

#### EXECUTIVE COMMITTEE

**Thursday, November 8, 2018**

**Meeting Minutes**

1. Mike McInroy called the meeting to order at 10:07 am. Also present were Betty Devine, Chad Jensen, Eric Kool, Jim Ward, Nikolle Ross and Teresa Burke. Guests present were Jordan Kauffman and Diamond Denney.
2. The October 11, 2018 minutes were sent to the Board for review. However, the September 13, 2018, minutes were presented at the meeting in error and there was some confusion about the date of the minutes. The October 11, 2018, minutes will need to be approved in the December 13th Board meeting. The Special October 29, 2018, minutes were available for review. Betty moved to approve the minutes, Nikolle seconded and the motion was carried.
3. The FY19 Budget was reviewed. The unencumbered funds were reviewed for FY20 use.
4. Closed discussion and vote: Whether or not to replace the Administrative Assistant position vacated by Ellen Overton on November 2, 2018. Guests were instructed to leave as this discussion would include discussion of personnel that may be confidential in nature.
   1. The Board discussed the availability of funds into FY20 and the possibility of being able to maintain the current level of staffing at Decat through June 30, 2020.
   2. The board discussed the possibility of making the Admin position part-time for a period of time and review Decat staffing in FY20 to determine if enough funds are available to return the position to full-time. Also, Mike was concerned that, with the upcoming possible reduction of Flex Funds monies, this position would not have enough work to keep it viable.
   3. The Board requested that Teresa find out more about what part-time benefits look like for Polk County Health Services.
   4. The Board decided that the salary range for this position would be $15.00 to $18.00 per hour, depending on education and experience. The board would also consider someone to work 24 to 30 hours per week, with some flexibility of scheduling to accommodate a student or “mother’s hours”.
   5. The revised posting, with suggested changes to the position, will be sent to the board for their final review.
   6. The board will review the top appicants in the December 13th board meeting to determine the quality of the candidates posting for the position and select interview candidates.
   7. Betty moved to post for and replace the Polk Decat Administrative Position vacated by Ellen Overton for part-time at the stated wage-range and part-time range. Jim seconded, all agreed, none opposed, and the motion was carried.
5. Discussion and vote: Add $8,732.00 of unencumbered MYFI funds to DCAT5-17-052, the RJCE Coordination Contract, to cover increase in activitiy in the Student Mentoring Project.
   1. Mike provided background on the growth of the Student Mentoring Program at DMACC. There has been a great deal of interest at the Ankeny campus and it would increase the funds needed to support the additional students. Mike also explained that we are hoping that DMACC may eventually be able to kick in some funds to support the incentives.
   2. Chad moved to add the stated amount of MYFI funds to the RJCE contract. Nikolle seconded, all agreed, none opposed, and the motion was carried.
6. Discussion and vote: Possible change of use of FY17 Decat unencumbererd funds, tabled from September 13th and October 11th, board meetings.
   1. Mike requested that we table this discussion again as he just met with the Decat Coordinators yesterday and needs more time to explore the options available. Mike also mentioned a possible use of these funds to assist PCHS with providing guardianships for transitioning youth on waivers.
   2. Betty moved to table this discussion and vote until the next meeting. Chad seconded, all agreed, none opposed, and the motion to table was carried.
7. Discussion and vote: Switch $15,000.00 of DHS MFYI funds from DCAT5-17-120 (Student Support Services – DMPS) contract into the DCAT5-19-001 (Fiscal Agent Services) contract for the purpose of providing incentives and youth/family supports.
   1. DMPS must use their own funds to purchase incentives and supports for at-risk youth and those involved in the Brother 2 Brother (B2B) and Sisters 4 Success (S4S) programs and then invoice Decat in their monthly GAX to get reimbursed. However, their funds are limited in scope and they are unable to use them to purchase incentives and concrete supports. They are requesting that we take back some of the funds in the stated contract and we purchase those items for them.
   2. Board members questioned whether or not DMPS would have capacity to document who received the supports and report that back to us, as would be required if purchases were made using the Flex Funds contract. It was suggested that, rather than move the $15,000.00 from the DCAT5-17-120 contract to the DCAT5-19-001 contract, we test the waters with DMPS to determine their ability to document to the degree that we require. If they are a able to do so, the board can vote on moving the funds in January.
   3. Jim moved to use current funds in the DCAT5-19-001 contract for DMPS purposes and to table the vote on moving the funds until the January Board meeting. Nikolle seconded, all agreed, none opposed, and the motion to table was carried.
8. Discussion and vote: Approve amendment to modify DCAT5-16-002, Re-entry & Transitioning Youth Services contract, Scope of Work Deliverable 1.3.1.6.c, to change link for statewide FTDM/YTDM standards to <https://www.iatrainingsource.org/ftdm-ytdm-documents>. (Change in wording approved in the October 11, 2018, Board meeting.)
   1. A copy of this amendment was provided to the Board for review.
   2. Betty moved to approve the amendment, Jim seconded, all agreed, none opposed, and the motion was carried.
9. Discussion and vote: Amendment to reduce DCAT5-18-002, Decat and CPPC Coordination Services, contract by $3,300.00 (from $304,519.00 to $301,219.00) for costs associated with the AmeriCorps member and associated overhead.
   1. Teresa presented the Board with the Amendment reducing the value of this contract. The $3,000.00 in CPPC funds will be kept by DHS to offset their costs to retain an AmeriCorps member for Polk, and the additional $300.00 is for the “Staff Support” costs that will be eliminated by reducing the CPPC funds. In addition, the CPPC funds will change from mostly Federal to all State monies, as DHS cannot match Federal AmeriCorps funds with the Federal CPPC funds for the AmeriCorps member.
   2. Jim moved to approve the amendment reducing the value of DCAT5-18-002 by the stated amount. Eric seconded, all agreed, none opposed, and the motion was carried.
10. Discussion and vote: Review and approve the FY18 Polk Decat Annual Progress Report.
    1. The FY18 Polk Decat Annual Progress Report was emailed to the Board approximately 10 days prior to this Board meeting. Copies of the report were available during the meeting. No comments or changes were provided.
    2. Eric moved to approve the FY18 Polk Decat Annual Progress Report. Jim seconded, all agreed, none opposed, and the motion was carried.
11. Status of Polk County funds for DCAT5-19-002, Psychological Evaluations contract.
    1. Betty Devine indicated that the $30,000.00 Transfer of Funds letter from Polk County to the Polk Decategorization Project was approved by the Polk County Board of Supervisors on October 16, 2018. The transfer letter has been issued but not yet received. Betty will check on the status.
12. Updates:
    1. RJCE Activities:
       1. None
    2. Decat/CPPC Activities:
       1. None
13. For the next meeting:
    1. Discuss and vote on use of FY17 Decat Unencumbered funds.
    2. Review resumes of top condidates for the Administrative Assistant position.
    3. Other
14. Adjourn: Eric moved to adjourn the meeting at 11:24 am. Jim seconded and the motion was passed unanimously.

The next regularly scheduled meeting will be Thursday, December 13, 2018, 10:00 am in Conference Room 3.