



NORTH IOWA CHILDREN'S ALLIANCE  
BOARD MEETING

Date: April 11, 2024

Time: 1:00pm

Location: Zoom

TOPIC/DISCUSSION ITEM	ATTACHMENTS/REFERENCE ITEMS
<p><b>Welcome &amp; Roll Call</b></p>	<p>Board members present: Chris, Enos, Sis, Ken, Lacey, Shana, Stephanie, Melinda and Jennifer.</p>
<p><b>Approve Agenda</b></p>	<p>NICA Board meeting agenda 4.11.24 motion to approve by Jen , 2<sup>nd</sup> by Sis, all in favor.</p>
<p><b>Minutes - Action Required</b></p> <ul style="list-style-type: none"> <li>● February 8, 2024 Minutes</li> </ul>	<p>NICA board meeting minutes 2.8.24 motion to approve by Sis, 2<sup>nd</sup> by Jen, all in favor.</p>
<p><b>Board Policy Review/Additions – Action Required</b></p> <ul style="list-style-type: none"> <li>● Payment of Invoices Policy (Revised)</li> <li>● Contract Monitoring Policy (Proposed Revisions)</li> <li>● Employer of Record FY25 Discussion</li> <li>● Fiscal Agent Fy25 Discussion</li> <li>● Jaci's Evaluation</li> <li>● Preschool Scholarship Application Translation</li> </ul>	<p><i>Payment of Invoices Policy:</i> was presented by Jaci. Changes were made to account for payment of invoices to include methods suggested by eternal auditors. Addition of contractor's responsibilities on invoicing and preschool scholarship recipients was added. Addition of requiring preschools will not be reimbursed the last month scholarships until all child assessment data is received. Motion to approve payment of invoices policy revisions by Enos, 2<sup>nd</sup> by Shana, all in favor.</p> <p><i>Contract Monitoring Policy:</i> was presented by Jaci. Policy outlines specific procedures and methods on how contract monitoring is completed. The worksheet that is utilized for contract monitoring was inserted as a chart into the policy. Main point discussed and added: contractors cannot invoice for more than 25% of their contract award each fiscal year. Motion to approve contract monitoring policy revisions by Jen, 2<sup>nd</sup> by Shana, all in favor.</p> <p><i>Employer of Record:</i> CIJDC is willing to continue in the role as Jaci's employer of record. Once the approved budget for FY25 is provided, a contract will be drawn with CIJDC for approval by the Board. Motion to continue with CIJDC as the Employer of Record by Ken, 2<sup>nd</sup> by Sis, all in favor.</p> <p><i>Fiscal Agent:</i> Cerro Gordo is willing to continue in the role as the Fiscal Agent for NICA. Once the FY25 budget is released, Jaci will provide a contract to the Cerro Gordo BOS for approval and signature in May. Motion to continue with Cerro Gordo Co as the fiscal agent by Sis, 2<sup>nd</sup> by Shana, all in favor.</p>

	<p><i>Director's Evaluation:</i> Motion to approve Jaci's evaluation by Ken, 2<sup>nd</sup> by Shana all in favor.</p> <p><i>Preschool Scholarship Application:</i> Jaci requested that the FY25 preschool scholarship application once again be translated into Spanish. She would like to utilize the same organization "Rapport International". Motion to approve translation through Rapport International for a maximum expenditure of \$400 by Shana, 2<sup>nd</sup> by Melinda, all in favor.</p>
<p><b>Director Update</b></p> <ul style="list-style-type: none"> <li>• RFP Process FY25 Update</li> <li>• Program Updates on Contract Revisions/Changes– <b>Action Required</b></li> </ul>	<p><i>RFP Process Fy25 Update:</i> Jaci reviewed the online google form application process. Applications are due April 15<sup>th</sup> and the Board appointed RFP committee will review on April 26<sup>th</sup>. At the May 9<sup>th</sup> meeting the Board will be asked to approve the RFP committees funding and budget recommendations. Once approved, contract will be sent to FY25 Contractors to be returned by June 16<sup>th</sup>. Jaci anticipates a few new programs to submit applications this year.</p> <p><i>Program Contract Revisions:</i> The following changes will be made to the contract between funded programs and the NICA Board: addition of performance measures, reference to state tools as required, and voucher submission within 60 days after the end of the month of services. Motion to approve contract revisions by Shana, 2<sup>nd</sup> by Enos, all in favor.</p>
<p><b>Financial Report</b></p> <ul style="list-style-type: none"> <li>• FY24 Funding Summary</li> <li>• 4<sup>th</sup> Quarter Distributions</li> </ul>	<p>FY24 Funding Summary: 67% spent of the School Ready Funding and 58% spent of the Early Childhood funding. There are programs that haven't billed for February services yet, which would account for the under spent percentages at this time. As a reminder at the last meeting we reallocated unspent funds to new programs that haven't yet started/billed.</p> <p>4<sup>th</sup> quarter distributions were received March 26<sup>th</sup> so all allocated funding for Fy24 has been received.</p>
<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• Child Care Nurse Consultant</li> </ul>	<p>Monica provided an overview of her program and what has influenced her role this year with preschools and child care programs.</p>
<p><b>Next Meeting Date</b></p> <ul style="list-style-type: none"> <li>• May 9, 2024 @ 1:00pm via Zoom</li> </ul>	<p>Reminder from Jaci that the NICA budget and programs to be funded for FY25 need to be approved at the next meeting to meet state deadlines and quorum is needed to do.</p>
<p><b>Adjournment</b></p>	<p>Motion to adjourn by Sis, 2<sup>nd</sup> by Shana, all in favor. Meeting adjourned by 1:50.</p>