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## Family Development and Self-Sufficiency (FaDSS) Council

Meeting Minutes

March 24, 2022

11:00 A.M.

Meeting Held Google Meet

<b>Council Members Present</b>	<b>Council Members Absent</b>
Patricia (PJ) West – Department of Public Health - <b>Chairperson</b>	Paige Buchanan – Department of Human Service
Stephanie Stebens -Citizen Representative – <b>Vice Chairperson</b>	
Dr. Anthony Santiago - Iowa State University	
Billie Marchik – University of Iowa	
Bill Brand – Department of Human Rights	
Zebulon Beilke-McCallum – Domestic Violence Representative	
Alison Sidwell – Iowa Workforce Development	
Nicole Berensmann – Citizen Representative	
Angela Madison - Alternate for Paige Buchanan – Department of Human Services	
Monica Garner – Department of Education	
Dr. Michael Fleming – University of Northern IA	
<b>Ex-Officio Members Present</b>	<b>Ex-Officio Members Absent</b>
Senator Claire Celsi	Senator Jim Carlin
	Rep. Anne Osmundson
	Rep. Marti Anderson
<b>FaDSS Council Staff Present</b>	<b>FaDSS Council Staff Absent</b>
Lorie Easter - Department of Human Rights	
Page Humphrey – Department of Human Rights	
Melanie Ruffalo – Department of Human Rights	
Angela Madison – Department of Human Services	
<b>Others Present</b>	
Mindy Williamson – WCCA	Doug Stodgel- Polk County
Mindy Clayton - MICA	Nichole Griese - NEICAC
Joy Szewczyk - CASEI	Danna Buls - MATURA
Wendy Mueller - WCCA	Cindy Davis - NICA0
Karli Schmelzer - NEICAC	Mindy Dolan - OT
Julie Weber-Davis- Four Oaks	Laura Benson - MSO
Joy Ihle – Polk County	Peg Ragner -YSS
Mallory Berkenpas - LSI	Katherine Harrington - ICAA
Mary Beth O’Neill – Four Oaks	Jennifer Fleener - SIEDA
Amber Mercil – Four Oaks	Brenda Fry - SCICAP
Trisha Wilkins - NEICAC	Roger Pavey - CAEI

Alisa Schlieff - UDMO	Todd Hachmann – Polk County
Jessi Bergin - Siouxland	Eric Kool – Polk County
Gerri Bugg - YSS	Solena Blackburn - YSS
Kristen Breckenridge - NICAO	Cherie McClelland - YSS
Angela Mendoza – CAEI	Ranae Banicky - Sieda
Chad Jensen – New Opp	Sheri Mertz – New Opp
Christy Anthofer – New Opp	Jamey Whitney

**Introductions**

- PJ West, Chairperson, called the meeting to order at 11:00 a.m.
- Quorum was established.

**Approval of Agenda** – PJ West, Chairperson

**Motion:**

Stephanie Stebens moved that the agenda be approved. Bill Brand seconded the motion.

**Vote:**

All council members voted aye. The agenda was approved.

**Approval of November 18, 2021 Council Minutes** – PJ West, Chairperson

**Motion:**

Dr. Michael Fleming moved that the November 18, 2021 minutes be approved. Monica Garner seconded the motion.

**Vote:**

All council members voted aye. The minutes of November 18, 2021 were approved.

**Council Representative’s Update** – All Council Members

PJ West shared information regarding the alignment of the Department of Public Health and Department of Human Services. After alignment, the department will be called the Health and Human Services Department.

Three separate town hall sessions with both departments and Director Garcia were held. A press release will be released soon. PJ West will share the release with the council.

**IFDA Update**

General Update - Mindy Clayton, IFDA, Co-Chair

Mindy is a SPARK implementer and shared that the new supervision framework and stepping-stones the SPARK project is developing will be shared with the entire FaDSS network through the IFDA regions this summer. The four implementers are looking forward to having all the Coordinators start using the things they have been learning the last several months.

Legislative Update - Amber Mercil, IFDA Legislative Committee, Chair

Amber shared that on February 18· 2022, IFDA held five virtual day on the hill. Events. Attending the event were staff from representing all grantees, families in FaDSS, legislators, DCAA staff, DCAA commission members and FaDSS council members. During the events, the programs discussed how FaDSS responded to COVID. The programs provided examples of how they continued to support families during the pandemic. The programs thanked the legislators for the increase in funding for FY22 and shared how the extra funds were able to help families. A FaDSS video was viewed and families that were present were able to share how FaDSS has helped them reach self-sufficiency. Overall, there were good conversations with legislators and attendees. The legislative committee developed information to be disseminated by grantees to legislators throughout the session. This includes emails, graphs and success stories with videos.

Family Story Video

Amber played a video from Upper Des Moines Opportunity that highlighted Molly’s experience with the FaDSS program.

## **Committee Work-** Staff and Committee Members

### **Grant Review Committee –Michael Fleming**

Michael provided a summary of the work of the grant review committee since the last meeting. The committee members are PJ West, Billie Marchik, Stephanie Stebens, Dr. Michael Fleming, Zebulon Beilke, and Monica Garner.

The Request for Proposal (RFP) was approved at the November 18, 2021 FaDSS Council Meeting. The RFP was issued on November 30, 2021. The due date for the applications was February 10, 2022 at 4pm. The DCAA received 18 applications for the 15 service areas. Two committee members and two staff of the council independently scored the applications. Upon completion of the independent review, the committee met and assigned an average score to each application. Each committee member reviewed six applications and the two staff members reviewed all eighteen applications. Overall, the Committee wants to highlight the following information regarding the grant applications.

- Many of the applications detailed strong partnerships within the community.
- Applicants submitted 2-3 letters of support from partners.
- Applications that had staff involved in the FaDSS equity cohort had detailed descriptions in the areas of the applications that contain information on diversity, equity and inclusion.
- Applications that had higher scores tended to provide detail and concrete examples in all sections of the application.
- For the most part agencies used person-first language and described a strength-based, trauma-informed approach to working with families.
- Before the next grant cycle, grant-writing workshop/training may be good for new coordinators or staff where grant writing is not done on a regular basis.

Three of the 15 service areas received more than one application. Areas A, J and M each received two applications. There was no competition in the other service areas.

### **Grant Review Committee Recommendation:**

Michael Fleming on behalf of the committee set forth the recommendation that the following applicants be awarded the FaDSS contract for FY23-FY25.

Area (A) Upper Des Moines Opportunity; area (B) North Iowa Community Action Organization; area (C) Northeast Iowa Community Action Corporation; area (D) Operation Threshold; area(E) Four Oaks; area (F) Community Action of Eastern Iowa; area (G) Community Action of Southeast Iowa; area (H) Sieda Community Action; area (I) Mid-Iowa Community Action; area (J) South Central Iowa Community Action Program; area (K) West Central Community Action; area (L) Polk County; area (M) Community Opportunities DBA New Opportunities; area (N) Community Action of Siouxland; area (O) Mid-Sioux Opportunity.

### **Discussion**

- Zebulon Beilke-McCallum stated that overall the quality of the grant applications exceeded what it has in the past. Do not just look at the number score. Scoring was much more rigorous because it was a competitive process for the first time. Equity responses in the application exceeded what was seen three years ago. Nice to see the positive outcomes within the applications that he reviewed.
- Michael Fleming stated that there was a seven or eight-page rubric used to score each application. A standard rubric was used across all the reviewers. Thank you to the staff that put it together. It was very helpful and gave good consistency on what was being looked at.
- Zebulon Beilke-McCallum asked if there were additional questions from the council members that were not on the committee.
- Bill Brand wanted to thank the committee members. It was an intense and time-consuming process, all the members put in a lot of time, and it shows their commitment to the FaDSS program.

### **Vote:**

All council members voted aye. The Council approved the recommended applicants be awarded FaDSS contracts for FY23-FY25.

PJ West thanked all the grant review committee and all the grantees.

#### Next Steps - Contracting – Lorie Easter

Lorie Easter shared the next steps.

With the new services areas, capacity in some areas increasing and others decreasing we are planning to issue guidance for all grantees so we have a smooth transition to FY23. We will send the guidance later today. The guidance will be centered on four major categories.

1. Capacity Requirements - All grantees are expected to have a plan for reaching their assigned capacity for fiscal year 2023 as soon as possible. The plan will be discussed in quarterly calls with your assigned Program Manager. The capacity policy will be enforced for existing grantees beginning October 1, 2022. If grantees anticipate needing additional time to reach their new capacity, they should discuss this with their assigned Program Manager.
2. Ceasing New Enrollments - We will be working with Grantees who will no longer hold a FaDSS contract after June 30, 2022 to provide guidance on referrals and enrollments for the rest of the fiscal year. Grantees who will have a lower capacity beginning July 1, 2022 we will provide guidance on assisting to get them to capacity as close to July 1 as possible.
3. Transitioning Active Families - DCAA will be conducting individual calls in early April with grantees who will be ending their FaDSS contracts and those who will be acquiring new counties in their service areas to provide individual guidance on how to transition active families to a new service provider.
4. Closing Contracts - Grantees who will not have a contract for FY2023 we will provide guidance for wrapping up the contract year.

As we transition into next year, we will keep in mind our North Star families and all the transitioning staff in the program will be doing. We appreciate all the work the council and grantees have done.

#### FaDSS FY21 Annual Report- Page Humphrey

The report was posted online and was included in the materials emailed to the council. Page encouraged everyone to read the handout and to reach out to Lorie or herself if there are any questions.

Overall many of the outcomes stayed consistent from FY20 to FY21. Noteworthy outcomes that exceed FY20 include:

- Families participated in work preparedness activities at a higher rate even though PROMISE JOBS was not enforcing work participation requirements
- Families earned a million dollars more in wages than in FY20
- Saved an additional \$200,000.00 in FIP funding

#### Staff Updates – Lorie Easter

##### COVID 19 – Updated

- Resuming in-person services April 16, 2022, for all families.
- FaDSS personnel who are fully vaccinated may conduct in-person services with families without restrictions, unless family request masks be worn.
- Specialists who are unvaccinated or whose vaccination status is undetermined must wear a mask and socially distance as much as possible, during all in person contact with the families until further notice.
- DCAA does strongly recommend that all personnel working with families be vaccinated and receive a booster prior to resuming in person services.
- Grantees are responsible for developing agency protocols and precautionary measures to limit the spread of COVID 19 virus.

Effective April 16, 2022 virtual visits can only be utilized in the following instances: During inclement weather, illness, if service intensity for a family is set at two home visits one of the home visits may be conducted as a virtual visit, during three-month transition and during FIA appointments. Exemptions: no enrollment visit, DCA required assessments, if

family wishes to meet in person. Agencies may set policies that are more stringent for virtual visits. A virtual visit must include video conferences, phone call and text messages will no longer be modes for virtual visits.

During the governor's proclamation, FaDSS was able to keep families in the FaDSS program beyond the normal time. The proclamation ended February 15, 2022. Families in extended transition that no longer qualify for the FaDSS program will have to exit the program April 15, 2022.

Grantees were notified on February 7, 2022 of the three protocols. Lorie and Page provided training recently regarding the new protocols and policy. This training was recorded.

#### Discussion

- PJ West had questions that were already answered. She wanted to know when grantees were updated and if there was training.
- Billie Marchik is appreciative that we are going to allow this hybrid option. We have learned a lot about the virtual process and there is flexibility. Lorie mentioned that DCAA worked for 6 months with Mathematica trying to figure out what works best virtually for the FaDSS program.
- William Fleming asked if the recommendations from Mathematica are in a standalone document with what information was learned in that process. Lorie said she would share the power points with the council.

#### SPARK PROJECT-Page Humphrey

- As we have shared during previous Council meetings, DCAA continues to work with Mathematica through the SPARK Project. The Implementation Team, including one coordinator from each of the five IFDA regions, continues to work with DCAA using the human-centered design model to engage in a co-creative process to improve our ability to implement the FaDSS standards into practice.
- Coordinators helped to develop a supervision tool that was used to apply the Mathematica concept. "Goal 4 Pro." Currently they are in the road-testing phase. DCAA staff conducted feedback sessions with coordinators and staff using this goal-setting tool. Feedback has been overwhelmingly positive. Next steps include iterating on the draft tool, inviting other supervisors to road test it and then rolling it out to the other FaDSS programs to use.

#### Other Business

At the May 19, 2022 meeting, the council schedule for fiscal 2023 will be approved. The Council will discuss if council meetings will continue to be virtual, in person or a combination of both.

#### Adjournment – PJ West, Chairperson

##### **Motion:**

Stephanie Stebens motioned for the meeting to adjourn and Zebulon Beilke-McCallum seconded the motion.

##### **Vote:**

All Council members voted aye. The meeting adjourned at 11:49 a.m.