

**Cedar Valley's Promise Board of Directors**  
**May 19, 2022; 3:30 pm to 5:00 pm**  
 Zoom Meeting  
**Board Minutes**

Agenda Item	Summary
<p>1. Call Meeting to Order 3:30 p.m.</p>	<p><b>ACTION ITEM:</b> Kate Petersen will call the meeting to order. Time Called to Order: 3:31 pm</p> <p>Members needed for Quorum = 6 Members Present: 9</p> <p>Kate Petersen Felicia Smith-Nals Nancy Beenblossom Pat Harper Lew Everling Mladen Gledic Joanne Lane Marsha Platt Jamie Schroeder</p> <p>Staff: Brenda Loop</p> <p>Guests: Brooke Olson Joni Spencer Sarah Boleyn</p> <p>Members Absent: John Berry Mike Knapp</p>
<p>2. Review and Approval of Meeting Agenda 3:31 pm</p>	<p><b>ACTION Item:</b> Kate Petersen will ask for a MOTION to approve the agenda.</p> <p><i>Reference: 2022.05.19 CVP Board Agenda</i></p> <p>Motion: To Approve the agenda as presented</p> <p>Made By: Mladen Gledic Seconded By: Pat Harper Board Discussion: None</p> <p>Outcome: Unanimously approved</p>

<p>3. Public Comment (limit of 5 minutes per person) 3:32 p.m.</p>	<p>INFORMATION ITEM: <b>Kate Petersen</b> will ask if there is any public comment.</p> <p>Guests present will be asked to introduce themselves.</p> <p>Guest: Sarah Boleyn Guest: Brooke Olson Joni Spencer</p> <p>Public Comment: None</p>
<p>4. Approval of Minutes from Previous Meeting 3:33 p.m.</p>	<p>ACTION ITEM: <b>Kate Petersen</b> will ask for a MOTION to approve the minutes of the April 21, 2022, meeting of the CVP Board as presented or as corrected based on Board discussion.</p> <p><i>Reference: 2022.04.21 CVP Board Minutes</i></p> <p>Motion: Motion to approve the minutes of the April 21, 2022, Board meeting as presented.</p> <p>Made By: Joanne Lane Seconded By: Lew Everling Board Discussion: None</p> <p>Outcome: Unanimously approved</p>
<p>5. Financials 3:35 pm</p>	<p>INFORMATION ITEM: <b>Kate Petersen</b> will ask the Board to review the financials provided before the meeting and ask if there are any questions.</p> <p><i>References:</i> <i>FY22 ECI Revenue and Expenditures (first worksheet called Board Overview)</i> <i>Veridian Statement</i> <i>Green Belt Bank Statement</i> <i>CJIDC Credit Card Statement</i></p> <p>Brenda presented the financials and there were no questions.</p>
<p>6. Board Presentation from Young Parents Together 3:37 pm</p>	<p>INFORMATION ITEM: <b>Kate Petersen</b> will ask the representative from Young Parents Together to give a brief overview of their parent education work. This program service is funded for \$25,000 out of the School Ready pot of money.</p> <p>Brooke Olson presented on overview of Young Parents Together (YPT). YPT has a long-standing cooperation in this community over 30 years. The program is designed to help clients delay subsequent pregnancies. They serve mothers 19 years and younger and their partners and hold 38 sessions each year. They present comprehensive</p>

	<p>educational material to them. Janelle provides support to teens regarding labor and delivery and is a lactation consultant. They use Partners for Healthy Babies curriculum for post-birth moms and pregnant moms. The curriculum educates on parenting and parent/child relationships. They also host the weekly meetings at the NE Iowa Food Bank as most families are food insecure and they can use the food bank services at the same time of the meetings. During Covid, they saw an increase in participants and even got creative and held Drive throughs for food and items like diapers and wipes and Zoom meetings for the educational components. They are still offering virtual education with zoom if the parent chooses that vs in person. They also provide some individual needs through case management and monitor low birth weight infants and do pre-and post-partum screenings. They had 4 or 5 coming to group and now they have 15 a week attending group. Transportation was an issue and now they allow parents to earn gas only cards as an initiative.</p> <p>Joni shared that they also could meet with students through Success Street location at the high school. During this past year no client had an unplanned pregnancy. She reported that 85% completed their GED or got their diploma. They also provide a dad's and grandparent program that many are starting to attend. They serve Black Hawk, Butler, and Buchanan. They had served Bremer until recently but due to lack of funding from that county they no longer can. The funding was cut because there had been such a decline in teen births. Joni shared that in the mid 90's there were 264 teens giving birth in a year, this past year there were 68 teens giving birth and they served 48 teens that gave birth.</p>
<p>7. 2<sup>nd</sup> Reading of Proposed Changes to Policy Manual 3:53 pm</p>	<p><b>ACTION ITEM:</b> <b>Kate Petersen</b> will ask the board to approve proposed changes to the Policy Manual.</p> <p><i>Reference: 2022.05.19 Approved Policy Manual-DRAFT</i></p> <p>1.1.1 Board Membership Requirements-updating the language to reflect what's in the Iowa code</p> <p>1.1.5 Board Officer Roles &amp; Responsibilities-changing the executive board meeting schedule to as needed.</p> <p>1.8 Expense Reimbursement for Board Members-removing that board member reimbursement needs to happen at an</p>

	<p>executive committee meeting and updating that the mileage is at the current federal rate.</p> <p>2.8 Travel Expense for Staff-changing mileage to the federal rate and removing that it's in effect July 1, just whenever there is a federal rate change.</p> <p>3.5 Review and Sign-Off on Contract-changing the language to reflect that all the documents are done electronically rather than hard copy by mail</p> <p>3.9 Contract Amendments-also that they're done electronically</p> <p>3.11 Contractor Financial/Audit Process-there's a line that the board takes action on contractor audits. I'm not aware of that happening nor needing to up to this point. I do get contractor audits and discuss during contract monitoring. If there ever is something that is a finding, we can take the additional steps.</p> <p>4.1.1 Fiscal Agent - Selection of &amp; Annual Agreement-also changing to reflect electronic</p> <p>4.1.2 Fiscal Agent - Responsibilities- On the second page of the policy it references the administration limits. They used to be 3% and 5% but they're both 5% now. Thought we could just say at the state rate so in case they change again we don't have to update the policy.</p> <p>4.4.1 Expenditures and Disbursements - Invoice Requirements/Review/Deadline-this is just updating what process Pat and I are currently doing. She signs off on the amounts and the funding stream but there is not a date for each individual payment; it's just one date for the whole payment voucher.</p> <p>4.4.2 Expenditures and Disbursements - Coordinator/Staff Expense Reports/Reimbursements I'd propose removing "monthly" for reimbursements. I submit them whenever I have them. Then Pat does sign off on expenses to be reimbursed but not mileage. The mileage goes on my timesheet which is sent directly to CIJDC.</p> <p>Motion: Motion to approve the second reading of the policy changes.</p> <p>Made By: Felicia Smith-Nals Seconded By: Mladen Gledic Board Discussion: None</p>
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	Outcome: Unanimously approved
<p>8. Coordination Budget for FY23 3:55 pm</p>	<p>ACTION ITEM: <b>Kate Petersen</b> will ask the board to approve the coordination budget for FY23. With the increase in wages approved in January, the FY23 budget is proposed to be \$103,540 compared to FY22 at \$97,484. In addition to the wage increase, there is a proposed increase in Professional Development from \$2500 to \$3500, Employer of Record Fee from \$1992 to \$2160, and Fiscal Agent fee from \$3000 to \$3120. The preliminary allocations from the state show that there would be an additional \$18,827 that could be used toward coordination if needed.</p> <p><i>Reference: FY23 Coordination Budget</i></p> <p>Motion: Motion to approve the FY23 Coordination budget with the increase in wages approved in January.</p> <p>Made By: Mladen Gledic  Seconded By: Lew Everling  Board Discussion: None  Outcome: Unanimously approved</p>
<p>9. Allocations for FY23 4:00 pm</p>	<p>ACTION ITEM: <b>Kate Petersen</b> will ask for discussion regarding the Proposal Review committee's recommendation for funding beginning July 1.</p> <p>Scores from the 4 reviewers totaled as follows out of a possible 60 points:  Tri-County 60  Young Parents Together 60  Lutheran Services in Iowa 58  CCR&amp;R 52  Operation Threshold Nest 52  Child Care Nurse Consultant 50  Operation Threshold Screening (New Program) 38  Family &amp; Children's Council 32</p> <p>Review committee recommends:  Tri-County \$323,127  Young Parents Together \$66,156  Lutheran Services \$142,287  CCR&amp;R \$338,492.63  Operation Threshold Nest \$31,280  Child Care Nurse Consultant \$65,000  Operation Threshold Screening \$57,846  Family &amp; Children's Council No Funding Recommended</p>

	<p><i>FY23 ECI Revenue and Expenditures (first worksheet called Board Overview)</i></p> <p>Motion: Motion to approve the recommendations from the Proposal Review Committee effective July 1,2022.</p> <p>Made By: Pat Harper Seconded By: Joanne Lane</p> <p>Board Discussion: The review committee was Brenda, Mike, Marsha, and Pat. Brenda shared that preliminary amount with carryover is \$1,334,589.00 and our expected expenses will be \$1,266,555. This means we should be ok financially. Brenda also shared the Scholarships do not need to use the Rubric as last year we changed how we allocate funding and have set aside \$120,000 for them again this year.</p> <p>Outcome: Unanimously approved</p>
<p>10. Other Discussion or Sharing 4:13 pm</p>	<p>INFORMATION ITEM: <b>Kate Petersen</b> will ask if there is any additional discussion or sharing from attenders.</p> <p>Board Discussion: Brenda shared there is an open house on Sunday May 22<sup>nd</sup> at Little Stars, a new child care center, from 4 to 6 pm. All are welcome to attend.</p>
<p>11. Adjourn 4:15 pm</p>	<p>Motion: Motion to adjourn</p> <p>Made By: Lew Everling Seconded By: Felicia Smith-Nals</p> <p>Outcome: Unanimously approved</p> <p>Time Adjourned: 4:15 pm Next Meeting: June 16 at 3:30 pm</p>