**Present:** Phil Clifton, Darren Heater, Alan Archibold, Amanda Marshall, Sarah Gibson (CPPC/DCAT Coordinator)

**Absent: Steve McCombs, Sharon Martin**

**Call meeting to order:** Phil called the meeting to order at 12:02pm.

**Approve Agenda:** Alan made a motion to approve the agenda. Darren seconded. Motion carried 4-0.

**Approve 7.27.23 minutes:** Amanda made a motion to approve the 7.27.23 meeting minutes. Darren seconded. Motion carried 4-0.

**New Business**

1. DCAT Budget Review-FY23 & FY24

Sarah reviewed the FY23 budget showing that we utilized $150,066.69 ($27,229.31 less than last year) for our four core contracts. We will carry over $136,098.31 into FY24 which is $72,219.69 less than last year. The deficit is due to not receiving HHS Child Welfare Carryover dollars as we have yearly in the past. FY22 and FY23 allocations were untouched and will be carried over into FY24.

Final numbers will not be available until later this fall, though we have had to the penny accurate numbers for several years.

FY24 core contracts (Community Support, CPPC, DCAT Coordination and Family Assistance) are 100% funded with FY21, 22 and 23 State Allocations ($81,826.36), FY21 HHS Carry Over ($15,988.95- 3,988.95 in Child Welfare Carry Over and $12,000 from Polk DCAT) and CPPC Allocation ($20,000).

We do not have any funds available for mini grants.

GAX reimbursement requests were 100% accurate in FY23 when submitted to the state for payment.

1. FY23 Contract Reviews

The CPPC Year End Report is available at [CPPC Reports (cppconline1.com)](https://www.cppconline1.com/cppc-reports.html). Sarah didn’t accomplish as much as the original plan outlined due to not hiring a new CPPC Coordinator so her time was split between CPPC and DCAT while the plan was written for full time CPPC work. The reporting form being used for this report was one Sarah helped to rewrite for state use. Initial feedback is that it’s much easier to use.

Sarah served for the first half of the year on the state planning committee for the CPPC Statewide Learning Exchange. She pulled back the second half of the year to focus on learning her new DCAT role, but is back at it in FY24 due to the ISU contract ending September 30th and thus elimination three statewide CPPC staff. She is also serving on the CPPC Executive Committee. She was asked to participate in a small group interview with HMA regarding the program assessment being conducted by HHS which includes CPPC and DCAT. She was able to share valuable input and information regarding CPPC and DCAT in our area. Sarah was in compliance with all attendance requirements at CPPC meetings throughout the year (statewide, regional and executive). Sarah is in compliance with her DCAT Contract Training required by the State of Iowa having finished 38 modules for new coordinator training and several in person trainings.

Parent Cafes grew by one site this year. Winterset Community School District held their first few cafes in the fall and winter. We are fortunate we were able to add another site due to budget constraints. The Parent Café Guidebook developed by Joe and Sarah is still in use across the state.

Al’s Pals once again served 12 classrooms and about 800 children. Sarah completed site visits and provided needed supplies. Teaching Strategies has not made individual materials available (you have to buy a whole kit and subscribe to them), but we are able to make copies of the materials we have when needed. We will no longer be able to provide stickers and take home CDs to students.

Our website remains a focal point and hub for our three county area. Data collection by our host recently changed. The number of hits are no longer tracked but instead the number of “unique visitors”/unduplicated people visiting our site. We average about 1,000 per month. Sarah spends 10 hours/week minimum on the website. This time is spent updating materials posted on the website, updating the events calendar, weekly email updates sent on Monday morning, connecting individuals, families and providers with services/resources and answering their questions.

Additionally, Sarah reviewed the HHS Family Assistance Flex Funds utilized within our three counties in FY23. Data was broken down by county and type of service. In FY23, we provided Madison, Marion and Warren HHS clients with nearly $20,000 in assistance. The Warren/Marion office utilized $8,050 in Walmart cards, $7,920 in Casey’s cards and $1,669 in other assistance (bus passes, classes, physical items, etc.). The Madison County office received $550 in Walmart cards, $370 in Casey’s cards and $958 in other assistance. Looking into FY24, we will have to cut spending. In FY23 we were transferred Walmart cards that were unused in Polk County and had PSSF funds to help support our spending. Sarah has discussed these changes with HHS supervisory staff and will be having another meeting with them in a few days to make sure all workers are on the same page. She has also worked with supervisors to develop a report on spending she will share out quarterly with them.  
  
Sarah shared that all Deliverables and Performance Measures have been met for the core contracts and all Contracts were in compliance for FY 23.  
  
All reports can be viewed in the FY 23 DCAT Annual Report at [DCAT Reports (cppconline1.com)](https://www.cppconline1.com/dcat-reports.html). The report is due December 15th and will be posted then. The FY24 DCAT Annual Plan is due October 15th and will also be posted.

1. Upcoming Meetings

* October 19th- Wildwood Hills Ranch
* February 15th- Semi Annual Contract Review, DCAT Coordinator Evaluation, Contract/Renewal Approval

**Old Business**: No old business.

**Public Input:** No public input.

**Adjourn**: Phil adjourned the meeting at 12:35pm.