



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

Date: May 11, 2023

Time: 1:00pm

Location: Zoom

TOPIC/DISCUSSION ITEM	MINUTES
<p>Welcome & Roll Call</p>	<p>Board members present: Chris, Shana, Sis, Enos, Stephanie, Heidi, Marion, Jen. Meeting called to order at 1:00.</p>
<p>Approve Agenda</p>	<p>One addition was made to the agenda, BIP Budget Amendment. NICA Board meeting agenda 5.11.2023 motion to approve by Shana, 2nd by Sis, all in favor.</p>
<p>Minutes - Action Required</p> <ul style="list-style-type: none"> ● March 20, 2023 Minutes 	<p>NICA Board meeting minutes 4.13.23 motion to approve by Shana, 2nd by Enos, all in favor.</p>
<p>Board Items</p> <ul style="list-style-type: none"> ● Citizen Board Member Term 	<p>The position of Citizen Board Member is still vacant, please send recommendations to Jaci. Requirements of the position were reviewed. Jaci will send a reminder to Board members to be thinking of someone for the position and she will check with other community partners for suggestions.</p>
<p>Director Update</p> <ul style="list-style-type: none"> ● Fiscal Agent FY24 – <i>Action Required</i> ● FY24 RFP Application Approvals/Requests for Program Budgets – <i>Action Required</i> <ul style="list-style-type: none"> ○ Draft Fy24 NICA Budget 	<p>Cerro Gordo County has agreed to be the fiscal agent for FY24 at no cost. A contract will be drafted and sent to the BOS once the FY24 funding allocations are final. Motion to approve a contract with Cerro Gordo as fiscal agent for FY24 by Enos and 2nd by Sis. All in favor.</p> <p>RFP Committee met to review and score the applications submitted. Applications submitted totaled \$90,000 more than funding available to allocate. A motion to accept the RFP Committee's recommendation for funding was made by Shana and 2nd by Jennifer. All in favor. Jaci will provide email notification to all applicants of funding awards. For those receiving funding a budget form will be provided for completion. Final budget approval will occur at the 6.8.2023 meeting.</p> <p>Jaci asked the Board for a committee to be appointed to review the budgets submitted and draft contracts. Volunteers include: Shana and Heidi.</p>
<p>Financial Report</p> <ul style="list-style-type: none"> ● Program Financial Report – FY23 ● BIP Budget Amendment 	<p>Jaci reviewed the financial status of the school ready and early childhood funds. At this point in the fiscal year, programs should be around 70% spent. Jaci and Heather (fiscal agent representative) completed an audit to reconcile accounting of</p>

	<p>funds. One entry discrepancy was found and a correction was made.</p> <p>Jaci discussed the need to change the BIP Program Budget. The program was to target training provided to childcare providers. Due to low enrollment, as well as, finding trainings at no cost the program will not be fully expended. It is proposed to offer childcare provider starter kits of essential required items such as: smoke/carbon dioxide detectors, file box, 1st aide kits, fire extinguishers, trash cans for bodily fluids. Motion to approve by Shana and 2nd by Sis. All in favor.</p>
Public Comment	Chelsie reviewed new families have been enrolled and meeting with the Northwood clinic for program referrals.
Next Meeting Date <ul style="list-style-type: none"> ● June 8, 2023 @ 1:00pm via Zoom 	Original date was listed incorrectly as June 15, 2023. A correction was requested.
Adjournment	Motion by Shana, 2 nd by Marion, all in favor. Meeting adjourned at 1:25pm.