelt

The fringe rate set by Bi-State for FY23 was 50%.
The auditors adjusted the fringe for FY23 to 15%.
Salary and Fringe charged to School Ready Admin was $23,636.80 with the reduction to 15% it should now adjusted to $18,121.53.
Salary and Fringe charged to School Ready Quality was $62,872.54 with the reduction to 15% it is now adjusted to $48,202.28
Salary and Fringe charged to Early Childhood Admin was $8995.56 with the reduction to15% it is now adjusted to $6896.60

The audit adjustments from what was reported on the cost summary were reviewed in detail with the Contracts Management Committee. The numbers from the cost summary were reported to the state via the I-Gov report. This report will have to be adjusted for the state. The Committee encouraged Martens to contact the auditor with the specific questions. The email sent to Mia Frommelt asks the following:
Question 1. The adjustment to the fringe. We understand the fringe rate is set by Bi-State and each employee is part of a larger pool so whether you just have vacation and sick time or take health insurance for a family everyone pays the same fringe rate. In FY23 we were being charged 50% and that was then adjusted down to 15%. For fiscal year FY24 the rate is 51%. Should we anticipate an adjustment at the end of the year? We'll be looking for you to walk us through how the rates are determined and how they are adjusted. And with your expertise you may have methods you're familiar with to help explain fringe rate adjustments to "laymen", we'll take all the help we can get.
Frommelt explained that Decat has paid some of the debt of ECI and ECI would actually owe more. Decat will be covering the other portion of fringe for FY23.
Martens responded that she does not understand why the 50% fringe charged to ECI and that ECI fully believed and reported as spent was not applied to the debt. It doesn't make sense to allow debt to continue to increase but not allow the debt to be paid.

Question 2. We receive invoices from Bi-State each month for each of the three funding sources for my salary as well as other administrative costs (attached for reference). The Quality funds are part of the School Ready funding stream, the Board and Contracts Management Committee are familiar with that aspect. The question is, what do these invoices represent? We had thought these invoices represented the funds being withdrawn from the Scott County Kids Early Childhood Iowa actual bank accounts, the account for School Ready funds or

the account for the Early Childhood funds. Is that correct? If so, were the additional funds due to the fringe adjustment added back into the two accounts?
Frommelt explained that this is not cash.

Martens noted concern in having to change the financial reporting to the state a few years in a row.

Child Care Resource and Referral: Becky White
Child Care Resource and Referral has offered NAPSACC training to child care providers for a number of years. This year the interest was much greater, and CCR&R has reached out to see if the Board would be interested in providing some funding.
White provided a flyer to the board explaining the program. The program is a self-assessment aimed at helping child care homes and centers to increase quality in the areas of nutrition and physical activity. Upon completion of the program requirements, homes receive $400 and centers receive $750. CCR&R have approved 3 centers and 11 homes. They have waitlisted 9 centers and 22 homes a total cost of $15,500.
Mohr made a motion to contract with Child Care Resource and Referral for the Go NAPSACC program for $15,500, seconded by Huntington. All aye votes, motion carried.

Services out of area-Bright Beginnings:
The Board has had a "Services Out of Area" policy since at least FY15. The policy has been applied to only preschool scholarship situations. The manager of the Bright Beginnings program has contacted Martens about a client in Durant. The ECI in Cedar County had been contracting with Genesis VNA for Bright Beginnings. It is anticipated that this contract will not continue in FY25. Bright Beginnings is working with a high needs client who resides in Durant. Martens has reached out to Ann Lebo and Amanda Winslow to see if the Services Out of Area policy could be applied for this situation, if the SCKECI Board would choose to do so.
From discussion at Contracts Management Martens will be seeking further information including the cost of home visitation for the family for a year and to see if Cedar County would be okay with this arrangement.

Nominations:
The board would like to thank Pastor Dwayne Hodges for serving two terms on the board.
The board would like to re-elect Megan Heidgerken as this month is the end of her first term.
Castrey made a motion, seconded by Mohr. All aye votes, motion carried.

FY24 Expenditure Report:
The updated expenditure sheet was emailed to the board April 1, 2024. Early Childhood funds are 39% spent at 58% through the year. School Ready funds are 56% spent at 58% through the year.

Insurance:
Martens reached out to four insurance providers. Martens has created a summary page of the responses. Two are unable to provide the type of insurance needed. One is still reviewing what is needed. Matt Wilson from Assured Partners reviewed the insurance policy the board currently has. Mr. Wilson is recommending to keep the ICAP coverage. The Contracts Management Committee is in agreement with this assessment.
Mark Bixby from Porter Insurance contacted Martens to say there were two companies that would possibly provide the type of board insurance needed. Martens met with Bixby to provide more information. Bixby explained he would send the detailed needs to the companies so that they may provide quotes. Bixby has since updated to say he had supplied the companies with the details. At this time they have not replied with quotes.
Due to the complexities of the type of board that SCKECI is, it is likely that remaining with ICAP insurance would be the best option.

FY25 Re-Application process:
The re-applications are due this Friday, April 5th. The date for the review meeting is April 19th. If you are interested in participating please let Martens know, more participants are welcome.
Batimana indicated she is interested in participating.

Community Plan Review:
Martens shared a power point of updated community indicators as well as review of community priority areas and funded programs that support those efforts. Meeting time was limited. The information will be further reviewed at future meetings.

Site Visit summary:
Site visits have now been completed. Martens will be completing the summary.

Other Business:
-3/1/24 Presentation to state ECI Board
Christine Gradert, Mikka Mills, Linda Cavazos and Martens shared the story of the collaboration between the Eastern Iowa Mental Health and Disabilities Region and the ECI areas within the region to offer Ages and Stages Questionnaire training.
- Early Childhood Leadership -5/10/24 event
Martens shared the invite to the board April 1, 2024 for the Community Resource event for agencies. Board members are welcome to share the invitation and or attend.

Public Input:
None

Meeting adjourned at 1:49 pm. Motion by Huntington second by Mohr.

Next Meeting: May 7, 2024