

Clinton/Jackson Decat Board Meeting
Friday December 1st, 2017
Clinton County Satellite Office
226 11th, St.
DeWitt, IA

Attendees: Mary Drees, Judge Tabor, Lonnie Lupker, Connie Murphy, Brian Bopes, Tom Meyer, Mike Steines (by phone), Scott Hobart

Staff: Nicole Mann, Jesse Mumm

Guests: Gwen Deming: CPPC Coordinator, Becky Atherton; YWCA Children Center, Emily Gipe; YWCA Clinton, Shelly Flynn; LSI, Cari Jo Owens; Early Head Start/Head Start, Amber Matthiesen; ISU Extension, Jennifer Meyer; Jackson County Conservation, Peggy Sellnau; Big Brothers Big Sisters of Clinton, Chris Fee; Andrew and Easton Valley CSD

Introductions

Tabor called the meeting to order at 1:00 p.m.

A. Review of Minutes-September 22nd, 2017

Hobart moved to approve the September 22nd, 2017 minutes with the correction of location, seconded by Bopes. All aye votes, motion carried.

B. Old Business

a. Evotes-DHS Transfer Letter

Please see the attached transfer letter from the Iowa Department of Human Services (DHS). DHS is proposing to transfer in \$157,215 (state dollars) in FY17 Child Welfare funds to the Clinton/Jackson Decategorization Project Governance Board for use in FY19. Special terms and Conditions designated in the transfer letter are as follows: \$157,215 of designated funds to be used for the Step-In Program. All aye votes, motion carried.

b. Frank Kros-Consultation

Mann provided a handout of the breakdown of costs for the Frank Kros consultation. Kros will spend 10 days in the service area. During the consultation, the morning will be spent with program staff and the afternoon will be spent with the management team creating a plan. The agency will also be required to attend quarterly meetings with Decat to make sure the established plan is followed after the consultation. Four staff from each agency will receive a scholarship to attend the Children Exposed to Violence conference, where Kros will be the keynote speaker. For the two days of consultation it will cost \$14,000, the conference scholarship will cost \$880. The total cost for the Frank Kros Consultation will be \$17,880.

Hobart moved to approve \$17,880 to be designated to the Frank Kros Consultation with an increase to the community based training contract, Drees seconded. All aye votes, motion carried.

C. Financial Report

a. FY18 Budget

Changes to the budget from the previous meeting are shown in yellow. There is still \$57,812 to spend by June 2018. \$203,068 to be spent by June 30, 2019 and \$35,659 to be spent June 30, 2020. There is \$408,568 programmed this year. That leaves \$57,812 to allocated and spent by the end of FY18.

Bopes moved to approve the FY18 budget as presented, Luepker seconded. All aye votes, motion carried.

b. FY18 Expenditure Review

FY18 is 33% through the fiscal year with a total 12% spent with a balance of \$377,312. Decat Coordination is at 36%, Community Base Trainings is at 0%, After School and Summer Programming is at 0%, Victim Restitution is at 0%, CPPC is at 23%, One time funding is at 0%, Step In BIS is at 21%. There were no questions at this time.

D. FY18 Programming

a. Step-In Presentation

Flynn presented on the Step-In program. This service is provided by LSI. It is a crisis intervention service, with a 45 day timeframe. Referrals come from any agency in Clinton and Jackson counties. There is a 24 response time for each referral. Staff works with the families as much as what's needed in the home and schools. This has resulted in less committals over the past few years. Drees inquired if 45 days is a sufficient amount of time, yes- if an extension is needed a request to Mann can be made. Hobart noted that this program is immensely proactive and helps JCS a lot. Luepker noted that when the school has made referrals, LSI has been very responsive.

b. Jackson County Conservation Presentation

Meyer presented, over the past four summers Jackson County Conservation has offered the program My Community My Future. This provides service for 'at-risk' kids to provide real world education and work skills education. Last year there were low application numbers and a surplus of funds. There is still \$4,500 to allocate to use by June 2018. Currently, they are trying to find an agency to provide administrative services as a partner site. They have seen grades improve and youth entering the legal system has decreased. They are not asking for funding from decat at this time. Steines inquired if Friends of Conservation an option for the administrative work? Meyer explained that beginning they will need a staff for 40 hours and then continue for 15 hours a week. They would like the staff to follow up with students and families. They are also requesting an employee with education and human resources background rather than volunteers.

c. 1st Quarter Reports

One performance measure is missing for Step-In, Mumm didn't catch the missing performance measure until the morning of the meeting. This will be included in future

reports. The second to last performance measure for Decat Coordination needs to be corrected from 0-0% to 1-25%.

d. School Proposals

There were 7 school proposals. Northeast and Clinton did not apply. Last fiscal year billing was a huge issue, so for this year reimbursement has been changed to a unit rate. Schools submitted a detailed budget which was then converted to a unit rate format. Schools will submit an attendance sheet each day and will be provided a template for performance measures. Drees noted that all applications include transportation and Maquoketa and Bellevue included private schools. Easton Valley's budget was off, Mann will follow up for clarification.

Drees moved to approve the school applications as submitted, Bopes seconded. Luepker and Meyer abstained. All aye votes, motion carried.

e. FY'18 One Time Fund Applications

Mann provided the board with the applications submitted for one time funding. Some applications do not meet the mission of decat. Decat can fund ages 0-18 years old.

Applications were presented as follows;

1. Bethany for Children and Families-Children and Support Services and School-based Therapy-\$4500

There are no concerns with this application as presented.

2. Mississippi Bend AEA-Charlie Applestein Training-\$2610

Mann asked for clarification on if these funds will be spent in Clinton County-Yes they will be. There are no concerns with this application as presented.

3. Blessed Beginnings Daycare-Literacy Stations-\$4500

In the past Decat hasn't typically helped ECI, but it meets the needs and mission of Decat. There are no concerns with this application as presented.

4. YWCA Clinton-Children's Center-\$3291

There are no concerns with this application as presented.

5. Family Resources-SafePath Survivor Resources-\$4500

Activities in the application wouldn't be executed until April, but the funds would be spent prior to the deadline. There are no concerns with this application as presented.

6. Jackson County Campaign for Grade Level Reading-\$3822

They are estimating 75 kids per year/each age group, for a total of 575 site visits. There are no concerns with this application as presented.

7. Easton Valley Elementary School-Kids in the Kitchen-\$4410

This seems like a stretch to meet the mission of decat, but the program is a good program. It will be hard to relate this back to keeping youth out of JCS and DHS.

8. Northeast Community School District-Mentoring Program \$4100

Mann isn't sure if this will be considered duplication of services with application 16. They will be using the BBBS Model to start a mentoring program.

9. Jackson County Agricultural Extension District-Talking About Touching-\$4500

There are no concerns with this application as presented. Mann will be requesting a more detailed budget if approved.

10. Bellevue Community School District-Speaker Series-\$2280

There are no concerns with this application as presented.

11. Bellevue Community School District-Connections Program-\$1450

This is a local Bellevue Program. There are no concerns with this application as presented.

12. Bellevue Community School District-For Life, For Real-\$3830

The topics to be taught in this program were chosen by youth. There are no concerns with this application as presented.

13. Jackson County Prevention Coalition-Project Northland-\$1322

There are no concerns with this application as presented.

14. Community Action of Eastern Iowa-Baby Pantry-\$4500

The budget was for \$5000, Mann will need a new budget that equals \$4500. There were no concerns about this application as presented.

15. Big Brothers Big Sister of Clinton-Big Brothers Big Sisters-\$4500

This will provide 20 additional mentor/mentee matches. This was funded last year. The narrative and budget do not match, Mann will need a corrected detailed budget. There are no other concerns with this application as presented.

16. Council of Social Agencies-Getting Ahead-\$9995

It is apparent they did not read the instructions, they did not tie services back to the mission of decat and the final spend date was past the deadline established by the board.

Application 8 and 15 could be considered duplication of services. BBBS would be happy to work with NECSO for a mentoring program. Both of these applications are in the same school.

Drees inquired if the majority of funds for application 3 will be used to purchase books only. How will these books be used? Work will be done with licensed teachers on how to implement literacy into daycare. Not only will books be purchased but literacy items for the classroom as well.

Tabor has concerns on tying application 7 to the mission of decat. This program would address food security issues, build in self-esteem and also help in dropout prevention.

Steines would like a more detailed budget from application 9.

Tabor is suggesting approving every application besides, 7/8/16. He would like more information on how the school plans to work with application 15. Once more information is provided an evote can be sent out at a later date.

Bopes moved to approve applications 1-7 and 9-15 with clarification on budgets if applicable from the discussion above, Hobart seconded. Meyer abstained. All aye votes, motion carried.

f. Training

i. Grant Writing

The board previously approved a grant writing training for \$2500. This is scheduled for March 8 and will be an all-day training with a half hour lunch break. Mann is requesting \$350 to provide lunch to trainees that day.

Hobart moved to approve \$350 for food for the grant writing training on March 8, Drees seconded. All aye votes, motion carried.

ii. Implicit Bias Training

This training was brought up at the last CPPC meeting. The training is provided by St. Ambrose and is 1-3 hours. The cost for time and travel is \$650. Some DHS staff have attended the training. This helps to recognize your own implicit bias when working with clients. Tabor inquired who the target audience is, Providers in Clinton/Jackson Counties, CPPC, Community. It is limited to 20 people so current Decat contract holders would be offered spaces first and then it would be opened up to the community.

Hobart moved to approve \$650 for Implicit Bias, Luepker seconded. All aye votes, motion carried.

E. Legislative Updates

None

F. Other Business

None

G. Public Input

None

H. Future Meeting Date-February 23rd, 2018 at 1pm at the Maquoketa Library.

I. Adjourn

Tabor adjourned the meeting at 2:05pm