

**JASPER, MARION, AND POWESHIEK (JMP) COUNTIES EARLY CHILDHOOD IOWA  
BOARD MEETING Minutes**

Foundation Offices at Ahrens Park, 1510 Penrose St, Grinnell, IA 50112  
5:30 pm - Wednesday, August 31, 2022

County	Name	Present		Absent	Excused	Unexcused	Non-Board
		IP	V				
P	Patricia Hinrichs-(human services)		X				
M	Rachel Cecil (citizen)		X				
M	Brian Kingrey (education)- Board Chair		X				
J	Mitzi Smith (faith)		X				
P	Doug Cameron (consumer)-			X	X		
P	Mary Lindberg (citizen)		X				
J	Britney Schnathorst (citizen) Board Treasurer			X	X		
J	Julie Wendl (health)		X				
M	Michael Kacmarynski- (business) Board Vice-Chair		X				
	Amy Blanchard (Director)		X				X
	Leann Andre (CCR&R)		X				X
	Rachel Garner (MCPH PAT)		X				X
	Melissa Woodhouse (MCPH I-Smile)		X				X
	Brenda O'Halloran (CCR&R)		X				X
	Denice Fischer (Jasper ISU Ext Early Care and Ed)		X				X
	Stephanie Walters (MICA Family Connections)		X				X
	Kim Dorn (MCPH Director)		X				X

- I. The meeting was called to order by Kingrey, Chair, at 5:31 pm. Meeting participation was available in-person at the location noted above and via virtual meeting.
- II. Roll Call: JMP board members present include Cecil, Hinrichs, Kacmarynski, Kingrey, Lindberg, Smith, and Wendl.
- III. **Motion** to approve minutes from June 22, 2022, meeting by Wendl. **Seconded** by Kacmarynski. Motion passed unanimously.
- IV. Public Comment: Woodhouse reported all preschools have been scheduled for service through September 30. It will be challenging to complete all services if a preschool needs to reschedule or there is a staffing change due to the loss of the Title V contract. O'Halloran reported on completed trainings and incentives as well as upcoming in-person trainings and a pilot PBIS program at GCELC. Fischer reported the training needs assessment will go out soon and coordination for the Symposium on April 1 has begun. Jim Gill will be the keynote address and we're hoping to partner with other local organizations to maximize his time in our area. Walters reported on an upcoming socialization cookout as well as collaborations with Eyerly Ball mental health professionals. Garner reported on upcoming socialization opportunities in Jasper and Marion Counties and outreach through the Pregnancy Crisis Center of Iowa that yielded referrals. Dorn reported Marion County Public Health was not awarded the Child Health Services contract for their Collaborative Service Area. Oral health staff attrition has already started. JMP ECI will have to coordinate with American Home Finding out of Ottumwa for Oral Health and Child Care Nurse Consultant Services.
- V. Executive and Committee Reports:
  - a. Treasurer's Report: Report current through August 26, 2022, was included in the board packet. End of FY22 report was also included. Carry-forward amounts were within the allowed amounts. The board

also reviewed the fiscal-year-end charitable statements of two funds held at the Community Foundation that benefit JMP totaling \$25,972.83. The report was filed for audit.

- b. **Preschool Scholarship Report:** Report was included in the board packet. We have approved 52 children for scholarships at 9 preschools already and Blanchard anticipates agreements and applications will arrive from a few more preschools yet. We are approving 100% scholarships up to 300% poverty level.
- c. **ECI Director Report:** Report was included in the board packet. Blanchard noted that completing the annual report in Iowa Grants went smoothly. She also noted a conversation with Shauna Callaway with the Postpartum Home Visit program regarding a mother that was referred for services by a social worker. The mom lives in Jasper but delivered in Grinnell. Blanchard and Callaway agreed there was nothing preventing the program from serving the mom and it led to a fruitful discussion of how the program is able to provide services. Blanchard then noted an email conversation with Kim Dorn regarding the status of the Parents as Teachers office in Newton. Blanchard and the board feel a home office presence in Newton is an important aspect of the program.

#### VI. Old Business

- a. **ECI Status in the new Department of Health and Human Services:** An updated DHHS organization chart was included in the board packet. The Association of ECI Area Boards (AECIABA) continues to advocate on behalf of ECI.
- b. **Title V Contract:** Contract awards were announced late on August 30. American Home Finding will be the lead agency for Marion County. MICA will serve Jasper and Poweshiek Counties. Blanchard will share the RFP with the organizations so the board can review proposals in September.

#### VII. New Business:

- a. **Association of Early Childhood Iowa Area Board Membership:** Dues for membership total \$711 this year. Board discussed the value of continuing membership. **Motion** by Cecil to continue membership in the AECIAB for FY23 with Blanchard serving as the JMP board delegate. **Seconded** by Lindberg. Motion passed unanimously.
- b. **Fiscal Procedures Policy Amendment:** Board reviewed suggested language changes to policies to reflect a streamlined reimbursement process for the JMP board treasurer, contractors, and fiscal agent staff. **Motion** by Lindberg to approve policies 8.1 and 8.2 as presented. **Seconded** by Hinrichs. Motion passed unanimously.
- c. **FY22 Carry Forward Allocation:** Carry forward amounts by category totaling \$115,656.06 were included in the board packet. Title V contracts may affect the budget once RFPs are received. **Motion** by Wendl to approve the carry forward budget as presented. **Seconded** by Lindberg. Motion passed unanimously.
- d. **FY22 Annual Report for ECI:** Board reviewed a PDF version of all data entered in Iowa Grants along with supplemental documents, including the signed financial statements. **Motion** by Hinrichs to approve the annual report as presented. **Seconded** by Smith. Motion passed unanimously.
- e. **FY22 Data Reports:** Board reviewed current and historical data for programs along with the narrative addendums sent by providers.

#### VIII. Other:: None.

- IX. **Adjournment:** **Motion** by Hinrichs to adjourn. Meeting was adjourned at 7:28 pm. The JMP Board is tentatively scheduled to next meet on Wednesday, September 21, 2022, at 5:30 pm via Zoom.

JMP FY23 Budget

Project	Amount Requested	FY22 Allocation from ECI					Amt Funded	Amt Unfunded	SR	EC	Total Funding with Carry Forward
		SR Admin	SR QI	SR Other	EC Admin	EC Prog					
		\$26,921.00	\$61,952.00	\$453,482.00	\$6,548.65	\$124,424.35	\$673,328.00				
<b>Administrative Expenses</b>											
D & O Insurance	\$100.00	\$80.00	X		\$20.00	X	\$100.00	\$0.00			\$100.00
Board Liability Insurance	\$35.00	\$28.00			\$7.00	X	\$35.00	\$0.00			\$35.00
Fiscal Agent	\$3,000.00	\$2,400.00	X		\$600.00	X	\$3,000.00	\$0.00			\$3,000.00
Director	\$46,650.00	\$19,083.00	\$23,015.35	\$0.00	\$4,551.65	X	\$46,650.00	\$0.00			\$46,650.00
Director/Board Expenses	\$2,100.00	\$1,650.00			\$450.00	X	\$2,100.00	\$0.00	\$157.56	\$10.31	\$2,257.56
Audit	\$4,600.00	\$3,680.00			\$920.00	X	\$4,600.00	\$0.00	\$200.00	\$500.00	\$5,300.00
<b>Program Expenses</b>											
GPCF-Preschool Scholarship Fund	\$80,000.00	X	X	\$41,747.30	X	X	\$41,747.30	\$38,252.70	\$40,000.00		\$81,747.30
GPCF-Preschool Scholarship Coordination	\$4,000.00	X	X	\$4,000.00	X	X	\$4,000.00	\$0.00			\$4,000.00
GCDC Sliding Fee Scale	\$30,000.00	X	X	\$30,000.00	X	X	\$30,000.00	\$0.00			\$30,000.00
Grinnell Regional Public Health	\$11,800.00	X	\$11,800.00		X	X	\$11,800.00	\$0.00			\$11,800.00
ISU Extension Early Care and Education	\$33,306.00	X			X	\$33,306.00	\$33,306.00	\$0.00			\$33,306.00
Marion Co. Public Health-PAT	\$293,587.00	X		\$280,336.35	X	X	\$280,336.35	\$13,250.65			\$280,336.35
Marion Co. Public Health-I-Smile	\$14,000.00	X	\$14,000.00		X	X	\$14,000.00	\$0.00			\$14,000.00
Marion Co. Public H.-CCNC	\$4,000.00	X			X	\$4,000.00	\$4,000.00	\$0.00			\$4,000.00
MICA-Family Connections	\$92,535.00	X		\$92,535.00	X	X	\$92,535.00	\$0.00			\$92,535.00
CCR&R/Orchard Place-Childcare Consult	\$46,104.00	X			X	\$46,104.00	\$46,104.00	\$0.00			\$46,104.00
CCR&R/Orchard Place-QI Grants	\$10,500.00	X			X	\$10,500.00	\$10,500.00	\$0.00			\$10,500.00
CCR&R/Orchard Place-Provider Training	\$1,800.00	X			X	\$1,800.00	\$1,800.00	\$0.00			\$1,800.00
Professional Development Mini-Grants	\$3,000.00	X			X		\$0.00	\$3,000.00		\$3,000.00	\$3,000.00
CCR&R BIP	\$0.00	X			X		\$0.00	\$0.00			\$0.00
Literacy Projects	\$16,500.00	X			X	X	\$0.00	\$16,500.00	\$11,500.00	\$5,000.00	\$16,500.00
Preschool Quality Improvement Grants	\$36,000.00	X			X	\$10,714.35	\$10,714.35	\$25,285.65	\$15,000.00	\$10,285.65	\$36,000.00
<i>Title V Tentative: CCNC</i>	\$18,000.00	X			X	\$18,000.00	\$18,000.00	\$0.00			\$18,000.00
<i>Title V Tentative: I-Smile</i>	\$18,000.00	X	\$13,136.65	\$4,863.35	X		\$18,000.00	\$0.00			\$18,000.00
To Be Determined	\$0.00	X			X		\$0.00	\$0.00	\$12,609.60	\$17,393.24	\$30,002.84
<b>TOTAL:</b>	<b>\$769,617.00</b>	<b>\$26,921.00</b>	<b>\$61,952.00</b>	<b>\$453,482.00</b>	<b>\$6,548.65</b>	<b>\$124,424.35</b>	<b>\$673,328.00</b>	<b>\$96,289.00</b>	<b>\$79,467.16</b>	<b>\$32,678.89</b>	<b>\$686,971.21</b>
<b>BALANCE:</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>				

\$542,355.00 SR FY23allocation  
 \$130,973.00 EC FY23allocation  
**\$673,328.00 FY23 Total**  
 \$115,656.36 FY22 Carry Forward Actual with interest  
**\$788,984.36 FY23 Funding**

## **8.0 Fiscal Procedures**

<b>Policy 8.1</b>	<b>Budget &amp; Claims Process</b>
Action/Date:	11/18/2020 8/31/2022

<b><u>Policy:</u></b>	Provide structured fiscal oversight of JMP ECI financials.
<b><u>Established By:</u></b>	Fiscal Agent Agreement template and JMP ECI Board.
<b><u>Purpose:</u></b>	To be accountable for funds designated to JMP ECI.
<b><u>Scope:</u></b>	Applies to all financials of JMP ECI.
<b><u>Responsibility:</u></b>	JMP ECI Board is ultimately responsible with support from ECI Staff and the Board's Fiscal Agent.

### **Procedure:**

#### **Budgets**

1. ECI Board approves the Program's budget and determines appropriate ECI funding source with recommendation from ECI Director.
2. ECI staff prepares a Grant Monitor Form (GMF) that includes all required and relevant information about the ECI grant funds. The Grant Cover Sheet and a copy of the fully executed State ECI agreement are provided to the Fiscal Agent: Greater Poweshiek Community Foundation. The Grant and State ECI agreement are forwarded to the fiscal agent by the ECI Director.
3. ECI staff provides the approved line-item categorical budgets for each program to the Fiscal Agent. The Fiscal Agent prepares the monthly budget controls (excel form) using the information provided in each program's approved budget.

#### **Claim Submittal**

1. Program submits request for payment with supporting documentation by the 15<sup>th</sup> of the month or no more than 4 days before the end of the month, to the JMP ECI Board's Fiscal Agent. Documentation that is submitted with a claim is retained at the Fiscal Agent's office, which is currently Greater Poweshiek Community Foundation.
2. Claim must include the signature of program's authorized representative on the Claim form and required documentation as outlined below.
  - a. State funded programs must submit documentation with each claim.
  - b. Federal funded program in agency that receives over \$500,000 per year in any federal funds only submit documentation for the 1<sup>st</sup> claim. The remaining documentation remains on site at the agency. These programs are subject to the Single Audit Act.
  - c. Federal funded program in agency that receives less than \$500,000 per year in any federal funds are not subject to the Single Audit Act and must submit documentation with each claim.

### Claim Review

1. The Fiscal Agent's staff reviews the reimbursement request and supporting documentation for accuracy and prepares a voucher to submit for payment. If a provider receives funding from more than one line item the Fiscal Agent staff expends the least flexible funding sources first until those funds are depleted before expending other funding sources. Fiscal Agent staff performs follow-up activities to obtain or clarify missing or incorrect information.
2. ECI Director verifies the expense is eligible for reimbursement per the approved ECI program budget. Once verified, ECI Director signs the voucher form **and submits the voucher to the Fiscal Agent staff for processing, coding, and payment per GPCF policies.**
3. The JMP Treasurer reviews **all the reimbursement vouchers via email.**, ~~signs the voucher, and submits the voucher to the Fiscal Agent staff for processing, coding, and payment per GPCF policies.~~
4. Fiscal Agent staff processes the payment and updates the monthly budget control spreadsheet.
5. Fiscal Agent verifies the monthly financial report is correct for presentation to the JMP board at board meetings. The report compares actual utilization of funds to the approved budget and identifies the remaining balance available.

Checks are signed and issued by the Greater Poweshiek Community Foundation.

<b>Policy 8.2</b>	<b>Separation of Duties</b>
Action/Date:	11/18/2020

<b><u>Policy:</u></b>	To have more than one person to review and approve expenditures.
<b><u>Established By:</u></b>	JMP ECI Board and Greater Poweshiek Community Foundation policies.
<b><u>Purpose:</u></b>	Primary objective is the prevention of fraud and errors.
<b><u>Scope:</u></b>	Applies to all financials of JMP ECI.
<b><u>Responsibility:</u></b>	The Board is ultimately responsible with support from ECI Staff and the Board's Fiscal Agent.

### **Procedure:**

#### Claim Review

1. Fiscal Agent staff review request for payment and supporting documentation and references the program's approved budget. Documentation is reviewed for accuracy and Fiscal Agent staff perform follow-up activities to obtain or clarify missing or incorrect information.
2. ECI Director verifies the expense is eligible and signs the voucher form.
3. The JMP Treasurer reviews ~~and signs the~~ **all reimbursement vouchers**. Board approval of a program's request for reimbursement is not necessary due to prior approval of the program's budget by the board and only expenditures that fall within the requirements are paid.