



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

Date: February 9, 2023

Time: 1-2:30p

Location: Zoom

TOPIC/DISCUSSION ITEM	ATTACHMENTS/REFERENCE ITEMS
<p>Welcome & Roll Call</p>	<p>Board members present: Chris, Shana, Ken, Sis, Heidi, Marian, Enos, and Stephanie. Meeting called to order at 1:02.</p>
<p>Approve Agenda</p>	<p>NICA Board meeting agenda 2.9.2023 motion to approve by Marian and 2nd by Shana, all in favor.</p>
<p>Minutes - Action Required</p> <ul style="list-style-type: none"> ● January 23, 2023 Minutes 	<p>NICA Board Mtg Minutes 1.23.2023 motion to approve by Ken and 2nd by Shana, all in favor.</p>
<p>Board Items</p> <ul style="list-style-type: none"> ● By Law Amendment – <i>Action Item</i> 	<p>NICA Bylaws- Article VII Section E was reviewed, motion to approve by Shana, 2nd by Enos, all in favor.</p>
<p>Director Update & Financial Report</p> <ul style="list-style-type: none"> ● Annual Audit – <i>Tabled from January</i> <ul style="list-style-type: none"> ○ Receipts and Disbursements Procedure – <i>Action Item</i> ● Board Liability Insurance Update ● FY24 RFP Process <ul style="list-style-type: none"> ○ Committee Appointment ● Preschool Scholarship Process for FY24 	<p>Jaci reviewed the annual audit completed by Gardiner. As a result of the audit a procedure on NICA receipts and disbursement was written with the assistance of the audit firm. Motion to approve the audit and procedure by Ken, 2nd by Marian, no other discussion, all in favor.</p> <p>Board liability insurance was obtained from ICAP for \$2,577 effective 2/1/23. Jaci will be going through a risk assessment/cyber training with ICAP in early March.</p> <p>The FY24 RFP documents have been updated and Jaci proposed maintaining the same online submission process. Due to the uncertainty in changes that may result as a part of the HHS realignment, it was suggested to keep the application process to an application again this year and not a renewal application. Melinda, Sis, Shana, and Jennifer have agreed to continue on the RFP review committee for the 2024 process. RFP to be released on March 22, applications due on April 28th and notice of award by May 19th. Jaci suggested that a change in our contracts for FY24 to include scope of service and specific evaluation measurement requirements.</p>

	Jaci suggested some changes to the current preschool scholarship program processes and coordination to better the service the NICA Board provides. To assure quality level programming, best reach to all eligible for the program, and connections with the CCR&R staff for continuous quality improvement – it was suggested the Board consider contracting the coordination of scholarship application review and awards to CCR&R and that the fiscal preschool payment process to remain with Jaci. More will be discussed at the next meeting once CCR&R reviews the capacity to assist and all pros and cons to the recommendation to consider.
Financial Report <ul style="list-style-type: none"> • Program Financial Report – FY23 • Employer of Record / Fiscal Agent 	Board reviewed the current fund balance sheets. Jaci reviewed that soon we will need to start the employer of record and fiscal agent contract review process.
FY23 Funded Program Presenters <ul style="list-style-type: none"> • Oral Health 	Lezah provided an update on the Oral Health program.
Public Comment	
Next Meeting Date <ul style="list-style-type: none"> • March 9, 2023 @ 1:00pm via Zoom 	
Adjournment	Motion to adjourn by Sis, 2 nd by Shana all in favor. Adjournment at 2:03.