

**FAMILY PLANNING COUNCIL OF IOWA
BOARD OF DIRECTORS MEETING
Friday January 24, 2020
1:00p.m. – 3:00p.m.
Family Planning Council of Iowa
108 Third Street, Suite 220
Des Moines, IA 50309
515-288-9028**

AGENDA

- I.** Call to order

- II.** Approval of October 24, 2019 Meeting Minutes.....Attachment A
Approval of December 4, 2019 Meeting Minutes.....Attachment A-1

- III.** Committee Reports
 - a. ExecutiveNo report
 - b. Community EducationTo be reported
 - c. Nominating/Personnel.....Attachment B and B-1
 - d. Long Range Planning.....Attachment C
 - e. FinanceAttachment D
 - f. Medical.....To be reported
 - g. Advisory.....Attachment E

- IV.** Board Report.....Attachment F

- V.** FPCI Policy Changes.....Attachment G

- VI.** Old Business

- VII.** New Business

- VIII.** Adjourn

Please let Michelle (assistant@fpcouncil.com) know by Wednesday January 22, 2020 if you will be attending the meeting.

**FAMILY PLANNING COUNCIL OF IOWA
ANNUAL BOARD OF DIRECTORS MEETING
OCTOBER 24, 2019
DES MOINES, IOWA**

MINUTES

Present:	Eric Nemmers	Steve Harms
	Ann Fields	Chloe Butler
	Adam Stark	Hannah Ellis Ackerman
	Mary Warren	Karen Ligas
	Amber Rajcevich	Kim Hope
	Mary Salazar	Julie Mellecker
	Allison Smith	

Absent:	Carrie Coyle	Milo VanVeldhuizen
	Lisa Dahlhauser	Scott Harms
	Elisabeth Giles	Dee Large

Staff:	Rachel Goss	Michelle Farmer	Alicia Shaul
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I. Call to order

The meeting was called to order by Julie Mellecker, President at 5:18 p.m.

II. Approval of July 31, 2019 and July 26, 2019 meeting minutes

Mary Warren moved to accept the minutes of the July 31, 2019 and July 26, 2019 Board of Directors' meeting. Kim Hope seconded. **M/P/U**

III. Committee Reports:

A. Executive Committee Meeting

No Report

B. Community Education Committee

No Report

C. Nominating/Personnel Committee

Julie Mellecker presented a Nominating/Personnel Committee Report. At 5:19 pm Julie Mellecker moved to go into closed session, Mary Warren seconded. **M/P/U**

At 5:30 pm, Julie Mellecker moved to end the closed session, Mary Warren seconded.

M/P/U

Julie Mellecker reported that the Board discussed a ninety-day review of Rachel Goss as FPCI's Executive Director.

D. Long Range Planning Committee

No Report

E. Finance Committee

Steve Harms reported that John Pittman, Pittman and Associates, presented the FY2019 Independent Audit Report to the FPCI Finance Committee. Mr. Harms reviewed the FY2019 Audit with the Board. On behalf of the Finance Committee, Mr. Harms moved to accept the FY2019 ending June 30, 2019 Independent Audit. **M/P/U**

Alicia Shaul, FPCI Fiscal Officer, presented the FPCI FY2019 IRS 990. Ms. Shaul provided information on the FY2019 IRS 990 to the Board. On behalf of the Finance Committee, Steve Harms moved to approve FPCI FY2019 IRS 990 be electronically submitted to the IRS. **M/P/U**

Mr. Harms presented the FY2019 4th Quarter Audited Financial Report. On behalf of the Finance Committee, Steve Harms moved to approve the FY2019 4th Quarter Audited Financial Report. **M/P/U**

Mr. Harms reviewed the FY2020 1st Quarter Unaudited Financial Report. Steve Harms, on behalf of the Finance Committee, moved to approve the FY2020 1st Quarter Unaudited Financial Report. **M/P/U**

Steve Harms presented the FPCI Supplemental Budget. Rachel Goss explained to the Board that FPCI applied for supplemental funds. Steve Harms moved to approve the FPCI Supplemental Budget, Adam Stark seconded. **M/P/U**

Mr. Harms advised the Board that Alicia Shaul will send out Request for Applications for an Independent Auditor. **No Action Taken**

Steve Harms, on behalf of the Finance Committee, moved to accept the Finance Committee Report. **M/P/U**

F. Medical Committee

Chloe Butler presented the Medical Committee Report. Chloe Butler, on behalf of the Medical Committee moved to accept the Medical Committee Report. **M/P/U**

G. Advisory Committee

Rachel Goss presented the Advisory Committee reports. Adam Stark moved to accept the Advisory Committee report, Chloe Butler seconded. **M/P/U**

IV. FPCI FY2019 Annual Report

Rachel Goss presented the FPCI FY2019 Annual Report. Karen Ligas moved to accept the FPCI FY2019 Annual Report, Mary Salazar seconded. **M/P/U**

V. Executive Director's Report

Rachel Goss presented the Executive Director's Report.

Karen Ligas moved the Board accept the Executive Director's Report. Kim Hope seconded. **M/P/U**

VI. Program Reports

Mary Warren moved to accept the Program report. Chloe Butler seconded. **M/P/U**

VII. Old Business

There was no old business.

VIII. New Business

Rachel Goss discussed employee benefits.

IX. Adjourn

The meeting adjourned at 6:26 p.m.

*Minutes respectfully submitted by Michelle Farmer.

Necessary Board Action:

Accept, Amend or reject October 24, 2019 Board Minutes

FAMILY PLANNING COUNCIL OF IOWA
BOARD OF DIRECTORS MEETING
December 4, 2019
DES MOINES, IOWA

MINUTES

Present:	Eric Nemmers	Steve Harms
	Ann Fields	Chloe Butler
	Adam Stark	Carrie Coyle
	Mary Warren	Karen Ligas
	Amber Rajcevich	Milo VanVeldhuizen
	Mary Salazar	Elisabeth Giles
	Allison Smith	Dee Large
Absent:	Hannah Ellis Ackerman	Julie Mellecker
	Lisa Dahlhauser	Scott Warren
	Kim Hope	
Staff:	Rachel Goss	Michelle Farmer

I. Call to order

The conference call meeting was called to order by Adam Stark, Vice President at 3:04 p.m.

II. Staff Stipend Recommendation

Steve Harms reported that the Nominating/Personnel Committee recommended increasing the monthly stipend FPCI staff receive from \$355.00 to \$755.00. Mr. Harms reported that this can be done due to unexpended funds. The staff would be advised that this increase may not be permanent. Mr. Harms, on behalf of the Finance Committee, moved to increase the monthly stipend from \$355.00 to \$755.00, and staff would be advised that it may be temporary.

M/P/U

III. Nominating/Personnel Committee

Adam Stark reported that the Nominating/Personnel Committee discussed adding an Ad Hoc Technology Committee to the board and asked board members to volunteer. Adam Stark, on behalf of the Nominating/Personnel Committee, moved to create an Ad Hoc Technology Committee to the FPCI Board.

M/P/U

IV. Adjourn

The meeting adjourned at 3:18 p.m.

*Minutes respectfully submitted by Michelle Farmer.

Necessary Board Action:

Accept, amend or reject December 4, 2019 meeting minutes

**FAMILY PLANNING COUNCIL OF IOWA
NOMINATING / PERSONNEL COMMITTEE
NOVEMBER 15, 2019**

Present: Karen Ligas Julie Mellecker Elisabeth Giles
 Adam Stark Eric Nemmers

Staff Present: Rachel Goss

I. Call to order

The meeting was called to order at 3:00 pm by Eric Nemmers, Chair

II. Approval of Minutes – March 8, 2019

The Committee reviewed the minutes of the March 8, 2019 meeting. Karen Ligas moved to accept the minutes; Julie Mellecker seconded. **M/P/U**

III. Addition of Technology Committee

The Committee discussed the creation of a Technology Committee of the Board to assist staff with various upcoming initiatives. Julie Mellecker moved that the Committee recommend that the Board approve the creation of this Committee. Elisabeth Giles seconded. **M/P/U**

IV. FPCI Benefits

Rachel Goss provided background on current FPCI staff benefits and the possibility of additional benefits due to a current budget surplus. After discussing various options, Adam Stark moved that the Committee recommend to the Finance Committee that it approve an increased stipend for all FPCI staff; the exact stipend amount is being finalized, and it would be contingent on the FPCI budget going forward. Elisabeth Giles seconded. **M/P/U**

V. Adjourn

The meeting adjourned at 3:38 pm.

Minutes submitted by Eric Nemmers

Necessary Board Action:

Accept or reject Nominating/Personnel Committee Report

**FAMILY PLANNING COUNCIL OF IOWA
NOMINATING / PERSONNEL COMMITTEE
JANUARY 16, 2020**

Present: Karen Ligas Julie Mellecker Elisabeth Giles
Adam Stark Eric Nemmers

Staff Present: Rachel Goss Michelle Farmer

I. Call to order

The meeting was called to order at 2:04 pm by Eric Nemmers, Chair

II. Approval of Minutes – November 15, 2019

The Committee reviewed the minutes of the November 15, 2019 meeting. Julie Mellecker moved to accept the minutes; Elisabeth Giles seconded. **M/P/U**

III. Review of FPCI 2020 Salary Scale

Rachel presented options for the 2020 FPCI Salary Scale. Julie Mellecker moved to recommend the FPCI Board use the Social Security COLA of 1.6%. Adam Stark seconded. **M/P/U**

IV. Board Recruitment

Rachel Goss initiated a discussion on the size of the FPCI Board, such as is it too large; should there be more diversity? Ms. Goss reported that FPCI's Outreach Coordinator is out in the community and will focus on recruiting diverse members. There was discussion about who is up for renewal this year. The Committee members will contact those whose term is up this year to ask if they want to continue on the Board.

V. Performance Measures

Rachel Goss reported that she would like change the process for staff performance reviews. She would like them to be based on smart goals. There was discussion on how to move forward with this process.

VI. Oasis Follow-Up

Rachel Goss reported that she met with a consultant from Oasis Innovative Workforce Solutions. A follow-up meeting is scheduled in March to discuss a proposal and quote for their services.

VII. Other

There was nothing to report.

VIII. Adjourn

The meeting adjourned at 2:24 pm.

Minutes submitted by Eric Nemmers

Necessary Board Action:

Accept or reject January 16, 2020 Nominating/Personnel Committee minutes

**FAMILY PLANNING COUNCIL OF IOWA
LONG RANGE PLANNING COMMITTEE**

Rachel Goss talked with Carrie Coyle, Chairperson of the Long Range Planning Committee. It was decided that the Long Range Planning Committee will meet by conference call to discuss initiating plans for the Family Planning Council of Iowa to update its Strategic Plan.

The Committee will discuss changes to the FPCI subrecipient network and strategy to mitigate further outmigration of the network.

**FAMILY PLANNING COUNCIL OF IOWA
FINANCE COMMITTEE MEETING MINUTES
NOVEMBER 12, 2019**

Present:	Lisa Dahlhauser Ann Fields	Patrice Sayre Steve Harms
Staff:	Rachel Goss Michelle Farmer	Sue Walter

- I. Call to order**
The meeting was called to order at 3:01 pm by Steve Harms, Chair.
- II. Approval of Minutes, October 15, 2019**
Patrice Sayre moved to approve the minutes of the October 15, 2019 meeting as presented. Ann Fields seconded. **M/P/U**
- III. Subrecipient SIP and Unobligated Funds**
Rachel Goss explained that there are unspent funds in the amount of \$14,426.13 due to Planned Parenthood withdrawing from the Title X project and not completing their Special Initiative Project. Ms. Goss proposed to divide it up to existing subrecipients for help with implementing the new 2019 Title X Rule. There was discussion on how to divide the funds. Ann Fields moved to divide the \$14,426.13 of unspent Special Initiative Funds to existing subrecipients to help with implementation of the new 2019 Title X Rule. Lisa Dahlhauser seconded. **M/P/U**
- IV. FPCI Title X Supplemental Funding Personnel-one-time Salary Adjustment**
Ms. Goss explained that when FPCI applied for the Supplemental funding, we received money for the whole year when the project was for six months. Ms. Goss explained that five subrecipients requested supplemental funding and that it will be difficult to spend the funds in six months. Ms. Goss proposed to divide the remaining funds between the five subrecipients that have contracted for the Supplemental Funding to use for help with their Centralized Data System. There was discussion on how to divide the funds. Ann Fields moved to distribute the funds equally between the existing subrecipients for use on the Centralized Data Project. Lisa Dahlhauser seconded. **M/P/U**
- Rachel Goss explained that the extra funding for the Supplemental Application applies to FPCI administration. Ms. Goss would like the FPCI staff, except for the Executive Director, receive a one-time salary adjustment with the remaining funds. Lisa Dahlhauser moved to approve a one-time salary adjustment for FPCI staff, except for the Executive Director, receive a one-time salary adjustment. Patrice Sayre seconded. **M/P/U**
- V. FPCI Change of Scope**
Rachel Goss provided an update on the Change of Scope that needs to be filed due to Planned Parenthood pulling out of Title X. Ms. Goss reported on Website changes, changing the process for subrecipients to submit their applications electronically, Centralized Data System and potential new subrecipients. **No Action Taken**
- VI. Other Business**
There was no other business.

VII. Adjourn

The meeting adjourned at 3:28 pm.

Minutes submitted by
Michelle Farmer

Necessary Board Action:

Accept or reject Finance Committee Minutes November 12, 2019

**FAMILY PLANNING COUNCIL OF IOWA
FINANCE COMMITTEE MEETING MINUTES
DECEMBER 19, 2019**

Present: Patrice Sayre Ann Fields Steve Harms

Staff: Rachel Goss Michelle Farmer

- I. Call to order**
The meeting was called to order at 4:09 pm by Steve Harms, Chair.
- II. Approval of Minutes, November 12, 2019**
Patrice Sayre moved to approve the minutes of the November 12, 2019 meeting as presented.
Ann Fields seconded. **M/P/U**
- III. Proposed FY2021 Title X Grant Application Budget**
Rachel Goss presented proposed FY2021 Title X Grant Application Budget. Ms. Goss reported that this budget needs to be approved to be submitted with FPCI's FY2021 Non-Competing grant application. There was discussion about the changes to the proposed budget. Patrice Sayre moved to approve the proposed FY2021 Title X Grant Application Budget. Ann Fields seconded. **M/P/U**
- IV. Title X Change in Scope**
Rachel Goss provided an explanation on what the Title X Change in Scope will entail. There was discussion. Ann Fields moved to approve the Title X Change in Scope as presented. Patrice Sayre seconded. **M/P/U**
- V. Other Business**
There was no other business.
- VI. Adjourn**
The meeting adjourned at 4:25 pm.

Minutes submitted by
Michelle Farmer

Necessary Board Action:

Accept or reject December 19, 2019 Finance Committee minutes

FAMILY PLANNING COUNCIL OF IOWA
FY2020 & FY2019 OPERATING REPORT- COMPARISON
2nd QUARTER

Attachment D
 Unaudited Figures

INCOME	2020				2019			
	ACTUAL - YTD	6 MON BUDGET	% VARI.	12 MON BUD	ACTUAL - YTD	6 MON BUDGET	% VARI.	12 MON BUD
Title X-Services	\$ 820,782.00	\$ 1,300,000.00	-37%	\$ 2,600,000.00	\$ 1,421,523.00	\$ 1,402,800.00	1%	\$ 2,828,000.00
TX Reimbur/Update	\$ -	\$ -	#DIV/0!	\$ -	\$ 600.00	\$ -	#DIV/0!	\$ -
Reserve Funds	\$ -	\$ 6,000.00	-100%	\$ 11,007.00	\$ -	\$ -		\$ -
Non-Title X Grants	\$ 10,050.00	\$ 8,450.00	19%	\$ 8,450.00	\$ 57,178.00	\$ 9,000.00	535%	\$ 21,125.00
Interest/Dona.	\$ 2,997.00	\$ 1,925.00	56%	\$ 3,850.00	\$ 2,385.00	\$ 2,100.00	14%	\$ 3,850.00
Misc	\$ 765.00	\$ 750.00	2%	\$ 750.00	\$ 6,948.00	\$ 1,500.00	363%	\$ 2,000.00
Update/Train	\$ 7,575.00	\$ 8,000.00	-5%	\$ 8,000.00	\$ -	\$ -	#DIV/0!	\$ 6,000.00
CBSS	\$ 56,735.00	\$ 49,720.00	14%	\$ 99,420.00	\$ 62,456.00	\$ 41,425.00	51%	\$ 99,420.00
CDS Grant	\$ 182,000.00	\$ 182,000.00	0%	\$ 182,000.00	\$ -	\$ -	#DIV/0!	\$ -
Accrual to cash	\$ (1,529.00)				\$ (348.00)			
TOTAL	\$ 1,079,375.00	\$ 1,556,845.00	-31%	\$ 2,913,477.00	\$ 1,550,742.00	\$ 1,456,825.00	6%	\$ 2,960,395.00

EXPENSES	2020				2019			
	ACTUAL - YTD	6 MON BUDGET	% VARI.	12 MON BUD	ACTUAL - YTD	6 MON BUDGET	% VARI.	12 MON BUD
Title X-Services								
Personnel	\$ 186,138.00	\$ 204,900.00	-9%	\$ 409,975.00	\$ 186,749.00	\$ 200,000.00	-7%	\$ 403,680.00
Travel	\$ 7,394.00	\$ 10,000.00	-26%	\$ 20,700.00	\$ 4,754.00	\$ 5,000.00	-5%	\$ 19,700.00
Supplies	\$ 4,468.00	\$ 7,600.00	-41%	\$ 15,385.00	\$ 3,411.00	\$ 4,000.00	-15%	\$ 17,350.00
Equipment	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Occupancy	\$ 31,304.00	\$ 28,800.00	9%	\$ 57,642.00	\$ 30,779.00	\$ 29,000.00	6%	\$ 56,675.00
Training	\$ 6,755.00	\$ 11,625.00	-42%	\$ 27,940.00	\$ 19,219.00	\$ 20,000.00	-4%	\$ 33,450.00
Contractual	\$ 36,606.00	\$ 27,000.00	36%	\$ 54,195.00	\$ 33,833.00	\$ 27,800.00	22%	\$ 55,495.00
Other	\$ 2,972.00	\$ 8,225.00	-64%	\$ 16,450.00	\$ 2,270.00	\$ 5,000.00	-55%	\$ 17,580.00
Delegates	\$ 545,145.00	\$ 1,001,850.00	-46%	\$ 2,003,713.00	\$ 1,141,108.00	\$ 1,112,000.00	3%	\$ 2,224,070.00
Subtotal	\$ 820,782.00	\$ 1,300,000.00	-37%	\$ 2,606,000.00	\$ 1,422,123.00	\$ 1,402,800.00	1%	\$ 2,828,000.00

EXPENSES	2020				2019			
	ACTUAL - YTD	6 MON BUDGET	% VARI.	12 MON BUD	ACTUAL - YTD	6 MON BUDGET	% VARI.	12 MON BUD
Non-Title X								
Personnel	\$ 2,526.00	\$ 6,500.00	-61%	\$ 10,091.00	\$ 7,411.00	\$ 6,500.00	14%	\$ 12,446.00
Travel	\$ 66.00	\$ 100.00	-34%	\$ 200.00	\$ 130.00	\$ 100.00	30%	\$ 200.00
Supplies	\$ 1,734.00	\$ 115.00	1408%	\$ 230.00	\$ 1,919.00	\$ 200.00	860%	\$ 250.00
Equipment	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Occupancy	\$ 332.00	\$ 430.00	-23%	\$ 863.00	\$ 736.00	\$ 450.00	64%	\$ 985.00
Training	\$ 6,324.00	\$ 6,320.00	0%	\$ 6,320.00	\$ 80.00	\$ 200.00	-60%	\$ 6,320.00
Contractual	\$ 755.00	\$ 110.00	586%	\$ 220.00	\$ 71,704.00	\$ 150.00	47703%	\$ 330.00
Other	\$ 119.00	\$ 690.00	-83%	\$ 1,383.00	\$ 25.00	\$ 40.00	-38%	\$ 65.00
Delegates	\$ 7,830.00	\$ 6,750.00	16%	\$ 6,750.00	\$ 25,003.00	\$ 8,000.00	213%	\$ 16,125.00
Subtotal	\$ 19,686.00	\$ 21,015.00	6.32%	\$ 26,057.00	\$ 107,008.00	\$ 15,640.00	-584.19%	\$ 36,721.00

EXPENSES	2020				2019			
	ACTUAL - YTD	6 MON BUDGET	% VARI.	12 MON BUD	ACTUAL - YTD	6 MON BUDGET	% VARI.	12 MON BUD
CBSS								
Personnel	\$ 40,217.00	\$ 40,175.00	0%	\$ 80,253.00	\$ 37,764.00	\$ 39,000.00	-3%	\$ 78,669.00
Travel	\$ 1,096.00	\$ 1,450.00	-24%	\$ 2,900.00	\$ 2,409.00	\$ 2,700.00	-11%	\$ 2,900.00
Supplies	\$ 1,951.00	\$ 325.00	500%	\$ 650.00	\$ 209.00	\$ 350.00	-40%	\$ 650.00
Equipment	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Occupancy	\$ 5,557.00	\$ 4,500.00	23%	\$ 9,075.00	\$ 4,881.00	\$ 4,400.00	11%	\$ 8,840.00
Training	\$ 1,407.00	\$ 1,000.00	41%	\$ 2,000.00	\$ 1,450.00	\$ 1,500.00	-3%	\$ 2,000.00
Contractual	\$ 1,972.00	\$ 670.00	194%	\$ 1,335.00	\$ 715.00	\$ 650.00	10%	\$ 1,230.00
Other	\$ 4,533.00	\$ 1,600.00	183%	\$ 3,207.00	\$ 15,025.00	\$ 4,000.00	276%	\$ 5,131.00
Subtotal	\$ 56,733.00	\$ 49,720.00	-14.10%	\$ 99,420.00	\$ 62,453.00	\$ 52,600.00	-18.73%	\$ 99,420.00

EXPENSES	2020				2019			
	ACTUAL - YTD	6 MON BUDGET	% VARI.	12 MON BUD	Not a project in FY2019			
CDS								
Personnel	\$ -	\$ -	#DIV/0!	\$ -				
Travel	\$ -	\$ -	#DIV/0!	\$ -				
Supplies	\$ -	\$ -	#DIV/0!	\$ -				
Equipment	\$ -	\$ -	#DIV/0!	\$ -				
Occupancy	\$ -	\$ -	#DIV/0!	\$ -				
Training	\$ -	\$ -	#DIV/0!	\$ -				
Contractual	\$ 23,164.00	\$ 30,000.00	-23%	\$ 70,000.00				
Other	\$ -	\$ -	#DIV/0!	\$ -				
Subtotal	\$ 23,164.00	\$ 30,000.00	22.79%	\$ 70,000.00				

EXPENSES	2020				2019			
	ACTUAL - YTD	6 MON BUDGET	% VARI.	12 MON BUD	ACTUAL - YTD	6 MON BUDGET	% VARI.	12 MON BUD
TOTAL EXPENS.	\$ 920,365.00	\$ 1,400,735.00	-34%	\$ 2,731,477.00	\$ 1,591,584.00	\$ 1,471,040.00	8%	\$ 2,964,141.00
Income in excess (less than) expens	\$ 159,010.00	\$ 156,110.00	2%	\$ 182,000.00	\$ (40,842.00)	\$ (14,215.00)	187%	\$ (3,746.00)

8.29.19

**FAMILY PLANNING COUNCIL OF IOWA
FY2020 OPERATING REPORT
FOR THE SIX MONTHS ENDING DECEMBER 31, 2019**

(Unaudited)

VARIANCES:**Revenue:**

Title X Services	\$ 479,218.00	Unfavorable Variance
Reserve Funds	\$ 6,000.00	Unfavorable Variance
Non-Title X Grants	\$ 1,600.00	Favorable Variance
Interest/Donations	\$ 1,072.00	Favorable Variance
Non-TX Misc	\$ 15.00	Favorable Variance
Update/Training	\$ 425.00	Unfavorable Variance
Com. Based Service	\$ 7,015.00	Favorable Variance
CDS Grant	\$ 0.00	No Variance

Expenses:

Title X Services	\$ 479,218.00	Favorable Variance
Non-Title X Projects	\$ 1,329.00	Favorable Variance
Com. Based Service	\$ 7,013.00	Unfavorable Variance
CDS Grant	\$ 6,836.00	Favorable Variance

SIGNIFICANT BUDGET VARIATIONS THROUGH SEPTEMBER 30, 2019:

Note: FY2020 is a difficult year to track and report for Title X funding. The FPCI Board decided to use the 12-month Title X revised Notice of Award budget issued 3/26/19 to compare to our actual expenses and revenues. An important point to note is as of 12/31/19 we are 9 months into the Title X award period but only 6 months into our fiscal year.

Operating Revenue:

Note: A Favorable Variance in Revenue means that more revenue was received during the time period than was budgeted. An Unfavorable Variance in Revenue means that less revenue was received during the time period than was budgeted.

- ▶ The unfavorable variance in Title X revenue is mainly due to our subrecipients being on a reimbursement schedule as well as Planned Parenthood of the Heartland pulling out of the Title X program. See note in operating expenses for more detail.
- ▶ The unfavorable variance in Reserve funds revenue is because we did not use any reserve funds for the annual update.
- ▶ The Non-Title X Grants favorable revenue is due to the CCSP project award being higher than anticipated. The contract ended December 31, 2019.

- ▶ The Interest/Donations favorable variance is because both interest and donations were higher than anticipated.
- ▶ The Non-Title X Misc. favorable variance is because of slightly more than anticipated CEU revenue.
- ▶ The unfavorable variance in Update/Training is because the annual Family Planning Update did not bring in as much revenue as anticipated. This is partly due to Planned Parenthood of the Heartland dropping out of the Title X network therefore, they chose not to attend this year. Attendance overall was less than anticipated partly to many health systems changing to pay for performance models for their staff and clinicians.
- ▶ The favorable variance in the CBSS program is because IDPH added funds to this contract during the budget period for two special projects related to CBSS.

Operating Expenses:

Note: A Favorable Variance in Expenses means the actual expenses during the time period were lower than was budgeted. An Unfavorable Variance in Expenses means the actual expenses during the time period were higher than was budgeted.

- ▶ The favorable variance in Title X Operating Expenses was due to several factors. With two open positions in the first quarter of the fiscal year personnel costs, travel, supplies, and training were, and should have been expected to be favorable to budget. Occupancy costs were higher because 7 months of rent was paid due to the schedule of payment due date. Contractual costs were higher mainly due to upgrades on computer systems. Delegate expenses were significantly less than anticipated due to their reimbursement schedule and again, Planned Parenthood of the Heartland pulling out of the program.
- ▶ The favorable variance for the Non-Title X projects has several factors. Personnel costs were favorable because less time was spent than anticipated in Non-Title X projects. Supplies were over budget slightly due to reimbursement for the retirement reception and Update supplies. Delegate expenses were unfavorable because the CCSP grant award was higher than anticipated. That contract ended December 31, 2019.
- ▶ The unfavorable variance in the CBSS is because IDPH added funds to this contract during the budget period for two special projects related to CBSS. Supplies costs are higher because a new computer was purchased for the CBSS coordinator. Occupancy costs were over budget because more was being allocated to the CBSS coordinator while we had open positions as well as the change in office space for this coordinator. The other category was over budget for this period because test kits were purchased with unspent funds at the end of December.

Necessary Board Action:

Accept or reject 2nd Quarter FY2020 Unaudited Financial Report

**FAMILY PLANNING COUNCIL OF IOWA
ADVISORY COMMITTEE CONFERENCE CALL
MEETING MINUTES
January 7, 2020**

Present:	Stacy Kraft (WCHD) Joanne Hermiston (WHS) Brandi Steck (Siouxland) Holly Barrett (TMPH)	Jennifer Wohlers (CHC) Tracy Menter (PHC) Cherry Klein (FPSEIA) Chelsea Stratton (Hillcrest)
Not Present:	Amy McAlpine (Promise)	
Staff:	Rachel Goss Michelle Farmer	Becky Parrish

I. Call to Order

The meeting was called to order at 10:32 a.m. by Joanne Hermiston, Chair.

II. Approval of October 8, 2019 Meeting Minutes

Brandi Steck moved to accept the minutes of the October 8, 2019 Advisory Committee Meeting.
Holly Barrett seconded. **M/P/U**

III. Celebrations

Rachel Goss gave a shout out celebration to all subrecipients for their help to FPCI to complete the FY2021 non-compete application. The application was submitted early. Ms. Goss also gave a shout out to Webster County Health Department for their good full program site review conducted by FPCI in November.

IV. Title X

Rachel Goss introduced Benjamin Greer, Project Director for FPCI's Centralized Data System. Mr. Greer provided a brief overview of what is happening with the CDS project. Mr. Greer reported that he is waiting on requested information from several subrecipients.

Ms. Goss reported that she has been researching companies that provide software for online application processes. Ms. Goss reported that she is ready to sign a contract with a provider to begin work on FPCI's application process. She asked if someone would like to help with the process to email her.

Ms. Goss reported that FPCI is updating its logo and website. She advised the Committee that FPCI is upgrading its server and phone system, so the phones may be down while the new equipment is being installed.

Rachel Goss reported that Kay Switzer, Outreach Coordinator has been reaching out to subrecipients to help them with their outreach projects.

Rachel Goss provided an update to FPCI's network. She informed the Committee that Promise is withdrawing from the Title X project effective March 31, 2020. Ms. Goss reported that she is talking with two potential new entities, All Care in Council Bluffs and Johnson County Health Department in Iowa City.

Ms. Goss thanked the Committee for their hard work and for submitting their FY2021 Title X subrecipient applications on time and responding to requests for further information.

Ms. Goss reminded the subrecipients that the 2019 FPAR is due to FPCI on January 20, 2020.

Rachel Goss provided an update on FPCI's intent to offer telemedicine for subrecipients to offer clients.

- V. State Family Planning Program**
Rachel Goss asked if anyone was having issues with the State Family Planning Program. There was discussion.
- VI. Medicaid**
Rachel Goss asked anyone was having issues receiving payments from the MCOs. There was discussion.
- VII. FPCI Medical Committee**
Becky Parrish advised that the next Medical Committee is scheduled for January 23, 2020 by conference call. Ms. Parrish advised that the QI Project is HPV vaccination rates.
- VIII. Training/Meetings**
Ms. Goss reported on the upcoming trainings and meetings.
- IX. Reproductive Rights Day on the Hill**
Ms. Goss advised the Committee that the Family Planning Day on the Hill has been renamed to Reproductive Rights Day on the Hill and is scheduled for March 3, 2020.
- X. National Family Planning Reproductive Health Association (NFPRHA) Conference**
Rachel Goss reported that the NFPRHA Annual Conference is March 8 through March 11, 2020. There was discussion about the conference.
- XI. Old Business**
There was no old business.
- XII. New Business**
Joanne Hermiston advised the Committee that she is retiring from Women's Health Services in February 2020. Joanne Hermiston nominated Brandi Steck, Siouxland Community Health Center, to be Chairperson of the Advisory Committee. Cherry Klein seconded. **M/P/U**
- XIII. Round Table Discussion**
The Committee discussed issues concerning their agencies.
- XIV. Adjourn**
The meeting was adjourned at 11:45 a.m.

*Minutes respectively submitted by Michelle Farmer.

Necessary Board Action:

Accept or reject Advisory Committee Report



Board Report

Community Based Screening Services (CBSS)

Submitted by Colleen Bornmueller

STD/CBSS Funding Update

The Family Planning Council of Iowa was notified in November by the Iowa Department of Public Health that the continuing application submitted was accepted and FPCI's contract to provide administration of the Community-Based Screening Services program will continue in 2020. The Iowa Department of Public Health's STD Program received their notice of grant award for CY2020 in December. The Department received 25% of the funding from the Division of STD Prevention at CDC and, therefore, FPCI also received 25% of the total contract amount. In addition to the base STD funding, this year's contract also contains funds for the CBSS Coordinator to assist with an additional project funded through the Division of Epidemiology and Laboratory Capacity (ELC) at CDC. This project involves data collection and submission of specimens to CDC for HPV surveillance among men at three CBSS clinic sites.

The annual CBSS year-end project summary for the CY2019 contract will be due February 28, 2020. The report for IDPH must include epidemiological findings of the project, a narrative of progress and findings for the current contract performance measure, and an update of all goals, objectives, and activities related to the work plan and quality assurance. The CBSS Coordinator will complete this report.

New Memorandums of Agreement for CBSS with participating agencies have been issued and signed for 2020. They will be in place for one year.

CBSS Site Visits

The CBSS Coordinator completed a total of 14 quality assurance site visits in 2019. This met the requirement of the state contract that a minimum of 20% of the CBSS providers (58) receive a visit each year. During the visits, the CBSS Coordinator covers issues including data collection, prevention education, screening guidelines and specimen collection, and treatment for patients and their partners. CBSS site visits this year also include an extensive audit of the state STD 340B Treatment Medications program. Charts were chosen at random and audited for correct prescribing procedures, documentation, and patient eligibility. This audit assures that all participating IDPH STD 340B sites would be ready if chosen for an official HRSA 340B audit.

Intern from the University of Iowa School of Public Health

A student working on her master's from the University of Iowa School of Public Health will be completing her preceptorship through FPCI by working on a project with the CBSS program. The project title is "Quality > Quantity: A quality improvement project to improve data collection and reporting efforts with CBSS." The overall goal is to help CBSS and the State Hygienic Laboratory improve upon and strengthen current data collection, analysis and reporting efforts. Specifically, we will be looking at current modes of analysis in relationship to specimen collection and positivity rates. The preceptorship lasts from January to April of 2020.

From the Medical Committee

Submitted by Becky Parrish

The next meeting by conference call is Jan 23. Minutes are available for the October 10, 2019 meeting. The QA/QI project has started, looking at medical records from July to Dec 2019 for HPV vaccination status. (if clients have started, are in process, or finished the series) or if there was documentation about their HPV vaccination status. The age group is 13 to 45 years for both male and female clients. Data should be sent to the Clinical Coordinator by March 20th for reporting the results at the April 16, 2020 in-person meeting.

All Clinical Protocols were reviewed in October and updated/revised, which became effective Jan 1, 2020.

Outreach

Submitted by Kay Switzer

Kay has been connecting with our subrecipients and creating ideas and programs to fit the needs of our communities. Historically, FPCI has created the Movie Talk booklet to promote families talking about sensitive topics in movies. FPCI distributed these booklets to libraries and movie stores. As many movie stores have closed locally, we are moving away from Movie Talk and creating a program that promotes Fertility Based Awareness Methods. The Fertility Awareness project could open doors to more conservative organizations or faith-based organizations.

Kay will be attending **Dish With Nish** at the end of January. The Dish with Dr. Nish is a new breakfast series aimed at topics of interest within our community affecting physical and mental health. She will also be attending a Nonprofit Facebook Marketing Training at Prairie Meadows and the 8th Annual **LGBTQ Health & Wellness Conference** hosted by Onelowa.

Kay recently Attended Event of Events put on by DSM Chamber of Commerce hosted at Botanical Center. This event promotes organizations to network with other DSM professionals and talk about events happening in the community. Events like this spread FPCI's mission and create partnerships locally.

Kay is excited to be working in communities throughout the state to promote Title X. With her background in education and project promotion, Outreach is fitting for her skills and is already receiving compliments from subrecipients in the short time she has been at FPCI. She is looking forward to the great things to come in 2020.



Training

Submitted by Angela Taylor

One of the Training Coordinators first large projects was to manage the application Renewal submitted for the offering of CE awards through the Iowa Board of Nursing. That was approved for the next 5 years.

The Training Coordinator met with Sylvia from IDPH on Jan 2nd to discuss upcoming webinar ideas based on needs assessment reviewed at the Training and Advisory Committee (TAC) meeting in November.

Intimate Partner Violence (IPV) Webinar to be presented to our subrecipients on Tuesday 2/25 by Kirsten from the Iowa Coalition Against Domestic Violence (ICADV).

Plans are in the works to present another webinar on PrEP early spring – collaborating with Cody Shafer from IDPH to provide the webinar to our subrecipients with the goal to educate them more on the TelePrep program and identifying clients who are high risk.

Now that I have been here for a few months, I am gaining more confidence in my role and look forward to offering new ideas as they come up.

Executive Director Report

Submitted by Rachel Goss

Part of the challenge of leading in such uncertain times is understanding that change is going to happen whether or not we are prepared for it. A large piece of me kept thinking that once FPCI submitted its non-competing Title X application we would have a little bit of breathing room to explore next steps towards meaningful work and what that looked like for our organization. Based on our current set of circumstances, the need for FPCI to adjust rapidly to the changing healthcare climate has never been so imperative.

Here's a look at what's recently been accomplished at a high level:

Since October the team has completed the Webster County Health Department site review and found no deficiencies. This was an outstanding site review and a chance for me to get my feet wet with the team in the field. It was a great experience. The next clinic site review will occur January 22, 2020 at Primary Health Care in Marshalltown.

In early December I spent 3 days in Dallas at the National Family Planning Reproductive and Healthcare Association (NFPRHA) meeting where I connected with colleagues doing the same type of work around the country. The conference continues to be a valuable quarterly meeting worth attending.

FPCI submitted its Title X non-compete application at the end of December which was a major undertaking for us as a new team. I cannot underscore how valuable Sue Walter, Michelle Farmer, and Becky Parrish were to helping bridge the knowledge gap and help us new employees fully understand the process.

The Centralized Data System (CDS) project has officially kicked off and initial work with subrecipients has begun. I will keep the board abreast of developments as this project progresses.

FPCI is beginning discussions with the National Family Planning and Reproductive Healthcare Association about telehealth and coming up with a working plan for a pilot project.

This is just a very high-level snapshot of the work we are doing. I encourage all of you to reach out or stop by the office if you are ever in the area, we would love to show you more of what we do! I'm excited to continue to share our progress moving forward.

Necessary Board Action:

Accept or reject Executive Director Report

FPCI Policy Changes

As FPCI works to become an employer of choice, there will be changes to policies. Any changes will be shared with the Board at regular meetings. Here is a summary of new/revised policies since the past board meeting:

- Inclement Weather-New Policy
 - Allows for eligible staff to work from home at their discretion if they feel unsafe traveling in bad weather. Also allows for the Executive Director to make the decision to close the office during inclement weather resulting in staff being paid for the day of the closure.
- Work from Home-New Policy
 - Allows for eligible staff positions to elect to work from home one day per week with prior approval from the Executive Director.
- Hours of Work-Revised Policy
 - Revised policy to include flexibility of applicable staff to shorten their lunch to 30 minutes to allow for arrival and/or departure flexibility.

Family Planning Council of Iowa	Section: III	Subject:
	Work Time	Hours of Work
	<input type="checkbox"/> Implementation	Date:
	<input checked="" type="checkbox"/> Revision	Date: October 2019
Personnel Policies	<input type="checkbox"/> Reviewed	Date:
Authority: FPCI Board of Directors		

Work Day: The normal duty hours are determined by the Executive Director. They may vary in accordance with the needs of the work area. The workday at FPCI, established for payroll purposes, is a period of eight (8) consecutive hours beginning at 8:00 a.m., to 5:00 p.m., with one hour off for lunch. This hour is not counted as time worked. With prior approval from the Executive Director staff in eligible positions working an entire work day may elect to take a 30-minute lunch and arrive at 8:30 a.m. and stay until 5pm, or arrive at 8am and leave at 4:30 p.m.

Eligible Positions to elect a 30-minute lunch versus a one-hour lunch:

- Staff Accountant
- CBSS Coordinator
- Outreach Coordinator
- Training Coordinator

Work Week: For payroll purposes, the workweek begins at 12:01 a.m., on Monday and ends at 12:00 p.m. (midnight), on the following Sunday. Forty (40) hours shall constitute a week's work and eight (8) hours shall constitute a day's work.

Days other than Monday through Friday may be assigned when weekend staffing becomes necessary.

Overtime: Overtime at a rate of 1 ½ times the normal rate will be paid for all hours worked in excess of 40 hours in one week to non-exempt employees. Exempt employees will be paid on a semimonthly basis and will not be compensated for hours more than 40.

Family Planning Council of Iowa	Section: III	Subject:
	Work Time	Attendance
	<input checked="" type="checkbox"/> Implementation	Date: July 2001
	<input type="checkbox"/> Revision	Date:
Personnel Policies	<input type="checkbox"/> Reviewed	Date:
Authority: FPCI Board of Directors		

Non-exempt employees must report their actual time worked on their "time sheet". This form is to be filled out daily and is to be submitted to the supervisor at the end of the pay period. It shall be signed by the employee.

An employee shall advise and obtain permission from the supervisor if she/he wishes to leave

before the end of any regular work period. It is the employee's responsibility to provide the supervisor with any reason for any absence.

Employees must adhere to hours of work and schedules as determined by the supervisor.

Family Planning Council of Iowa	Section: III Work Time	Subject: Absenteeism
	<input type="checkbox"/> Implementation	Date: July 2011
Personnel Policies	<input checked="" type="checkbox"/> Revision	Date:
	<input checked="" type="checkbox"/> Reviewed	Date:
Authority: FPCI Board of Directors		

General: Any employee who is absent from work shall be responsible for notifying her/his supervisor of the absence as soon as she/he is aware that she/he will be absent that day. The employee shall also be responsible for notifying her/his supervisor as to when she/he will report back to work. In the event the employee is unable to reach her/his immediate supervisor, she/he shall notify the Executive Director of the absence. No employee will be retained on the payroll whose absence from work is unreported for three consecutive working days.**

FPCI grants leaves of absence for reasons listed below. Leaves for other reasons are not granted except in unusual situations that must be approved in advance by the Executive Director. The basic purpose of leaves of absence is to preserve continuity of service and such leaves are granted without pay except as provided below. They must be approved before the leave starts.

Family Planning Council of Iowa	Section: III Work Time	Subject: Leaves of Absence
	<input type="checkbox"/> Implementation	Date: July 2011
Personnel Policies	<input checked="" type="checkbox"/> Revision	Date:
	<input checked="" type="checkbox"/> Reviewed	Date:
Authority: FPCI Board of Directors		

Sick Leave: FPCI provides sick leave protection for its regular employees. Sick leave is accrued monthly, and calculated semi-monthly, at the rate of 6.66 hours per month for regular full-time employees, and proportionately for regular part-time employees, and may be accumulated to a maximum of the pro rata portion of 240 hours. Sick leave does not accrue during unpaid leaves.

Sick leave may be used in half-hour increments by non-exempt employees for medical and dental appointments that cannot be scheduled during non-working hours. Such short absences should be scheduled in advance with the supervisor concerned.

Special Project employees whose length of hire exceeds three (3) months shall be eligible for sick leave under the same provisions as regular employees.

Occasional employees are not eligible for sick leave.

In cases where the employee is absent for three or more consecutive days, or a supervisor feels that disability is not sufficient to preclude the employee from working or returning to work, a medical certificate may be required. If the medical certificate does not preclude the employee from working, sick leave may be denied. Accrued sick leave will not be paid upon termination for any reason.

In the event an employee is ill and unable to return to work after expiration of accrued sick leave benefits, an excused absence without pay may be granted with the approval of the Executive Director.**

Maternity Leave: One will not be rejected for employment, suspended from employment, required to take leave involuntarily solely on account of the condition of pregnancy, and will be treated the same as any employee unable to perform normal duties because of illness.

Jury/Witness Duty: An employee should immediately inform her/his supervisor when summoned to jury duty. FPCI will attempt to release the employee from work so that the employee may participate in this civic responsibility. When an employee is called to such duty, FPCI will pay the difference between the jury/witness duty pay and normal pay for the period involved.

If the employee signs the jury pay over to FPCI, the employee will receive full pay for the period.

If excused early by the court, employees are expected to return to work for the balance of the day.

Absence for jury duty will not affect the employee's rights under any employee benefit or vacation plans.

Bereavement Leave: Leave with pay of up to one week may be granted for death or serious illness in the immediate family or others as approved by the Executive Director. Bereavement leave will be deducted from accumulated sick leave. For purposes of this policy, immediate family will be considered as spouse, children, parents, siblings, and the children, parents and siblings of the employee's spouse.

Family Planning Council of Iowa Personnel Policies	Section: III Work Time	Subject: Inclement Weather
	<input checked="" type="checkbox"/> Implementation	Date: October 2019
	<input type="checkbox"/> Reviewed	Date:
	<input type="checkbox"/> Revision	Date:
	Authority:	

In the event of inclement weather, our office may delay or close for the day. The Executive Director will decide and send a message via text or phone before 7:15 a.m. if at all possible. Employees are encouraged to use their own discretion when traveling into the office during winter weather if they deem their route to be unsafe to come to the office. In the event the office is closed for the day staff may elect to use PTO or choose to take the day unpaid. Staff in eligible positions to work from home may elect to do so. Please see the Work from Home policy for a list of eligible positions. Professional judgment should be used in handling the scheduling of meetings, trainings and other obligations scheduled on an inclement weather closing day.

Family Planning Council of Iowa Personnel Policies	Section: III Work Time	Subject: Work from Home
	<input checked="" type="checkbox"/> Implementation	Date: October 2019
	<input type="checkbox"/> Reviewed	Date:
	<input type="checkbox"/> Revision	Date:
	Authority:	

A Work from Home day is defined as any regularly scheduled workday during which two or more hours of an employee’s work is completed at home or elsewhere outside of the office (i.e. coffee shop, library, etc.). A Work from Home day does not include those days when an employee has meetings or work-related events outside of the office.

All staff in eligible positions may elect to work from home one day per week with prior approval of the Executive Director. A list of eligible positions is at the end of this policy.

Work from Home days is a privilege extended to eligible employees, not a benefit guaranteed to all. They require trust from the employer and accountability from the employee. Employees should use their very best discretion in requesting a work from home day. Work from home requests may be denied at the supervisor’s discretion. An employee may be disciplined for violating the trust extended by this privilege, including revocation of this privilege or termination of employment.

All requests for Work from Home days must be made via text, phone call, or email in advance of the working day, except in the case of inclement weather or when an employee will work from home to care for a sick family member.

For new employees, this benefit begins after 30 days of employment unless other arrangements were made at the time of employment. During the 90-day probationary period, new employees should be aware that their positive performance on Work from Home days will be critical to a successful review at the end of the probationary period.

Eligible Positions for Work from Home days:

CBSS Coordinator
Clinical Coordinator
Training Coordinator
Outreach Coordinator
Staff Accountant
Executive Director