

#### EXECUTIVE COMMITTEE Meeting

**Thursday, January 14, 2021**

**Meeting Minutes**

1. The meeting was called to order, via Microsoft Teams video and conference call, at 10:05 am by Eric Kool. Also present were Jim Ward, Jana Rhoads, Robert Smith, John Hawkins, and Teresa Burke. Absent was Stephanie Swartz.
2. The December 10, 2020, minutes were reviewed. Robert moved to approve the minutes and John seconded. All were in favor and the motion was carried by unanimous vote.

1. The up-to-date FY21 budget was provided to the board.
	1. The board focused on the DCAT5-19-001, Fiscal Agent contract funding and expenditures. Because of the shortfall in DHS state funds, FY19 Decat allocation funds have been used to cover a majority of the shortfall. The funding available for the contract is $245,000.00 although the FY21 annual value is actually $295,000.00. Spending under this contract is dramatically decreased from prior years and, if this pattern of spending is sustained, the contract will underspend by approximately $142,000.00. Jana wondered if the contract could cover supports for families/caregivers who go through Child Safety Conferences. Teresa confirmed that these families could receive supports as that would fit the overall goals of Decat to support safety, permanency and efforts to keep the children and family out of more restrictive environments.
	2. Teresa showed the board some spending projections for the remainder of the fiscal year. With the exception of DCAT5-18-003, Trauma Informed Services in Detention, and DCAT5-21-045, Refugee Immigrant Guide, all contracts are expected to underspend. Covid 19 has had a lot of impact on contractors inability to provide direct services. Polk Decat is on track to underspend for all contracts by over $400,000.00. With only $117,000.00 of that being newer funds, it is expected that some FY19 funds will revert at the end of FY21. If the Board is amenable to the notion, some JCS older funds could be transferred to other Decats if they are short in funds and using new monies in their current contracts. That would allow Polk Decat to use up more of the new JCS monies and possibly avoid reverting funds. Teresa will chat with John Hawkins about what that would mean for the current unencumbered FY20 JCS funds.
2. Discuss and vote: Accept DHS Transfer of Funds letter:
	1. A Transfer of Funds Letter was received from DHS for $361,844.97 in FY20 State funds. These funds will be reserved for use in FY22 as there are now sufficient funds to cover contracts in FY21.
	2. Jana moved to accept the DHS Transfer of Funds for $361,844.97. Jim seconded. All were in favor and the motion was carried by unanimous vote.
3. Discuss and vote: Amend re-procurement of JCS Youth Reentry & Transition Youth Services into two procurements, one for Reentry Services and one for Transition Youth Services, to be effective July 1, 2021.
	1. The Board had previously voted in the November 12, 2020, meeting to approve the re-procurement of the JCS Reentry & Transitioning Youth services and the current contract for those services will end June 30, 2021. Since that time, JCS is considering other options for procuring the Reentry or “Aftercare” services and would like to split the services into two, one for the Reentry Aftercare service and the other for the Transition Planning services (YTDMs, etc.). John confirmed that JCS has not made anything public about their plans for Reenetry Afterncare services but he is thinking it would be better to keep the two services separate so the Transition Planning services do not require a re-procurement if the Reentry services are procured outside of Decats.
	2. John moved to separate the Reentry & Transition Youth into two procurements rather than the one previously voted on. Robert seconded. All were in favor and the motion was carried by unanimous vote.
4. Renewal initial discussion:
	1. Decat & CPPC and RJCE Coordination salaries and budgets: Teresa has spoken to Robert and Jana about salary increases for staff that are more substantial that the usual annual 2.75% increases for a coupld of reasons. The Board will consider this if employee reviews warrant increases. Teresa will share that information when it is available. Cassie was due for a review but she is currently out on leave. Veronica is due a review. Diamond’s is a few months old but can be made available.
		1. Current salaries are not as competitive as they used to be. Staff can leave for other positions that pay a lot more than they are making now. Granted, Decat work is very rewarding, can be done mosty remotely, and there are a lot of freedoms. If salaries can be made to at least approach that of other entities such as DMPS, Polk County or the state, it will perhaps be enough for staff to really weigh the salaries with job enjoyment.
		2. If staff leave, it will help when seeking qualified candidates to fill the positions. Once the pandemic subsides and even more jobs become available, it will be an even more competitive environment for wages. Polk County is fastly becoming a tech center and this will drive wages up for all jobs.
	2. Contemplate what services do we continue into FY22 and what do we not renew?
		1. Teresa mentioned there are at least a couple of contracts that may be considered to not be renewed. It is possible that DMPS will not renew the Boys Town intensive in-home Treatment services due to budget constraints. That would impact the quid-pro-quo arrangement for the DCAT5-18-044 Behavioral Health contract.
		2. The Evelyn K. Davis Center staff have found it more difficult to provide the SAAF parenting classes due to Covid. They struggled before Covid to get participants and with the change in staff working on this project, they have been less apt to market it as strongly as they used to. Last fiscal year they only delivered one SAAF class cohort. They are required by contract to deliver a minimum of 3 per fiscal year.
	3. Other considerations: At this time, there should be plenty of funds to cover FY22 contracts assuming JCS provides transfer of funds letters in the spring.
5. RJCE and CPPC updates:
	1. CPPC – Prior to her leave, Cassie made connections with Iowa ACEs 360 to assist with the expansion and marketing of the Sesame Street in Communities (SSIC) efforts. Teresa brought this to the attention of the Steering/SDM team in their January 8th meeting. They expressed a lot of interest in how they could be part of the expansion through trainings. The areas where funds could be used are: translation and printing of materials, training community facilitators to teach how to use the website and materials.
	2. Teresa requested from the Steering/SDM team if someone was willing to replace Stephanie Swartz and the community representative to the Polk Decat Executive Committee. Stephanie served for two years on the Board and it is time to give her a break. Based on feedback, two years seems the best timeframe for serving as it takes almost a year to understand Board protocols and Decat activities. Tamra Jurgemeyer, the statewide Director of the Child Advocacy Centers volunteered to be the next community Board member. She will be another excellent member as she is very experienced in youth mental health and is a great outside-the-box creative thinker.
	3. RFP activities: The DCAT5-22-001 Sex Offender Treatment RFP has been posted. Three Letters of Intent to Bid have been received: Woodward Community Based Services, Lutheran Services in Iowa, Catholic Charities. Bidder questions are due January 19th and the Bidders’ Conference Call is on January 28th.
6. Next meeting topics:
	1. Possible adjustment to DCAT5-19-001, Fiscal Agent contract FY21 value
	2. Another RFP for FY21, discussion and vote
	3. Review of FY21 budget & re-look at financial status of Polk Decat
	4. Review of DCAT5-16-002 contract monitoring activity
	5. Continue FY22 Contract Renewal discussion
	6. RFP Updates
	7. RJCE and CPPC activities
	8. Anything else
7. Adjourn: John moved to adjourn the meeting at 10:57 am. Robert seconded, all were in favor, and the motion was passed unanimously.

The next regularly scheduled meeting will be Thursday, February 11, 2021, 10:00 am, via video and conference call.

tkdb