

#### EXECUTIVE COMMITTEE Meeting

**Thursday, September 12, 2019**

**Meeting Minutes**

1. Betty Devine called the meeting to order at 10:02 am. Also present were Chad Jensen, Matt Haynes, Eric Kool, Jim Ward, Angela Crees, Stephanie Swartz and Teresa Burke.
2. The August 8, 2019, minutes were reviewed. Eric moved to approve the minutes and Stephanie seconded. All were in favor and the motion was carried by unanimous vote.
3. The FY20 budget was reviewed. It was noted that the FY20 Decat Allocation was added. Chad indicated that there would be a Second Chief Designation soon.
4. Discussion and vote: Amend DCAT5-19-001, Fiscal Agent Services contract, for the following (tabled from August meeting):
   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. Review Amendment, PCQ and Director’s Sign-off Forms for approval

Teresa pointed out that, although state funds were not reduced proportionate to the addition of the PSSF funds, only state funds would be used for the “Fiscal Agent Fee” portion of each month’s expenditures, regardless of the type of funds used for disbursements.

Angie moved to make the noted changes to DCAT5-19-001 and approve the amendment. Chad seconded and the motion was carried by unanimous vote.

1. Discussion and vote: Review and approve FY20 Polk Decategorization Annual Service Plan. The board noted the highlights of the FY20 Annual Plan. Matt moved to approve the Plan as presented (no changes). Eric seconded and the motion was carried by unanimous vote.
2. Discussion and vote: Enter into new contract with Public Policy Associates for new service, “Individual Assessments for Organizational Development” for $4,900.00.
   1. Chad updated the Board on the need for conducting one-on-one assessments as a follow-up to the Climate Survey. JCOs would volunteer for the individual phone interviews and, if more signed up than slots available, the contractor would randomly select those who they would interview from the volunteer pool. The new contract would allow for 15 interviews, which is approximately one quarter of total staff for the JCS 5th District.
   2. Teresa confirmed that this is a new service, apart from the original Climate Survey, as that contract did not include the provision of individual assessments, or interviews. Because the cost of the service could be provided for under $5,000.00, a procurement was not required.
   3. Eric moved to enter into a new contract with Public Policy Associates and Matt seconded. The motion was carried by unanimous vote.
3. Teresa provided an overview of the final FY19 quarterly performance reports. Highlights were noted. Chad was concerned that the SAAF classes under DCAT5-17-040 (now provided under DCAT5-20-060) were not as well marketed since Johnathan Douglas moved on from Evelyn K. Davis Center. Teresa will mention that to Marvin DeJear.

Teresa also noted that, in the next Board meeting, she will cover the on-site monitoring conducted with Woodward for the DCAT5-16-001 (Sex Offender Treatment) and DCAT5-16-002 (Re-entry and Transition Youth Services) contracts. Concern was expressed regarding the use of employee time in relation to Decat reimbursing at full-time status. In essence, the work was being done, but there is some question if the work being reimbursed actually takes 40 hours per week. The Board acknowledged that this could be difficult to verify, but that the Contractor should be cautioned.

1. Review and discuss: CarePortal feedback. Mark Whiting, who approached Teresa about the CarePortal project, responded to the Board’s suggestion that the Coalition of churches participating in the CarePortal project provide the first year’s $10,000.00 required annual investment for the management of the service. Mark was not in favor of this option as the Global Orphan Project has covered the vast majority of the costs, which were not outlined in the response.
2. Their economic arrangement calls for a three way split, one third covered by the Global Orphan Project, the implementing partner (The New Life Center as lead for the coalition of churches) and the requesting agency. It was noted that they requested our involvement and, therefore, we are not technically the “requestor”.
3. The Board also was not satisfied with the response that no HIPAA information would be shared as Mark indicated that each church able to fulfill the individual need would need to be provided information on the family receiving the concrete support(s).
4. The Board did not wish to participate in the CarePortal service at this time. Matt noted that we could possibly enter into our own agreement with individual churches in the area and we could possibly pursue that line of thought.
5. Review and discuss: DCAT5-15-007, Refugee Immigrant Guide contract ending on June 30, 2020. Does the Board want to re-procure these services? What information should the Board review for re-procurement consideration?
6. The Board would like to have for consideration of re-procurement the following:
   1. How many served?
   2. Did any families/youth not get served because an interpreter was not available for a specific language?
   3. Could contractor survey families served to determine if they had feedback on the RIGs?
   4. Survey staff who used RIGs on what worked, what did not worked, what could be improved and is the service worth retaining?
7. The Board also wondered if we could better collaborate with DMPS on our common issues with at risk refugee kids and families. Stephanie suggested that a DMPD 101 training be added to the roster of RIG trainings.
8. Some of this information could be available for the next Board meeting for review.
9. ICAPP (Iowa Child Abuse Prevention Program) Review and Update
   1. Teresa provided some history as well as the current focus and contract for the ICAPP funds that “funnel” through the Polk Decat CPPC coalition. The Polk CPPC is not a legal entity and, for the purposes of being able to offer these funds to the community, the CPPC Shared Decision Making Team, or in this case the Polk Decat Steering Committee which serves this function, must select a legal entity that will be able to bid for a service or services and act on behalf of the Community Partnership. The current Polk ICAPP contract is with YESS for Emergency Respite Care for non system youth and which is required to offer anciliary services to assist families to better address behaviors and/or mental health needs precipitating the emergency respite services.
   2. Teresa presented the MOU that the Steering Committee Chair (Stephanie) is to sign in order to first establish that the Polk CPPC and not the Polk Child Abuse Prevention Council (of which there is none) would be the entity applying for the dollars. Teresa noted that each CPPC and Prevention Council area of the state needs to make the choice over which entity will be the conduit for the ICAPP funds.
   3. Teresa shared with the Board that the Steering Committee will be addressing in their next meeting the option of which service from the ICAPP-approved roster that they would like to support with these funds for the next two years and which agency or agencies would they like to reach out to for bids. The Board wants to ensure that whichever agency is selected provides regular reports to the Steering Committee and Board. Betty reminded the Board that, even though these funds are not part of any Decat contract, the Steering Committee and CPPC is part of Decat and a responsibility of the Board.
10. Updates:
    1. DHS/JCS STS and DHS Clinician Grant Applications: The drafts of both grant asks are with both Chris Foreman (Technical Assistant provider) and the Iowa ACEs 360 Coalition director Lisa Cushatt, for review and feedback.
    2. Admin Assistant: The top candidate was selected and we are awaiting the DCI background check and reference checks before offering the position, which we hope to do later today or tomorrow.
    3. On-site monitoring: discussed under item 7 of the agenda.
    4. RJCE and CPPC activities: Provider of Color Fair was conducted and the feedback was very positive even though turn-out was marginal. This was a joint effort with the University of Iowa School of Social Work Diversity Committee. Cassie and Diamond were both heavily involved with this activity. Cassie is just starting to learn her new role as Project and CPPC Coordinator. She will be spending a lot of time training the new Administrative Assistant on job duties and can pick up her new duties as she releases her old ones.
11. Next meeting topics:
    1. RFPs
    2. Admin Assistant Update
    3. On-site Monitoring reports
    4. RJCE and CPPC Updates
    5. Possible transfer of funds
    6. Anything else
12. Adjourn: Jim moved to adjourn the meeting at 11:29 am. Matt seconded, all were in favor, and the motion was passed unanimously.

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