

BVCS EARLY CHILDHOOD IOWA

3 –COUNTY BOARD MEETING MINTUES **January 28, 2026** at 10:00am

Origination Site: Early Childhood Iowa office, with Zoom option.



TOPIC	DISCUSSION, CONCLUSION, RECOMMENDATION, EVALUATION, ACTION	ACTION	
Virtual meetings offered due to travel, work schedules, and health precautions of Board Members.			
I. Introductions and Call to Order: Ranell Drake Board Chair meeting, called the meeting to order at 10:00 am			
Board Member Attendance (checked box equals in attendance):			
<input checked="" type="checkbox"/> Rhonda Ringgenberg, BV Co. Supervisor		<input checked="" type="checkbox"/> Quorum met	<input type="checkbox"/> Quorum not met
<input checked="" type="checkbox"/> Ann Osborne Health		<input checked="" type="checkbox"/> Jean Heiden, Craw Co. Supervisor	<input checked="" type="checkbox"/> Ranell Drake, Sac Co. Supervisor
<input checked="" type="checkbox"/> Natalie Miller, Business		<input checked="" type="checkbox"/> Mike Bunde, Education	<input type="checkbox"/> Vacant Faith
		<input type="checkbox"/> Heather Aldag, Parent	<input checked="" type="checkbox"/> Mollie Scott, Human Services
Other Attendees: Travis G. (Amerigoup); Amy Trucke, and Kailyn H. Crawford County Community Health; Amber Lundon and Franics Parent Partners			
II. Public Comment: No public comment.			
III. Approval of Agenda	Jean H. made a motion to approve the agenda. Ann O. seconded the motion. A vote was held, all in favor.	Motion Carries	
IV. Approval of Minutes	Annette K. reported one correction to be made to change the date from August 27, 2025 to September 24, 2025. Mollie S. made a motion to approve the minutes with the corrected date. Jean H. seconded the motion. A vote was held, all in favor.	Motion Carries	
V. Early Childhood Iowa			
Financial Report	Annette K. shared the financial report reviewing the months from the last board meeting. The report included the complete excel workbook pages. Professional Development distribution of funds is currently at \$2,350.75 concern about not getting applications/request. Question was asked about home visitation discretionary funds. Annette K stated using the home visitation funds first. Same with Low-Income Preschool Support using community planning before discretionary. Motion by Mike B to approve the financial report, seconded by Mollie S. a vote was held, all in favor.	Motion Carries	
Closing the Early Childhood Account	The ECI Account in Department 12 (4148) at the Fiscal Agent is closed. During the close out period the updated budget was not sent to the Auditor’s office by mistake of the Program Director. The account shows a -1,769.92 on the Detail Budget Report provided by the Fiscal Agent/Auditor office. Funds not paid for FY 25 accounts are in the FY 26 budget.	Update	
Allocate FY 25 Carry Forward	Discussion was held about \$29,101.97 in LIPS Revisit Program Discretionary and \$29,100.00 Provider Development Revisit Program Discretionary Total of \$47,624.47. Annette K provided Tool O services to visits including Public Awareness/Child Fairs, Essential Needs, Literacy, Health Services (screening), and Quality Improvement for Early Childhood. Mollie S asked if the current Provider Development could be used for bonuses/appreciation for child care centers as many struggle and are losing staff to other entities. Annette K’s response this would fall under Wage Enhancement. Discussion was held members agreed that essential needs might be another option as many families are struggling. Health Screenings would be another interest area. Motion by Jean H. to table this agenda item, have Annette K research options and report back in February, seconded by Mollie S. a vote was held, all in favor.	Tabled	
Policy & Procedures	The Board reviewed the following policies, Policy IDs: 1.1.2 Board Members Roles & Responsibilities; 1.14 Telephonic of Electronic Meetings; 1.17 Meeting Agenda/Minutes; Policy 1.20 Committees; 1.21 Annual Reports; 1.23 Signature Authority; 1.27 Confidentiality; 1.37 Security – Storage of Back-up Files & Sensitive Data.	Motion Carries	

	<p>Mike B. made a motion to approve the policy as presented by Annette K. Seconded by Jean H. a vote was held, all in favor.</p>	
Release Request for Renewals	<p>Review of the Request for Renewal (RFR) information was shared for board review. The RFR allows contractors to request an increase in funding. Include the reason for requesting an increase in the document. Contracts contingent of receiving funding. RFR will be released following board approval. Mike B made a motion to approve the RFR documents with corrections. Second by Mollie S. A vote was held, all in favor.</p>	Motion Carries
Board Member Job Description	<p>An update of the Board Member Job Description was provided. Additions to this document included the due dates for Budget submission, Liability Insurance, Fiscal Agent & Employer of Record, Local Contract Template, Annual Report performance measures (mid-year & end of year) approval of financial report and monthly fiscal tracking sheet. Mike B made a motion to approve the Board Member Job Description form as presented.</p>	Motion Carries
HHS Proposed Legislation	<p>The Board was provided a link to the Early Intervention and Support Structure – town hall recording that was held on January 22, 2026. A discussion was held. Important to educate Legislators what the current Early Childhood Iowa system provides.</p>	Discussion
Mid-Year Reports (Qualtrics)	<p>Annette K provided the board with the data that was entered on 1/16/2026 for the mid-year ECI report in Qualtrics for the following programs Family STEPS, Oral Health, Low-Income Preschool Support, Professional Dev. Mini-Grants.</p>	Informational
Program Director Update	<p>The Lakes Early Childhood Iowa area was de-designated by the State Early Childhood Iowa (ECI) Board. Currently the State ECI State Technical Assistance team is taking responsibility for the current contracts they had in place. Which included four home visitation programs, and one dental. Lakes had around \$120,000 unallocated. The home visitation programs are currently Family Support Credentialed programs with interest in moving toward evidence-based models.</p> <p>Possibility to request a boundary change to take on part of the Lakes Area: Osceola, O’Brien, Dickenson, and Clay counties. First step would be a thorough discussion between BVCS ECI Board and the State Team. Second, send a letter to state board including minutes, justification, documentation change to improve efficiency and effectiveness. The Lakes FY 26 allocation was \$484,673.40.</p> <p>Is this something the BVCS ECI 3-County Board would want to consider? Answer: With the current HSB 623 bill being released the board’s recommendation is to hold off on additional work without knowing the future.</p> <p>Contract Amendment for Board Supports, Program Director, Low Income Preschool Support, Provider Development Mini-Grant has been updated. Updates included listing each budget amount, operation process for mini-grants, and Tool O Performance Measures.</p> <p>Work Plans reviews have been sent to contractors. They will complete a section and return. They will be used during contract monitoring visits.</p> <p>LEAP Coalition Crawford County ISU Extension & Outreach. Working with communities to support safe walk zones and physical activity including pickle ball and ga-ga ball courts.</p>	Informational

	<p>SAKUS Buena Vista County gathering information similar to LINC in Clay County. LINC stands for Local Initiative for Networking and Collaboration. Plan to host meetings about how this could be incorporated in the county. LINC employee Jill Barr could possibly provide a presentation if you would like to hear more about LINC.</p> <p>ECI State Team will be hosting policies & procedures workshop series starting Jan. 30, 2026. Works in with the work to combine majority of Toolkit tools for ECI Areas and other guidance into a comprehensive operations manual.</p> <p>Working on updating the Sac County Resource Directory.</p> <p>Requested Technical Assistance for Family Support and Merging ECI Areas.</p> <p>Tool FF changes, Critical Incident Policy shared with ECI Areas, State Board tabled. The purpose of the policy is to be sure communication occurs with the local funders and, when needed, the state office.</p>	
VI. Sharing	Amber Lundon with the Parent Partner program shared information about the program and is available to provide presentations.	
VII. Adjournment	Jean H. made a motion to adjourn, second by Mike B. A vote was held, all in favor. Meeting adjourned at 11:15 am.	
Next Meeting	Next meeting date February 25, 2026 at 10:00 am.	
Approval: Based on board consensus, the minutes of the above stated meeting. Minutes hereby approved as presented.	Date Approved:	4/6/2026