



**NORTH IOWA CHILDREN'S ALLIANCE  
BOARD MEETING**

Date: February 8, 2024

Time: 1:00pm

Location: Zoom

TOPIC/DISCUSSION ITEM	Minutes
<p><b>Welcome &amp; Roll Call</b></p>	<p>Board members present: Chris, Melinda, Ken, Shana, Jen, Stephanie, Heidi, and Sis. Meeting called to order at 1:00pm with a quorum present.</p>
<p><b>Approve Agenda</b></p>	<p>NICA Board meeting agenda 2.8.24 motion to approve by Melinda, 2<sup>nd</sup> by Ken, all in favor.</p>
<p><b>Minutes - Action Required</b></p> <ul style="list-style-type: none"> <li>• November 16, 2023 Minutes</li> </ul>	<p>NICA Board meeting minutes 1.11.24 motion to approve by Shana, 2<sup>nd</sup> by Ken, all in favor.</p>
<p><b>Board Business – Action Required</b></p> <ul style="list-style-type: none"> <li>• Reappointment of Enos L.</li> <li>• Preschool Scholarships Policies (Proposed Revisions)</li> </ul>	<p>Enos' term is set to expire March 2024. Motion to reappoint by Ken, 2<sup>nd</sup> by Shana, all in favor.</p> <p>The preschool scholarships policies/procedures proposed revisions were discussed. Revisions were required due to changes in procedure with CCR&amp;R coordinating the application process, changes in quality levels, and requirements for performance outcomes. Revisions were reviewed and discussed. One addition to the procedures was the requirement of ASQ-3 and ASQ-SE assessments starting with FY25. Motion to approve policy/procedure changes by Shana, 2<sup>nd</sup> by Jen, all in favor.</p>
<p><b>Director Update – Action Required</b></p> <ul style="list-style-type: none"> <li>• Mid-Year Project Reports</li> <li>• RFP Process FY25</li> </ul>	<p>Mid-year project reports were provided to Board members via a Google drive link. There were no questions or concerns expressed by Board members at this time.</p> <p>Jaci reviewed the FY25 RFP process. The application process will be open for anyone who is eligible to apply via an electronic google form application process. Dates related to the application process include:            Release: Monday, March 25, 2025            Application/Budget Due: Friday, April 19, 2025            Awards Made: Friday, May 17, 2024            Signed Contracts Due: June 16, 2024.            Motion to accept the proposed RFP process by Jen, and 2<sup>nd</sup> by Ken. All in favor.</p>

	<p>A committee will review the proposals and make a recommendation back to the Board at it's May meeting. Motion to appoint a review committee made up of: Shana, Jen, Melinda, and Sis was made by Ken and 2<sup>nd</sup> by Sis. All in favor.</p>
<p><b>Financial Report</b></p> <ul style="list-style-type: none"> <li>• FY24 Funding Summary</li> <li>• FY24 Program Anticipated Fund Usage – <b>Action Required</b></li> </ul>	<p>Jaci reviewed the FY24 funding summary. Some programs have billed through December. School ready funds are at 35% spent, Quality Improvement is at 50% spent and Early Childhood at 47% spent.</p> <p>Programs had been surveyed to determine if they anticipated funds that would not be spent. Two programs acknowledged some funds would not be spent. The Board discussed the following pertaining to those funds:</p> <ol style="list-style-type: none"> <li>1. Mental Health Consultant – There was a delay in spending funds as the program was unable to hire a mental health professional until October. \$22,000 in funds are anticipated to be unspent. NICA0 requested the Board consider reallocation of those funds to cover a staff member who is providing 1-on-1 assistance for students in Head Start when they are not in the Mason City schools program and receiving services under their IEP. Jaci will request a budget amendment from the state, as well as, amend contract documents with NICA0. Motion to approve by Jen, 2<sup>nd</sup> by Sis, all in favor.</li> <li>2. Quality Improvement for Early Learning – A motion by Ken was made to propose that funding be allocated to CCR&amp;R to assure that up to 8 preschools receive ASQ-3/ASQ-SE training, materials kits, and curriculum. In addition, training will be provided with 2 staff from each preschool attending. Staff time will be compensated to attend the training. Jaci will request a budget amendment and change of performance area from Quality Improvement for Early Learning to Professional Development and Training from the state, as well as, amend contract documents with CCR&amp;R. Motion to approve by Jen, 2<sup>nd</sup> by Shana, all in favor.</li> </ol>
<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• CCR&amp;R BIP</li> </ul>	<p>Kathy Lloyd provided an update on the BIP (Business Investment Program) and training opportunities that have been provided to childcare providers in our three-county area.</p>
<p><b>Next Meeting Date</b></p>	<p>March 14, 2024 @ 1:00pm via Zoom</p>
<p><b>Adjournment</b></p>	<p>Motion to adjourn at 2:16 by Jen, 2<sup>nd</sup> by Sis, all in favor.</p>