

Cedar Valley's Promise Board of Directors

April 21, 2022; 3:31 pm to 4:27pm

Zoom Meeting

Action Agenda

Agenda Item	Summary
<p>1. Call Meeting to Order 3:30 p.m.</p>	<p>ACTION ITEM: 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 John Berry Lew Everling Mike Knapp Joanne Lane Marsha Platt</p> <p>Staff: Brenda Loop Guests: Sarah Boleyn Dr. Robert Welch</p> <p>Members Absent: Mladen Gledic Jamie Schroeder</p>
<p>2. Review and Approval of Meeting Agenda 3:32 pm</p>	<p>ACTION Item: Kate Petersen will ask for a MOTION to approve the agenda.</p> <p><i>Reference: 2022.04.21 CVP Board Agenda</i></p> <p>Motion: Motion to approve the agenda as presented</p> <p>Made By: Mike Knapp Seconded By: Lew Everling Board Discussion: None</p> <p>Outcome: Unanimously approved</p>
<p>3. Public Comment (limit of 5 minutes per person) 3:33 p.m.</p>	<p>INFORMATION ITEM: Kate Petersen will ask if there is any public comment.</p> <p>Guests present will be asked to introduce themselves. Guest: Sarah Boleyn</p>

	<p>Guest: Robert Welch will join later to present Tri County Head start overview</p> <p>Public Comment: Sarah shared that they continue to work with home and Center providers and provide consultation services.</p>
<p>4. Approval of Minutes from Previous Meeting 3:34 p.m.</p>	<p>ACTION ITEM: Kate Petersen will ask for a MOTION to approve the minutes of the March 17, 2022, meeting of the CVP Board as presented or as corrected based on Board discussion.</p> <p><i>Reference: 2022.03.17 CVP Board Minutes</i></p> <p>Motion: To approve the minutes from March 17th, 2022, meeting as presented.</p> <p>Made By: Lew Everling Seconded By: Pat Harper Board Discussion: none</p> <p>Outcome: Unanimously approved.</p>
<p>5. Financials 3:35 pm</p>	<p>INFORMATION ITEM: Kate Petersen will ask the Board to review the financials provided before the meeting and ask if there are any questions. Kate did an overview of the reallocations we approved last month.</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 shared an overview of expenses she incurred from the Conference she will be attending in June. She also shared that we could carry over 20% of School Ready which is \$170,000 and presently we anticipate we will only carry over approximately \$100,000.</p>
<p>6. Board Presentation from Tri-County Head Start 3:40 pm</p>	<p>INFORMATION ITEM: Kate Petersen will ask the representative from Tri-County Child & Family Development (Dr. Robert Welch) to give a brief overview of their early head start home visiting work. This program service is funded for \$323,127 out of the School Ready pot of money. Dr. Welch did an overview of Head Start services. First time kindergarteners will start in August, and they have sent out Registration flyers to families reminding them of registration starting online March 31st. They continue to verify and update family's contact information as changes happen. They continue visits of</p>

	<p>following up on goal progress, and any additional needs. They are finalizing transition plans with families (EHS to HS or HS to Kindergarten). Kindergarten folder and bags are being put together for Kindergarten Kickoff on April 28th from 5-7 pm at Prince of Peace. Save the dates go out 4/7/22 to kindergarten parents/guardians. They are also moving forward with parent curriculum (Ready Rosie) a scheduled demonstration of the curriculum. All FSW's will be trained on 4/7/22 on Embarc's new platform of requesting interpreters. Dr. Welch acknowledged that they are interviewing for staff. Many other agencies are also not fully staffed.</p>
<p>7. Volunteers for Proposal/Budget Review Committee 3:56 pm</p>	<p>INFORMATION ITEM: Kate Petersen will ask for volunteers to review any proposals for new applications and budgets from currently funded programs. The plan is to meet once and make recommendations to bring to the full board in May.</p> <p>Those volunteering are John, Pat, Mike, and Marsha. They will meet April 27th at 3pm. Kate will secure the Waterloo library for the meeting. All existing funded programs will only need to submit a budget and any new applicants will need to submit a full application.</p>
<p>8. 1st Reading of Proposed Changes to Policy Manual 4:03 pm</p>	<p>ACTION ITEM: Kate Petersen 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 & 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 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 & 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: To accept changes as presented at this the first reading of changes</p> <p>Made By: Joanne Lane Seconded By: Lew Everling Board Discussion: Noting that this is the first reading</p> <p>Outcome: Unanimously approved</p>
<p>9. Review of 3rd Quarter Reports from Contractors 4:13 pm</p>	<p>INFORMATION ITEM: Kate Petersen will ask if there are any questions or need for clarification on third quarter reports.</p> <p>Nancy shared that we need to ensure that there are prenatal screening and referrals from Coordinated Intake, as required by ECI.</p>
<p>10. Other Discussion or Sharing 4:16 pm</p>	<p>INFORMATION ITEM: Kate Petersen will ask if there is any additional discussion or sharing from attenders.</p>

	<p>Board Discussion: Brenda shared that she had received preliminary allocations from the state and there may be a 22% reduction in Early Childhood funding. This is very typical each year and we have many times dealt with this issue and Black Hawk providers have always been very open and willing to work together for the betterment of the children.</p>
<p>11. Adjourn 4:27 pm</p>	<p>Motion: To adjourn</p> <p>Made By: Nancy Beenblossom Seconded By: Pat Harper</p> <p>Outcome: Unanimously approved</p> <p>Time Adjourned: 4:27 pm Next Meeting: May 19 at 3:30 pm</p>