

#### EXECUTIVE COMMITTEE Meeting

**Thursday, August 8, 2019**

**Meeting Minutes**

1. Betty Devine called the meeting to order at 10:02 am. Also present were Christy Burkhart (for Chad Jensen), Matt Haynes, Eric Kool, Jim Ward, Angela Crees and Teresa Burke. Absent was Stephanie Swartz.
2. The June 13, 2019, minutes were reviewed. Eric moved to approve the minutes and Angie seconded. All were in favor and the motion was carried by unanimous vote.
3. The FY19 contract expenditures were reviewed and featured were those contracts where dollars where closely or overspent and those where an excess of dollars were leftover. Teresa explained how annually the old state funds that would normally expire could be exchanged with newer funds that were expended in order to ensure the maximum amount of money was able to be carried over from FY19 to FY20.

The Board also reviewed the FY20 budget for how the carry-over dollars were allocated in the contracts and as a catalyst for some of later voting items.

1. Discussion and vote: replace Project/CPPC Coordinator due to resignation of Jordan Kauffman.
   1. Jordan Kauffman’s last day was August 7, 2019, leaving the position of Project/CPPC Coordinator vacant. Cassie Thomas had expressed interest in this position. Given Cassie’s talents, work ethic and abilities, Teresa recommended to the Board that she could be promoted to the Project/CPPC Coordinator position and a replacement found for her role as Administrative and Resouce Assistant.
   2. The Board discussed the pros and cons of promoting from within to the vacant position but agreed that Cassie would be well-qualified for the position and already understands the various responsibilities within Polk Decat. The Board also agreed that Teresa should confirm with Polk County Health Services that there are no objections to this option.
   3. Jim moved that Cassie Thomas be promoted to the Project/CPPC Coordinator position with a corresponding increase in wages to $41,500.00 annually and that the now vacant position of Administrative & Resource Assistant be posted with a starting wage of $35,000.00. Matt seconded and the motion was carried by unanimous vote.
2. Discussion and vote: Remove $30,000.00 of MYFI funds from DCAT5-17-120, Student Support Services with DMPS, due to large reversion amounts over the past 2 fiscal years so those funds can be used in other contracts.
   1. The DCAT5-17-120 contract has had 2 sequential years where substantial funds remained unused at the end of the fiscal year. Almost $30,000.00 of MYFI funds reverted from this contract in FY18 and over $22,000.00 of MYFI funds reverted in FY19. Because MYFI funds cannot be carried over, it is critical that they be used to their fullest extent, especially considering their use for addressing disproportionality of African Americans in Child Welfare. The Board agreed that there were other projects where those funds could be used.
   2. Matt moved to take out $30,000.00 of MYFI funds in DCAT5-17-120, changing the contract value from $59,000.00 to $29,000.00. Eric seconded and the motion was carried by unanimous vote.
3. Discussion and vote: Swap $5,000.00 State funds for MYFI funds in DCAT5-19-003, Preventive Law & Guidance Contract. (No amendment, PCQ change only.)
   1. It was the full intent of the Board to include MYFI funds in the DCAT5-19-003 contract for FY20, but this did not happen at renewal time. This change does not modify the annual value of the contract, but would change the State dollars to $60,000.00 plus the MYFI addition of $5,000.00.
   2. Christy moved to swap $5,000.00 of State funds with MYFI funds in DCAT5-19-003. Eric seconded and the motion was carried by unanimous vote.
4. Discussion and vote: Amend DCAT5-19-001, Fiscal Agent Services contract, for the following:
   1. Add $20,000.00 in MYFI funds to cover DMACC Student Mentoring Project incentives.
   2. Add $20,000.00 in PSSF funds for transportation to PSSF-eligible services for DHS clients who meet criteria;
   3. Amend JCS, Decat and DHS State funds as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | JCS | Decat | DHS | **Total** |
| **Currently** | $92,000 | $100,000 | $62,000 | **$254,000** |
| **Change to** | $78,000 | $87,000 | $82,000 | **$247,000** |

* 1. Overall contract increase from $262,000.00 to $295,000.00
  2. Teresa provided an overview of the criteria for use of the PSSF funds and that, in this case, the most effective use of these funds would be for Transporation to PSSF eligible services for entitled clients and caregivers. In addition, the state carry-over value would be diminished based on the chart above. Due to the nature of the added funds, the Fiscal Agent Administrative Fee would need to remain state funds only, so the draw down on state funds would increase due to the addition of the PSSF and MYFI funds.
  3. Board members expressed interest in investigating other sources for covering these transportation costs for DHS clients and caregivers, such as the FSRP contract, before deciding to make modifications to the value of the Fiscal Agent contract.
  4. Eric moved that the Board table a decision to modify the funds and value of DCAT5-19-001 until the next Board meeting. Matt seconded and the motion was carried by unanimous vote.

1. Discussion and vote: Apply for CPPC AmeriCorps position and remove $3,000.00 in CPPC funds from the Decat & CPPC Coordination Contract (DCAT5-18-002) to cover the stipend costs.
   1. A request to the Board was presented for a CPPC AmeriCorps position that will assist with developing a Communication template and protocol for Polk Decat, providing a more positive outlet for communicating local DHS, JCS and Decat outcomes, assist with collection of pertinent Polk County data on families and children, and a variety of Restorative Justice & Cultural Equity activities.
   2. The costs for the AmeriCorps member were outlined, including the eventual change to DCAT5-18-002, the Decat & CPPC Coordination contract. Teresa confirmed that a computer and cubicle would be required for the member as well. It was also pointed out that, even if the Board approves to allow Polk Decat to apply for an AmeriCorps member, it was no guarantee that a suitable member would be found.
   3. Eric moved to approve the application for a CPPC AmeriCorps member and Christy seconded. The motion was carried by unanimous vote.
2. Discussion and vote: review and approve FY19 CPPC Annual Report & Budget.
   1. The FY19 CPPC Annual Report, written by Jordan Kauffman, was emailed to the Decat Board on August 1, 2019, and a paper copy provided in the meeting.
   2. The Report was reviewed and the Board elected to not approve it. Although the Report was reflective of the work completed, or lack thereof, the Board felt it was not written in a manner reflective of their expectations for this report and position.
3. Review and discuss: Decat & CPPC Coordination Contract and RJCE Coordination Contract Cost changes for FY20:
   1. Pension increases
   2. New computers required for everyone, not just the 2 we had originally planned for (Diamond & Cassie), due to DHS upgrade to Windows 10
   3. Options for covering costs
   4. Teresa outlined the above-mentioned costs that would impact the DCAT5-17-052, RJCE Coordination Services, and DCAT5-18-002, Polk Decat & CPPC Coordination Services, contracts in FY20. Rather than move now to modify contract values to cover these costs, the Board could wait until later in the fiscal year to review spending on both contracts, especially with the yet unknown costs for computers and the financial impact of having a position open for almost 2 months.
4. Review and discuss: CarePortal for covering costs of some Flex Funds purchases, such as beds and bedding, etc. Cost is $10,000.00 per year for administration. Will require procurement or Sole Source.
   1. The Board discussed the pros and cons of entering into an agreement with CarePortal to assist with concrete supports for system-involved children and families. Although there are many positives of a partnership with faith-based organizations, the major concerns included:
      1. How is HIPAA protected information shared so the supports can be provided to the families and kids?
      2. What are the quality controls? For example, what would be the quality of the beds provided for those requests? With our current method, we know the beds and mattresses are new.
      3. What are the logistics of getting the supports to the recipients without further burdening the families and kids?
      4. What guarantee do we have that the supports will be provided at least to the level of the investment?
   2. The Board wondered if the participating faith-based organizations would be willing to cover the $10,000.00 cost for the first year. Teresa will reach out to the CarePortal representative to find out if this is an option.
5. Review and discuss: DCAT5-15-007, Refugee Immigrant Guide contract ending on June 30, 2020. Do we want to re-procure those services?
   1. Teresa reminded the Board that this contract will expire on June 30, 2020, and to be thinking about whether or not the services should be re-procured.
6. For the next meeting:
   1. Follow-up information on CarePortal
   2. Funding changes to DCAT5-19-001, Fiscal Agent Services
   3. FY20 Decat Annual Plan review & vote
   4. Funding modification to DCAT5-18-002 for AmeriCorps member costs
   5. Contract quarterly performance review
   6. Optional: Discussion of Scope of Work modifications to DCAT5-18-044, Behavioral Health Coordination, DMPS.
   7. Optional: Discussion of DCAT5-18-008, Sanctions Learning, funding level.
   8. Optional: Other contract amendments
   9. Updates
   10. Other
7. Adjourn: Jim moved to adjourn the meeting at 11:30 am. Matt seconded, all were in favor, and the motion was passed unanimously.

The next regularly scheduled meeting will be Thursday, September 12, 2019, 10:00 am, at Polk County River Place, Conference Room 3.