

FAMILY PLANNING COUNCIL OF IOWA
BOARD RETREAT SESSION
Holiday Inn Downtown at Mercy Campus
1050 6th Avenue
Des Moines, Iowa
(515) 283-0151

THURSDAY, OCTOBER 24, 2019
230PM-5PM

2:30-3:15pm Introductions

- Name
- Location
- How long have you served on the board?
- What makes FPCI's mission meaningful to you?
- What skills, connections, resources, and expertise do you have to offer and are willing to use on the behalf of the organization?

3:15-3:45pm Team Building Activity-Helium Stick

3:45-5:00pm Strategic Planning

- Review 2016 SP Weakness' and Opportunities
 - Dot voting
- Discussion of results

**FAMILY PLANNING COUNCIL OF IOWA
ANNUAL BOARD OF DIRECTORS MEETING
Thursday, October 24, 2019
5:00p.m. – 6:00p.m.
Holiday Inn Downtown at Mercy Campus
1050 6th Avenue
Des Moines, Iowa
(515) 283-0151**

AGENDA

- I.** Call to order
- II.** Approval of July 31, 2019 and July 26, 2019 Meeting MinutesAttachment A and A-1
- III.** Committee Reports
 - a. ExecutiveDid not meet
 - b. Community EducationDid not meet
 - c. Nominating/Personnel.....Did not meet
 - d. Long Range Planning.....Did not meet
 - e. FinanceAttachment B
 - Presentation of FY2019 Independent Audit
 - FPCI FY2019 IRS 990
 - f. Medical.....Attachment C
 - g. Advisory.....Attachment D
- IV.** FPCI FY2019 Annual ReportEnclosed
- V.** Executive Director ReportAttachment E
- VI.** Program Reports
 - a. IDPH Projects ReportAttachment F
 - b. Outreach and Communications Report.....No Report
- VII.** Old Business
- VIII.** New Business
- IX.** Adjourn

Annual Dinner following Board Meeting

**FAMILY PLANNING COUNCIL OF IOWA
BOARD OF DIRECTORS MEETING
July 31, 2019
Des Moines, Iowa**

MINUTES

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

I. Call to order

The meeting was called to order by Julie Mellecker, President at 5:03 p.m.

II. FPCI Hiring Committee Report

Adam Stark provided the Board with the FPCI Hiring Committee's recommendation for the Executive Director, Rachel Goss. Mr. Stark shared the candidate rating results, briefly highlighted the feedback and described the offer that FPCI was prepared to offer Rachel. Adam Stark moved to recommend Rachel Goss as FPCI's Executive Director. Dee Large seconded. **M/P/U**

X. Adjourn

The meeting adjourned at 5:23 p.m.

*Minutes respectfully submitted by Adam Stark.

Necessary Board Action:

Accept, amend or reject July 31, 2019 Board meeting minutes

**FAMILY PLANNING COUNCIL OF IOWA
BOARD OF DIRECTORS MEETING**

July 31, 2019

Des Moines, Iowa

MINUTES

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

I. Call to order

The meeting was called to order by Julie Mellecker, President at 1:25 p.m. Introductions were made.

II. Approval of April 26, 2019 meeting minutes

Dee Large moved to accept the minutes of the April 26, 2019 Board of Directors' meeting. Hannah Ellis Ackerman seconded. **M/P/U**

III. Title X Update

Jodi Tomlonovic provided the Board with an update on Title X. There was discussion. **NO ACTION TAKEN**

IV. Committee Reports:

A. Executive Committee

Julie Mellecker presented the Executive Committee Report. Adam Stark provided an update on the Hiring Committee. Julie Mellecker, on behalf of the Executive Committee, moved to accept the Executive Committee Report. **M/P/U**

B. Community Education Committee

Adam Stark presented the Community Education Report. Mr. Stark reported the Committee approved six Paul Shultz grant awards to four subrecipients. Adam Stark, on behalf of the Community Education Committee moved to accept the Community Education Committee Report.

M/P/U

B. Nominating/Personnel Committee

Julie Mellecker presented the Nominating/Personnel Committee report. At 2:25 p.m. Adam Stark moved the Board go into closed session, Carrie Coyle seconded.

M/P/U

At 2:32, Chloe Butler moved to leave the closed session, Hannah Ellis Ackerman seconded. **M/P/U**

Ms. Mellecker presented the results of Jodi Tomlonovic's review. She reported the review was very positive and the Board thanked Ms. Tomlonovic for her work.

Ms. Tomlonovic thanked the Board and the FPCI staff.

Ms. Mellecker presented the results of the Board Self-Assessment. There was discussion on what to do with the Assessment.

Mr. Nemmers, on behalf of the Nominating/Personnel Committee, moved to accept the Nominating/Personnel Committee Report. **M/P/U**

C. Long Range Planning Committee

Carrie Coyle presented the Long Range Planning Committee report. Ms. Coyle advised that the Committee discussed the FY2019 Operational Plan Report. On behalf of the Long Range Planning Committee, Carrie Coyle moved to accept the FY2019 Operational Plan Report. **M/P/U**

Ms. Coyle thanked Scott Warren and Allison Smith for their help with the Centralized Data System.

Carrie Coyle, on behalf of the Long Range Planning Committee, moved to accept the Long Range Planning Committee Report. **M/P/U**

D. Finance Committee

Steve Harms presented the Finance Committee Report. Ms. Tomlonovic reviewed the proposed FY2020 Operating Budget. There was discussion. On behalf of the Finance Committee, Steve Harms moved to accept the proposed FY2020 FPCI Operating Budget. **M/P/U**

Jodi Tomlonovic presented FPCI's FY2019 4th Quarter Operating Report. On behalf of the Finance Committee, Steve Harms moved to accept the FY2019 4th Quarter Operating Report. **M/P/U**

Ms. Tomlonovic reviewed FPCI's Fund Balance Report. Steve Harms, on behalf of the Finance Committee, moved to accept FPCI's Fund Balance Report. **M/P/U**

Mr. Harms reported that the Finance Committee approved using BOWlink Technologies as the Vendor for FPCI's Centralized Data Project. On behalf of the Finance Committee, Steve Harms moved to accept the Finance Committee's approval of BOWlink Technologies as FPCI's CDS Vendor.

M/P/U

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

E. Medical Committee

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

F. Advisory Committee

The Advisory Committee did not meet.

V. Executive Director's Report

Jodi Tomlonovic presented the Executive Director's Report.

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

VI. Program Reports

Steve Harms moved to accept all Program reports. Chloe Butler seconded. **M/P/U**

VII. FPCI FY2020 Meeting Schedule

The proposed FY2020 meeting schedule for the FPCI Board of Director's meetings was discussed. The Annual Board meeting will be October 24, 2019 with the Board member training session the afternoon of October 24, 2019. January 24, 2020, April 24, 2020 and July 17, 2020. Mary Warren moved to accept the proposed FY2020 meeting dates; October 24, 2019, January 24, 2020, April 24, 2020 and July 17, 2020, Carrie Coyle seconded.

M/P/U

VIII. Old Business

There was no old business.

IX. New Business

There was no new business.

X. Adjourn

Adam Stark moved to adjourn the meeting at 3:11 p.m.

*Minutes respectfully submitted by Michelle Farmer.

Necessary Board Action:

Accept, amend or reject July 26, 2019 board meeting minutes

**FAMILY PLANNING COUNCIL OF IOWA
FINANCE COMMITTEE MEETING MINUTES
OCTOBER 15, 2019**

Present:	Lisa Dahlhauser Ann Fields Steve Harms	Patrice Sayre Mary Warren
Staff:	Rachel Goss Alicia Shaul Michelle Farmer	
Guest:	John Pittman	

- I. Call to order**
The meeting was called to order at 3:00 pm by Steve Harms, Chair.
- II. Approval of Minutes, July 15, 2019**
Patrice Sayre moved to approve the minutes of the July 15, 2019 meeting as presented. Lisa Dahlhauser seconded. **M/P/U**
- III. Presentation of FPCI FY2019 Independent Audit**
John Pittman, Pittman & Company, LLP, presented FPCI's FY2019 Independent Audit. Ann Fields moved to recommend to the FPCI Board acceptance of the independent audit for the year ended June 30, 2019. Mary Warren seconded. **M/P/U**
- IV. Presentation of FPCI FY2019 IRS 990**
Alicia Shaul, FPCI Fiscal Officer, presented FPCI's FY2019 IRS 990. Patrice Sayre moved to recommend to the FPCI Board approval of the June 30, 2019 IRS 990 report. Ann Fields seconded. **M/P/U**
- V. FPCI Final FY2019 4th Quarter Operating Report**
Alicia Shaul presented the final FY2019 4th Quarter Operating Report. Lisa Dahlhauser moved to recommend to the FPCI Board acceptance of the 4th Quarter FY2019 Operating Report. Mary Warren seconded. **M/P/U**
- VI. FPCI FY2020 First Quarter Operating Report**
Alicia Shaul presented the FY2020 First Quarter Operating Report. Patrice Sayre moved to recommend to the FPCI Board acceptance of the First Quarter FY2020 Operating Report. Lisa Dahlhauser seconded. **M/P/U**
- VII. FPCI Title X Supplemental Budget**
Rachel Goss advised the Committee that a Funding Opportunity Announcement was issued for Supplemental Funding. Ms. Goss explained there was a quick turnaround to submit the competitive application so there was not time to receive approval for the budget. Ann Fields moved to accept the FPCI Title X Supplemental Budget, Patrice Sayre seconded. **M/P/U**
- VIII. FPCI Change of Scope**
Rachel Goss explained that since Planned Parenthood of the Heartland withdrew from the Title X program, there are unexpended funds. Ms. Goss reported that FPCI has to file a Change of Scope to report what will be done with the funds. There was discussion on the options Ms. Goss presented. **No Action Taken**

IX. Centralized Data System Update

Ms. Goss provided the Committee with an update on the Centralized Data System project. There was discussion. **No Action Taken**

X. Cervical Cancer Screening Project Update

Rachel Goss provided the Committee with an update on the Cervical Cancer Screening Project. There was discussion. **No Action Taken**

XI. Other Business

Alicia Shaul reported that she will be sending out an Request for Proposals for an Independent Auditor. There was discussion.

Rachel Goss discussed Employee benefits with the Committee.

XII. Adjourn

The meeting adjourned at 4:30 pm.

Minutes submitted by
Michelle Farmer

Necessary Board Action:

Accept or reject Finance Committee Report

**FAMILY PLANNING COUNCIL OF IOWA
FY2019 & FY2018 OPERATING REPORT- COMPARISON
4th QUARTER**

Attachment B
Audited Figures

INCOME	2019			2018				
	ACTUAL - YTD	12 MON BUDGET	% VARI.	12 MON BUD	ACTUAL - YTD	6 MON BUDGET	% VARI.	12 MON BUD
Title X-Services	\$ 3,074,439.00	\$ 2,828,000.00	9%	\$ 2,828,000.00	\$ 2,778,000.00	\$ 2,778,000.00	0%	\$ 2,778,000.00
TX Reimbur/Update	\$ 1,180.00	0	#DIV/0!	\$ -	\$ 4,914.00	\$ 4,000.00		\$ 4,000.00
Non-Title X Grants	\$ 87,900.00	\$ 21,125.00	316%	\$ 21,125.00	\$ 70,025.00	\$ -	#DIV/0!	\$ -
Interest/Dona.	\$ 4,839.00	\$ 3,850.00	26%	\$ 3,850.00	\$ 3,716.00	\$ 4,000.00	-7%	\$ 4,000.00
Misc	\$ 25,358.00	\$ 2,000.00	1168%	\$ 2,000.00	\$ 5,080.00	\$ 4,500.00	13%	\$ 4,500.00
Update/Train	\$ 972.00	\$ 6,000.00	-84%	\$ 6,000.00	\$ 9,635.00	\$ 6,500.00	48%	\$ 6,500.00
CBSS	\$ 122,093.00	\$ 99,420.00	23%	\$ 99,420.00	\$ 118,147.00	\$ 98,750.00	20%	\$ 98,750.00
Reserve Funds-Up	\$ -							
Accrual to cash	\$ -				\$ -			
TOTAL	\$ 3,316,781.00	\$ 2,960,395.00	12%	\$ 2,960,395.00	\$ 2,989,517.00	\$ 2,895,750.00	3%	\$ 2,895,750.00

EXPENSES	2019			2018				
	ACTUAL - YTD	12 MON BUDGET	% VARI.	12 MON BUD	ACTUAL - YTD	12 MON BUDGET	% VARI.	12 MON BUD
Title X-Services								
Personnel	\$ 404,029.00	\$ 403,680.00	0%	\$ 403,680.00	\$ 404,535.00	\$ 384,945.00	5%	\$ 384,945.00
Travel	\$ 15,833.00	\$ 19,700.00	-20%	\$ 19,700.00	\$ 10,991.00	\$ 19,200.00	-43%	\$ 19,200.00
Supplies	\$ 15,767.00	\$ 17,350.00	-9%	\$ 17,350.00	\$ 15,599.00	\$ 17,100.00	-9%	\$ 17,100.00
Equipment	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Occupancy	\$ 51,745.00	\$ 56,675.00	-9%	\$ 56,675.00	\$ 50,151.00	\$ 54,350.00	-8%	\$ 54,350.00
Training	\$ 38,585.00	\$ 33,450.00	15%	\$ 33,450.00	\$ 22,222.00	\$ 24,000.00	-7%	\$ 24,000.00
Contractual	\$ 55,018.00	\$ 55,495.00	-1%	\$ 55,495.00	\$ 49,745.00	\$ 54,535.00	-9%	\$ 54,535.00
Other	\$ 9,397.00	\$ 17,580.00	-47%	\$ 17,580.00	\$ 28,549.00	\$ 31,300.00	-9%	\$ 31,300.00
Delegates	\$ 2,484,206.00	\$ 2,224,070.00	12%	\$ 2,224,070.00	\$ 2,201,122.00	\$ 2,196,570.00	0%	\$ 2,196,570.00
Subtotal	\$ 3,074,580.00	\$ 2,828,000.00	9%	\$ 2,828,000.00	\$ 2,782,914.00	\$ 2,782,000.00	0%	\$ 2,782,000.00

EXPENSES	2019				2018			
	ACTUAL - YTD	12 MON BUDGET	% VARI.	12 MON BUD	ACTUAL - YTD	12 MON BUDGET	% VARI.	12 MON BUD
Non-Title X								
Personnel	\$ 12,829.00	\$ 12,446.00	3%	\$ 12,446.00	\$ 13,946.00	\$ 10,990.00	27%	\$ 10,990.00
Travel	\$ 193.00	\$ 200.00	-4%	\$ 200.00	\$ 629.00	\$ 150.00	319%	\$ 150.00
Supplies	\$ 2,086.00	\$ 250.00	734%	\$ 250.00	\$ 136.00	\$ 150.00	-9%	\$ 150.00
Equipment	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Occupancy	\$ 1,101.00	\$ 985.00	12%	\$ 985.00	\$ 1,440.00	\$ 875.00	65%	\$ 875.00
Training	\$ 1,007.00	\$ 6,320.00	-84%	\$ 6,320.00	\$ 6,533.00	\$ 6,725.00	-3%	\$ 6,725.00
Contractual	\$ 109,935.00	\$ 330.00	33214%	\$ 330.00	\$ 5,358.00	\$ 315.00	1601%	\$ 315.00
Other	\$ 70.00	\$ 65.00	8%	\$ 65.00	\$ 130.00	\$ 110.00	18%	\$ 110.00
Delegates	\$ 37,528.00	\$ 16,125.00	133%	\$ 16,125.00	\$ 16,725.00	\$ -	#DIV/0!	\$ -
Subtotal	\$ 164,749.00	\$ 36,721.00	-348.65%	\$ 36,721.00	\$ 44,897.00	\$ 19,315.00	-132.45%	\$ 19,315.00

EXPENSES	2019				2018			
	ACTUAL - YTD	12 MON BUDGET	% VARI.	12 MON BUD	ACTUAL - YTD	12 MON BUDGET	% VARI.	12 MON BUD
CBSS								
Personnel	\$ 75,133.00	\$ 78,669.00	-4%	\$ 78,669.00	\$ 74,456.00	\$ 83,800.00	-11%	\$ 83,800.00
Travel	\$ 3,471.00	\$ 2,900.00	20%	\$ 2,900.00	\$ 2,115.00	\$ 2,900.00	-27%	\$ 2,900.00
Supplies	\$ 430.00	\$ 650.00	-34%	\$ 650.00	\$ 591.00	\$ 400.00	48%	\$ 400.00
Equipment	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Occupancy	\$ 8,263.00	\$ 8,840.00	-7%	\$ 8,840.00	\$ 8,023.00	\$ 8,450.00	-5%	\$ 8,450.00
Training	\$ 1,857.00	\$ 2,000.00	-7%	\$ 2,000.00	\$ 4,073.00	\$ 2,000.00	104%	\$ 2,000.00
Contractual	\$ 1,916.00	\$ 1,230.00	56%	\$ 1,230.00	\$ 1,287.00	\$ 1,200.00	7%	\$ 1,200.00
Other	\$ 31,022.00	\$ 5,131.00	505%	\$ 5,131.00	\$ 28,612.00	\$ -	#DIV/0!	\$ -
Subtotal	\$ 122,092.00	\$ 99,420.00	-22.80%	\$ 99,420.00	\$ 119,157.00	\$ 98,750.00	-20.67%	\$ 98,750.00

EXPENSES	2019				2018			
	ACTUAL - YTD	12 MON BUDGET	% VARI.	12 MON BUD	ACTUAL - YTD	12 MON BUDGET	% VARI.	12 MON BUD
TOTAL EXPENS.	\$ 3,361,421.00	\$ 2,964,141.00	13%	\$ 2,964,141.00	\$ 2,946,968.00	\$ 2,900,065.00	2%	\$ 2,900,065.00
Income in excess (less than) expens	\$ (44,640.00)	\$ (3,746.00)	1092%	\$ (3,746.00)	\$ 42,549.00	\$ (4,315.00)	-1086%	\$ (4,315.00)

**FAMILY PLANNING COUNCIL OF IOWA
FY2019 OPERATING REPORT SUPPLEMENTAL
FOR THE TWELVE MONTHS ENDING JUNE 30, 2019**

(Audited Figures)

VARIANCES:**Revenue:**

Title X Services	\$246,439.00	Favorable Variance
TX Reimbur/Update	\$ 1,180.00	Favorable Variance
Non-Title X Grants	\$ 66,775.00	Favorable Variance
Interest/Donations	\$ 989.00	Favorable Variance
Update/Training	\$ 5,028.00	Unfavorable Variance
Non-TX Misc	\$ 23,358.00	Favorable Variance
Com. Based Service	\$22,673 .00	Favorable Variance

Expenses:

Title X Services	\$246,580.00	Unfavorable Variance
Non-Title X Projects	\$128,028.00	Unfavorable Variance
Com. Based Service	\$ 22,672.00	Unfavorable Variance

SIGNIFICANT BUDGET VARIATIONS THROUGH JUNE 30, 2019:

Note: FY2019 was a difficult year to track and report for Title X. Title X funding for July and August 2018 was provided as an extension of FPCI's FY2018 grant. FPCI was given a separate funding award for those two months. FPCI then received Title X funding for a seven month time period (September 1, 2018-March 31, 2019). FPCI did receive a Title X grant beginning April 1, 2019 – March 31, 2020. Because of the uncertainty around funding for FY2019, the FPCI Board decided in July 2018 to use the 12 month budget submitted by FPCI in its May 2018 Title X grant application. The amounts received in July/August and for the seven month award were higher monthly amounts than that identified in the approved FPCI FY2019 Operating budget. The amount of title X funding received in the April 1, 2019 grant was 6.41% less than the amount for the original FY18 grant.

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 favorable variance in Title X revenue is a reflection of the extra funding received in the 2 month extension award and in the 7 month grant award. Generally a favorable variance in Title X revenue is matched by an unfavorable variance in Title X expenses. However, in late June 2019, FPCI received some reimbursement funds for presentations conducted by FPCI staff that was not yet spent by June 30, 2019.
- ▶ The Non-Title X Grants favorable revenue is due to several factors: 1) The receipt of an anonymous foundation grant to assist with the costs of FPCI and AFHP's lawsuit regarding Title X applications, 2) CCSP was not included in the original budget but subsequently FPCI was awarded the contract.

- ▶ The Non-Title X Misc. favorable variance is because there was a printing of the “Facts About STD” Brochure that had not been anticipated and funding was received from the Family Planning Councils of America.
- ▶ The unfavorable variance in Update/Training is because the annual Family Planning Update was not held in September. A training event was held in the Spring of 2019 which did generate some revenue.
- ▶ The favorable variance in the CBSS program is because IDPH provided extra funds for FPCI to conduct some special projects in the program.

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 unfavorable variance in Title X Operating Expenses was due to several factors. One factor is that FPCI received slightly higher than anticipated funding in the FY18 two months extension and the seven month grant. Activities and subrecipient awards were made to reflect that higher funding.
- ▶ The unfavorable variance for the Non-Title X projects has several factors. One is that the bulk of the cost for the Centralized Data System (CDS) project was paid out in August and September and the budget approved in July did not account for that. (Those costs are reflected in personnel, contractual, and delegates categories). The second is the costs for the FPCI/AFHP lawsuit. (Those costs are reflected in personnel and contractual – attorney categories). The third factor is the printing costs for the “Facts About STDs” brochures.
- ▶ The unfavorable variance in the CBSS is because IDPH added extra projects to the program in June. IDPH provided funding for those projects.

Note: The reasons for the \$44,640.00 of expenses over income are: 1) all the revenue for the CDS was recognized in FY2018 but most the expenses occurred in FY2019 – that represents \$42,592.00; 2) The FPCI/AFHP lawsuit were not completely covered by the private foundation and other revenue.

At June 30, 2019 the amount of Unrestricted Reserve Funds is \$247,426.46. Please note that the FPCI Executive Committee has identified \$40,000 of that to be used over the next two years for the Centralized Data System Project.

Necessary Board Action:

Accept or reject 4th Quarter FY2019 Audited Figures Financial Report

FAMILY PLANNING COUNCIL OF IOWA
FY2020 & FY2019 OPERATING REPORT- COMPARISON
1st QUARTER

Attachment C
 Unaudited Figures

INCOME	2020				2019			
	ACTUAL - YTD	3 MON BUDGET	% VARI.	12 MON BUD	ACTUAL - YTD	3 MON BUDGET	% VARI.	12 MON BUD
Title X-Services	\$ 290,600.00	\$ 650,000.00	-55%	\$ 2,600,000.00	\$ 499,335.00	\$ 533,300.00	-6%	\$ 2,828,000.00
TX Reimbur/Update	\$ -		#DIV/0!	\$ -	\$ -		#DIV/0!	\$ -
Reserve Funds	\$ -			\$ 11,007.00	\$ -	0		\$ -
Non-Title X Grants	\$ -	\$ 2,500.00	-100%	\$ 8,450.00	\$ -	\$ 1,760.00	-100%	\$ 21,125.00
Interest/Dona.	\$ 1,817.00	\$ 950.00	91%	\$ 3,850.00	\$ 1,336.00	\$ 975.00	37%	\$ 3,850.00
Misc	\$ 600.00	\$ 550.00	9%	\$ 750.00	\$ 360.00	\$ 500.00	-28%	\$ 2,000.00
Update/Train	\$ 7,475.00	\$ 8,000.00	-7%	\$ 8,000.00	\$ -	\$ -	#DIV/0!	\$ 6,000.00
CBSS	\$ -	\$ 24,000.00	-100%	\$ 99,420.00	\$ 13,185.00	\$ 16,570.00	-20%	\$ 99,420.00
CDS Grant	\$ -	\$ -	#DIV/0!	\$ 182,000.00	\$ -	\$ -	#DIV/0!	\$ -
Accrual to cash	\$ 15,614.00			\$ -	\$ (266.00)			\$ -
TOTAL	\$ 316,106.00	\$ 686,000.00	-54%	\$ 2,913,477.00	\$ 513,950.00	\$ 553,105.00	-7%	\$ 2,960,395.00

EXPENSES	2020				2019			
	ACTUAL - YTD	3 MON BUDGET	% VARI.	12 MON BUD	ACTUAL - YTD	3 MON BUDGET	% VARI.	12 MON BUD
Title X-Services								
Personnel	\$ 84,166.00	\$ 102,000.00	-17%	\$ 409,975.00	\$ 88,148.00	\$ 92,000.00	-4%	\$ 403,680.00
Travel	\$ 4,261.00	\$ 5,000.00	-15%	\$ 20,700.00	\$ 2,328.00	\$ 2,000.00	16%	\$ 19,700.00
Supplies	\$ 2,361.00	\$ 3,850.00	-39%	\$ 15,385.00	\$ 1,242.00	\$ 1,500.00	-17%	\$ 17,350.00
Equipment	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Occupancy	\$ 18,042.00	\$ 14,410.00	25%	\$ 57,642.00	\$ 18,143.00	\$ 20,000.00	-9%	\$ 56,675.00
Training	\$ 3,760.00	\$ 6,500.00	-42%	\$ 27,940.00	\$ 9,404.00	\$ 8,500.00	11%	\$ 33,450.00
Contractual	\$ 12,390.00	\$ 13,500.00	-8%	\$ 54,195.00	\$ 8,793.00	\$ 8,800.00	0%	\$ 55,495.00
Other	\$ 270.00	\$ 4,000.00	-93%	\$ 16,450.00	\$ 310.00	\$ 500.00	-38%	\$ 17,580.00
Delegates	\$ 181,768.00	\$ 500,900.00	-64%	\$ 2,003,713.00	\$ 370,967.00	\$ 400,000.00	-7%	\$ 2,224,070.00
Subtotal	\$ 307,018.00	\$ 650,160.00	-53%	\$ 2,606,000.00	\$ 499,335.00	\$ 533,300.00	-6%	\$ 2,828,000.00

EXPENSES	2020				2019			
	ACTUAL - YTD	3 MON BUDGET	% VARI.	12 MON BUD	ACTUAL - YTD	3 MON BUDGET	% VARI.	12 MON BUD
Non-Title X								
Personnel	\$ 1,261.00	\$ 2,500.00	-50%	\$ 10,091.00	\$ 4,155.00	\$ 3,000.00	39%	\$ 12,446.00
Travel	\$ 38.00	\$ 50.00	-24%	\$ 200.00	\$ 36.00	\$ 50.00	-28%	\$ 200.00
Supplies	\$ 210.00	\$ 55.00	282%	\$ 230.00	\$ 6.00	\$ 50.00	-88%	\$ 250.00
Equipment	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Occupancy	\$ 172.00	\$ 215.00	-20%	\$ 863.00	\$ 402.00	\$ 300.00	34%	\$ 985.00
Training	\$ 6,324.00	\$ 6,320.00	0%	\$ 6,320.00	\$ -	\$ -	#DIV/0!	\$ 6,320.00
Contractual	\$ 159.00	\$ 55.00	189%	\$ 220.00	\$ 20,564.00	\$ 100.00	20464%	\$ 330.00
Other	\$ 106.00	\$ 340.00	-69%	\$ 1,383.00	\$ 13.00	\$ 20.00	-35%	\$ 65.00
Delegates	\$ -	\$ 2,700.00	-100%	\$ 6,750.00	\$ 19,678.00	\$ -	#DIV/0!	\$ 16,125.00
Subtotal	\$ 8,270.00	\$ 12,235.00	32.41%	\$ 26,057.00	\$ 44,854.00	\$ 3,520.00	#####	\$ 36,721.00

EXPENSES	2020				2019			
	ACTUAL - YTD	3 MON BUDGET	% VARI.	12 MON BUD	ACTUAL - YTD	3 MON BUDGET	% VARI.	12 MON BUD
CBSS								
Personnel	\$ 18,532.00	\$ 20,000.00	-7%	\$ 80,253.00	\$ 17,126.00	\$ 18,000.00	-5%	\$ 78,669.00
Travel	\$ 160.00	\$ 725.00	-78%	\$ 2,900.00	\$ 1,174.00	\$ 1,800.00	-35%	\$ 2,900.00
Supplies	\$ 71.00	\$ 160.00	-56%	\$ 650.00	\$ 29.00	\$ 100.00	-71%	\$ 650.00
Equipment	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Occupancy	\$ 3,906.00	\$ 2,300.00	70%	\$ 9,075.00	\$ 2,904.00	\$ 3,100.00	-6%	\$ 8,840.00
Training	\$ 878.00	\$ 500.00	76%	\$ 2,000.00	\$ 619.00	\$ 100.00	519%	\$ 2,000.00
Contractual	\$ 804.00	\$ 335.00	140%	\$ 1,335.00	\$ 237.00	\$ 300.00	-21%	\$ 1,230.00
Other	\$ -	\$ 800.00	-100%	\$ 3,207.00	\$ -	\$ -	#DIV/0!	\$ 5,131.00
Subtotal	\$ 24,351.00	\$ 24,820.00	1.89%	\$ 99,420.00	\$ 22,089.00	\$ 23,400.00	5.60%	\$ 99,420.00

EXPENSES	2020				2019			
	ACTUAL - YTD	3 MON BUDGET	% VARI.	12 MON BUD	ACTUAL - YTD	3 MON BUDGET	% VARI.	12 MON BUD
CDS								
Personnel	\$ -	\$ -	#DIV/0!	\$ -	Not a project in FY2019			
Travel	\$ -	\$ -	#DIV/0!	\$ -				
Supplies	\$ -	\$ -	#DIV/0!	\$ -				
Equipment	\$ -	\$ -	#DIV/0!	\$ -				
Occupancy	\$ -	\$ -	#DIV/0!	\$ -				
Training	\$ -	\$ -	#DIV/0!	\$ -				
Contractual	\$ -	\$ -	#DIV/0!	\$ 70,000.00				
Other	\$ -	\$ -	#DIV/0!	\$ -				
Subtotal	\$ -	\$ -	#DIV/0!	\$ 70,000.00				

EXPENSES	2020				2019			
	ACTUAL - YTD	3 MON BUDGET	% VARI.	12 MON BUD	ACTUAL - YTD	3 MON BUDGET	% VARI.	12 MON BUD
TOTAL EXPENS.	\$ 339,639.00	\$ 687,215.00	-51%	\$ 2,731,477.00	\$ 566,278.00	\$ 560,220.00	1%	\$ 2,964,141.00
Income in excess (less than) expens	\$ (23,533.00)	\$ (1,215.00)	1837%	\$ 182,000.00	\$ (52,328.00)	\$ (7,115.00)	635%	\$ (3,746.00)

8.29.19

**FAMILY PLANNING COUNCIL OF IOWA
FY2020 OPERATING REPORT
FOR THE THREE MONTHS ENDING SEPTEMBER 30, 2019**

(Unaudited)

VARIANCES:**Revenue:**

Title X Services	\$ 359,400.00	Unfavorable Variance
TX Reimbur/Update	\$ -	Favorable Variance
Non-Title X Grants	\$ 2,500.00	Unfavorable Variance
Interest/Donations	\$ 867.00	Favorable Variance
Update/Training	\$ 525.00	Unfavorable Variance
Non-TX Misc	\$ 50.00	Favorable Variance
Com. Based Service	\$ 24,000	Unfavorable Variance

Expenses:

Title X Services	\$ 343,142.00	Favorable Variance
Non-Title X Projects	\$ 3,965.00	Favorable Variance
Com. Based Service	\$ 469.00	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 9/30/19 we are 6 months into the Title X award period but only 3 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 Non-Title X Grants unfavorable revenue is due to the CCSP project being on a reimbursement schedule and as of 9/30/19 FPCI had not been paid.
- ▶ The Interest/Donations favorable variance is because both interest and donations were higher than anticipated.
- ▶ The Non-Title X Misc. favorable variance is 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 unfavorable variance in the CBSS program is because the program is on a reimbursement basis and we have not received payments from IA Dept. of Public Health.

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 personnel costs, travel, supplies, and training were, and should have been expected to be favorable to budget. Occupancy costs were higher because 4 months of rent was paid due to the schedule of payment due date. 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. Delegates expenses were favorable due to the reimbursement schedule of the CCSP program. As of 9/30/19 no claims had been paid.

▶ The favorable variance in the CBSS is because travel comes at different times of the year but can vary and just hasn't occurred yet. Occupancy costs were over budget because more is being allocated to the CBSS coordinator while we have open positions as well as the change in office space for this coordinator. Training was over budget for this period because training happens at different times of the year and can't always be predicted.

Necessary Board Action:

Accept or reject 1st Quarter FY2020 Unaudited Financial Report

Attachment D

FY2020 TITLE X SUPPLEMENTAL GRANT BUDGET

REVENUE	APPLICATION TX SUPP 20	AWARD TX SUPP 20
GRANTS	\$115,716	\$105,300
RESERVE FUNDS	\$0	\$0
	-----	-----
TOTAL REVENUE	\$115,716	\$105,300

OPER. EXPENSES**FPCI PERSONNEL:**

SALARIES	\$12,346	\$12,346
TEMP	\$0	\$0
SAL/FRIN. POOL	\$0	\$0
FRINGES	\$2,354	\$2,354
	-----	-----
SUBTOTAL	\$14,700	\$14,700

TRAVEL:

IN-STATE	\$850	\$850
OUT-STATE	\$0	\$0
BOARD	\$0	\$0
	-----	-----
SUBTOTAL	\$850	\$850

SUPPLIES:

OFFICE	\$0	\$0
POSTAGE	\$0	\$0
	-----	-----
SUBTOTAL	\$0	\$0

EQUIPMENT:

MISC EQUIP	\$0	\$0
	-----	-----
SUBTOTAL:	\$0	\$0

OVERHEAD:

RENT (INC. UTIL)	\$0	\$0
INSURANCE	\$0	\$0
TELEPHONE	\$0	\$0
	-----	-----
SUBTOTAL	\$0	\$0

	APPLICATION	AWARD
TRAINING:	TX SUPP 20	TX SUPP 20
GENERAL-FPCI	\$0	\$0
	-----	-----
SUBTOTAL	\$0	\$0
CONTRACTUAL/OTHER:		
AUDIT	\$0	\$0
SERVICE CONTR.	\$0	\$0
ATTORNEY	\$0	\$0
CONSULTANTS	\$0	\$0
FISCAL MGT	\$0	\$0
MEDICAL DIREC	\$0	\$0
	-----	-----
SUBTOTAL	\$0	\$0
FPCI OPER. EXPE	\$15,550	\$15,550
SUBCONTRACTS:		
FP SERVICES	\$100,166	\$89,750
	-----	-----
SUBTOTAL	\$100,166	\$89,750
GRAND TOTAL	\$115,716	\$105,300
REVENUE/EXPEN	\$0	\$0

PROPOSED FY2021 TITLE X SUPPLEMENTAL GRANT APPLICATION BUDGET

REVENUE:

Federal Title X Funds:	\$118,252		
Non-Federal Resources:			
Program Income:	\$17,400		
Medicaid	\$6,265	Patient Fees	\$1,915
Other 3rd Party Payers	\$9,220	Other	\$0

TOTAL NON-FEDERAL \$17,400

TOTAL REVENUE \$135,652

EXPENSES:

Line Items	TX	Non Federal Resources	Total
Personnel:			
Salaries	\$12,593	\$0	\$12,593
Temp	\$0	\$0	\$0
Sal/Fringe Pool	\$0	\$0	\$0
Fringes	\$2,401	\$0	\$2,401
	-----	-----	-----
Subtotal	\$14,994	\$0	\$14,994
Travel:			
In-State	\$0	\$0	\$0
Out-of-State	\$0	\$0	\$0
Board	\$0	\$0	\$0
	-----	-----	-----
Subtotal	\$0	\$0	\$0
Equipment:			
Misc Equipment	\$0	\$0	\$0
	-----	-----	-----
Subtotal	\$0	\$0	\$0
Supplies:			
Office Supplies	\$0	\$0	\$0
	-----	-----	-----
Subtotal	\$0	\$0	\$0
Contractual:			
Sub-Recipients	\$103,258	\$17,400	\$120,658
	-----	-----	-----
Subtotal	\$103,258	\$17,400	\$120,658
Construction:			
Construction	\$0	\$0	\$0
	-----	-----	-----
Subtotal	\$0	\$0	\$0

Other:

Audit	\$0	\$0	\$0
Attorney	\$5,000	\$0	\$5,000
Fiscal Mgt	\$25,647	\$0	\$25,647
Medical Director	\$3,000	\$0	\$3,000
Consultants	\$3,000	\$0	\$3,000
Rent (inc util)	\$44,405	\$0	\$44,405
Insurance	\$4,200	\$0	\$4,200
Telephone	\$6,600	\$0	\$6,600
Postage	\$400	\$0	\$400
Training	\$5,000	\$0	\$5,000
Equip Service	\$9,100	\$0	\$9,100
Subtotal	\$106,352	\$0	\$106,352
Grand Total	\$224,604	\$17,400	\$242,004

PROPOSED FY2022 TITLE X SUPPLEMENTAL GRANT APPLICATION BUDGET

REVENUE:

Federal Title X Funds:	\$119,885		
Non-Federal Resources			
Program Income:	\$17,400		
Medicaid	\$6,265	Patient Fees	\$1,915
Other 3rd Party Payers	\$9,220		
TOTAL NON-FEDERAL	\$17,400		
TOTAL REVENUE	\$137,285		

EXPENSES:

Line Items	TX	Non Federal Resources	Total
Personnel:			
Salaries	\$12,845	\$0	\$12,845
Temp	\$0	\$0	\$0
Sal/Fringe Pool	\$0	\$0	\$0
Fringes	\$2,449	\$0	\$2,449
	-----	-----	-----
Subtotal	\$15,294	\$0	\$15,294
Travel:			
In-State	\$0	\$0	\$0
Out-of-State	\$0	\$0	\$0
Board	\$0	\$0	\$0
	-----	-----	-----
Subtotal	\$0	\$0	\$0
Equipment:			
Misc Equipment	\$0	\$0	\$0
	-----	-----	-----
Subtotal	\$0	\$0	\$0
Supplies:			
Office Supplies	\$0	\$0	\$0
	-----	-----	-----
Subtotal	\$0	\$0	\$0
Contractual:			
Sub-Recipients	\$104,591	\$17,400	\$121,991
	-----	-----	-----
Subtotal	\$104,591	\$17,400	\$121,991
Construction:			
Construction	\$0	\$0	\$0
	-----	-----	-----
Subtotal	\$0	\$0	\$0

Other:

Audit	\$0	\$0	\$0
Attorney	\$0	\$0	\$0
Fiscal Mgt	\$0	\$0	\$0
Medical Director	\$0	\$0	\$0
Consultants	\$0	\$0	\$0
Rent (inc util)	\$0	\$0	\$0
Insurance	\$0	\$0	\$0
Telephone	\$0	\$0	\$0
Postage	\$0	\$0	\$0
Training	\$0	\$0	\$0
Equip Service	\$0	\$0	\$0
	-----	-----	-----
Subtotal	\$0	\$0	\$0
Grand Total	\$119,885	\$17,400	\$137,285

**FAMILY PLANNING COUNCIL OF IOWA
MEDICAL COMMITTEE MEETING MINUTES
THURSDAY, OCTOBER 10, 2019**

Present:	Noelle Bowdler, MD, FPCI Medical Director	
	Kaia Petersen, ARNP, Trinity	Claudia Beckwith, ARNP, PHC
	Sue Schafer, ARNP, CHC	Carrie Helmick, ARNP, GRHS
	Kelli Wallace, MD, WCHD	Staci Kraft, RN, WCHD
By Phone:	Tana Kass, ARNP, Promise	Stacy Ervin, ARNP, Siouxland
	Chloe Butler, MD, FPCI Board	
Staff:	Becky Parrish, ARNP, FPCI	Rachel Goss, FPCI

I. Call to order

The meeting was called to order at 10:35 a.m. by Dr. Bowdler.

II. Introductions

Introductions were made

III. Approval of Minutes July 11, 2019

The motion was given by Ms. Petersen to approve the minutes, Ms. Schafer seconded.

M/P/U

IV. New Title X Rules

Ms. Parrish discussed the new rules, the protocols affected and the implementation of these rules. FPCI will submit all supporting documentation of our compliance of the new rules by October 18.

V. Training

Ms. Parrish discussed the previously held CBSS Update Webinar on Sept. 11 and Annual Update (in person) on Sept. 17. If you missed it, here's the link to  [CBSS Update webinar 2019 video recording.mp4](#)

VI. Consistent Messages for Adolescent Counseling/Documentation

Ms. Parrish discussed the changes to the adolescent counseling because of the new rule implementation. It is imperative to document all topics of discussion, if a parent was with them or not, if the parent was aware of them seeking reproductive health services and approved or not. If adolescent counseling was not performed, it must be documented thoroughly why it was not performed. The committee has discussed consistent messaging many times over the last year. EHR systems should include these elements of counseling.

VII. Changes in Network

Ms. Parrish informed the committee of openings in service delivery areas because of the Planned Parenthood departure (Ames, Council Bluffs, Des Moines and Iowa City). Ms. Goss encouraged everyone to send information of possible service providers in the open areas.

VIII. CBSS

Ms. Parrish discussed the changes in CT/GC test kits for the CBSS program. The multi-use kits (orange box) will be used for vaginal, oropharyngeal, and rectal testing now rather than the cervical and urethral test kits (white/purple box). Continue to use them until your supply is gone. Once they are gone the multi-use kits will be the only ones available for multi-site testing. Continue to use the urine test kits as before for males and females. The CBSS webinar does discuss this change in detail. The CBSS manual will be updated by the end of this year.

IX. FY2020 QA/QI Project Ideas

It was decided to evaluate HPV vaccination completion for our next QA project. Ms. Parrish will start working on a tool, to start collecting data in January.

X. FPCI's new Secure Message System

FPCI purchased Virtru. For the QA project, Ms. Parrish will initiate the email. All data collection tools should be submitted by responding to her initial email in order to be secure.

XI. Clinical Protocol Review

Ms. Parrish went over all the changes submitted by the review teams and those discussed at the meeting. Ms. Parrish will complete all the changes and send them to the committee for approval. Once Dr. Bowdler has performed the final approval, Ms. Parrish will send out the protocols for each subrecipient to change their clinical protocols accordingly.

XII. 2020 Committee Meeting Dates

Conference Calls, 9-11 am: January 23 and July 30

In person, 10:30 am - 3 pm: April 16 and October 8

XIII. Old Business

None.

XIV. New Business

In addition to the new Executive Director, Rachel Goss, FPCI has 2 new staff members: Angie Taylor, Training Coordinator; and Kay Switzer, Outreach Coordinator. Both will start October 21, 2019.

XV. Agency Round Table

Dr. Wallace asked about sterilizations with Title X. Federally, sterilizations are a Title X service, but FPCI chose many years ago not to include them in our program. FPCI will reassess this. Ms. Schafer informed us the National Reproductive Health Conference will be August 11-14, 2020 in San Francisco.

XVI. Adjourn

The meeting was adjourned at 1:50 p.m.

The next meeting is Thursday, January 23, 2020 at 9:00 a.m. by conference call.

Minutes submitted by Becky Parrish

Necessary Board Action:

Accept or reject Medical Committee Report

**FAMILY PLANNING COUNCIL OF IOWA
ADVISORY COMMITTEE
MEETING MINUTES
October 8, 2019**

Present: Stacy Kraft (WCHD) Jennifer Wohlers (CHC)
Joanne Hermiston (WHS) Tracy Menter (PHC)
Brandi Steck (Siouxland) Cherry Klein (FPSEIA)
Holly Barrett (TMPH) Chelsea Stratton (Hillcrest)
Christy Roby Williams (TMPH)

Not Present: Amy McAlpine (Promise)

Staff: Rachel Goss
Michelle Farmer Becky Parrish

I. Call to Order

The meeting was called to order at 10:37 a.m. by Joanne Hermiston, Chair.

II. Introductions

Introductions were made.

III. Approval of July 30, 2019 Meeting Minutes

Brandi Steck moved to accept the minutes of the July 30, 2019 Advisory Committee Meeting. Jen Wohlers seconded. **M/P/U**

IV. Staff Changes at FPCI

Rachel Goss reported that two new staff have been hired. She advised that Kay Switzer has been hired as Outreach Coordinator and Angie Taylor is the new Training Coordinator. Ms. Goss advised that both will start on October 21, 2019.

V. Title X

Rachel Goss provided an update on the required documentation for the 2019 Title X Rule. She reported that FPCI received an extension and will be ready to submit the requested information on October 18, 2019.

Ms. Goss reported that she is exploring Telehealth for use at the subrecipient agencies. Ms. Goss will keep the subrecipients updated on what she learns.

Rachel Goss reported that FPCI's FY2021 Continuing Application is not yet posted. She reported that as soon as FPCI receives its application, we will send the subrecipient FY2021 applications.

Expedited Partner Treatment at FQHCs was discussed.

There was some discussion on Income Determination.

VI. Data

Rachel Goss provided the Committee with an update on FPCI's Centralized Data Project. There was discussion on what subrecipients should be expecting.

The Committee was reminded that FPARs for CY2019 will be due to FPCI on January 20, 2020.

VII. State Family Planning Program

Ms. Goss asked for feedback from the State Family Planning Program training on August 8, 2019. There was discussion on issues the subrecipients were having getting into the system. There was discussion on scheduling training for early December and what should be included. Ms. Goss asked if anyone had billing issues concerning the SFPP, there were none.

VIII. Medicaid

Rachel Goss asked the Committee if they had identified any issues concerning Iowa Total Care. There was discussion.

Ms. Goss asked if anyone had issues receiving payments from United Health Care, there were none.

IX. FPCI Medical Committee

Becky Parrish reported that the Medical Committee will meet on Thursday October 10, 2010. Ms. Parrish advised that the Committee will discuss the protocols and decide on the QA/QI project. Ms. Parrish reported that FPCI did not purchase secure messaging for the subrecipients, but now use Virtru, which encrypts emails.

X. Training

Mr. Goss reported that the Training Advisory Committee will meet on November 6, 2010 at FPCI. She advised the Directors that if they have training ideas, let their representative know prior to the meeting.

Ms. Goss asked for feedback on the Family Planning Update, there was discussion.

There was discussion on NFPRHA fall conference and the upcoming winter conference.

XI. Old Business

Joanne Hermiston asked if there was any old business. Tracy Menter asked if the new data sets were released. Ms. Goss reported they have not yet been released. There was discussion concerning the new data elements and the subrecipient's EHR vendors.

XII. New Business

Ms. Hermiston asked if there was new business. Christy Roby Williams wanted an explanation on why FPCI was not applying for the CCSP funds. Rachel Goss provided an explanation.

XIII. Round Table Discussion

The Committee discussed issues concerning their agencies.

XIV. Adjourn

The meeting was adjourned at 1:26 p.m.

*Minutes respectively submitted by Michelle Farmer.

Necessary Board Action:

Accept or reject Advisory Committee Minutes

**FAMILY PLANNING COUNCIL OF IOWA
EXECUTIVE DIRECTOR'S REPORT
OCTOBER 2019**

Title X:

FY2020 Title X Supplemental Grant Award: On September 11, 2019 a supplemental funding RFA was issued for existing Title X grantees. Unfortunately, the turnaround for this announcement was just one week, meaning the due date for submission of this grant application was September 19th.

FPCI worked quickly with subrecipients to identify who wanted to participate in our application to serve more clients at our existing sites. FPCI felt strongly this was the best strategy to request the funding given the time constraints of the application process. With the help of the entire team, FPCI applied for \$115,000 and received a notice of award (NOA) for \$105,300 to cover the budget period 4/1/2019 through 3/31/2020. This brings FPCI's new award for the project period 4/1/2019 through 3/31/2020 to \$2,705,300.00.

Assurance Plan: One of the requirements of the new Title X rules that began being enforced in August was that each grantee had to submit an action plan that outlined all of the activities FPCI would take to come into compliance with the new final rules. The due date for submission of the action plan and assurance statement was September 18th. FPCI applied for, and received an extension of this due date mainly to allow enough time for subrecipient revisions and approvals to clinical and administrative policies. Through the good work of Becky Parrish, our Clinical Coordinator FPCI has been able to provide OPA with an updated Assurance Plan and attestation statement that states FPCI and its subrecipients are following the new rule. FPCI has retained the revised policies and procedures, attestation statements, as well as training records from all subrecipients as proof of this requirement and will submit these documents to OPA at their request.

Change in scope: One of the largest challenges regarding Title X at this time is recovering the FPCI network now that Planned Parenthood of the Heartland is no longer participating in Title X. This unfortunate, but anticipated loss in the network with the new rules has created some large service gaps. FPCI has identified 4 major areas that need increased/expanded coverage and they are below:

Areas with Previous Heartland TX Clinic	Counties
Iowa City	Johnson, Iowa, Washington
Des Moines	Polk, Warren, Marion, Madison
Ames	Boone, Story
Council Bluffs	Pottawattamie, Mills, Montgomery

Currently, FPCI is in discussions with Proteus and Primary Health Care regarding some of these service area gaps. Meetings with Broadlawns, Polk County Health Department, and All Care Health are in the process of being scheduled or are on the calendar for future dates. FPCI also

intends to send out a letter of interest to targeted facilities in hopes of gaining a few more leads that may result in network expansion. The challenge will be recovering the network as rapidly as possible and using the unexpended Heartland funds (about \$623,000) before March 31, 2020. FPCI is currently exploring the best use of these funds, options for a proposed “carry over” into the next award year, and is required to file a change in scope of project with OPA but here are some items we are exploring:

- Network expansion with new providers (priority)
- CDS support at the SR level
- Targeted Program Outreach
- Supplies for SRs (LARCs)
- Staff Benefits/Stipend Proposal for retention

Once the change in scope is submitted to OPA they have 30 days to approve or reject it. FPCI anticipates filing the change in scope before November 1st, 2019.

Training:

The Update: The Family Planning Update, Commitment to Excellence, was successfully held on September 17, 2019 with an attendance of 64 family planning professionals from across Iowa. There were also 6 Exhibitor Tables. The topics covered were: Contraceptive Update, Meth in Iowa, White Socialization & the Challenge of Anti-Racism and Equity, Contraception: managing Difficult Cases & Side Effects, Refugee Health in Iowa, and Sex Ed for persons with disabilities. The Update was very well received by the participants although attendance was lower than normal. The meeting and its survey results will be discussed in great detail at the next Training and Advisory Committee Meeting.

New Training Coordinator: The new Training Coordinator, Angela “Angie” Taylor begins on October 21st. Angie’s most recent work has been at Planned Parenthood where she was their Patient Care Team Lead and Ultrasound Program Manager. Angie holds a bachelor’s degree in sociology and psychology from North Dakota State University. Angie will be working with Leila on an occasional basis to ensure a smooth transition of some of the duties and is excited to advance her career with FPCI.

Outreach:

New Outreach Coordinator: Kay Switzer starts her role as Outreach Coordinator October 21st. Kay came very highly recommended by multiple colleagues in the reproductive and sexual health space. Kay is a recent UNI graduate with a bachelor’s degree in Health Promotion and her most recent work was as an intern with EyesOpenIowa. Kay is energetic, passionate about FPCI’s mission and is anxious to get to work. One of her first tasks will be to help increase FPCI’s social media presence.

Centralized Data System:

The Office of Population Affairs (OPA) is developing an interoperable, standards-based reporting system that can be used to collect a set of defined data elements from all Title X

service sites. This new data reporting system, also known as FPAR 2.0 within the Title X context, is the first of its kind in the reproductive health sector. This new reporting system will enable participants to improve the way they send and receive health-related data for analysis. OPA's failure to finalize the new set of data measures impacts FPCI's ability to move forward on implementing a centralized data system. The rationale being that since we do not know what exactly the data elements required for reporting will be, there is only so much prework that can be done in order to avoid unnecessary expenditures and work.

One new piece of information is FPCI has signed contracts with both the CDS Vendor Bow Link and the Project Manager, Diversified Information Agency, LLC. The next step in the process is both myself as Executive Director and Benjamin Greer from Diversified Information Agency, LLC will be viewing the product demo from Bow Link to get up to speed. This will be scheduled for sometime early in November. FPCI anticipates the bulk of the CDS project moving forward after the new year unless OPA finalizes the data elements faster than anticipated.

Necessary Board Action:

Accept or reject Executive Director's Report

IOWA DEPARTMENT OF PUBLIC HEALTH PROJECTS REPORT OCTOBER 2019

STD Funding

The Iowa Department of Public Health's (IDPH) STD Program submitted their continuing application for funding to the Center for Disease Control and Prevention (CDC) for Year Two of the five year funding cycle on August 30th. The CDC funding is identified as "*Strengthening STD Prevention and Control for Health Departments*" (PCHD). The application included a mid-year progress report for 2019 and a new work plan 2020. Notification of the Grant Award (NGA) will be in late November. Funding is on a calendar year basis.

The CBSS Coordinator assisted in writing the progress reports and the new work plan. For 2020, no more than 10% of the funding to the STD Program can go toward providing chlamydia and gonorrhea testing in safety net sites, such as the Title X family planning clinics. IDPH uses some state funds that go directly to the State Hygienic Laboratory (SHL) to supplement that testing.

Site Visits

As of October 15th, the CBSS Coordinator has completed 11 quality assurance site visits. An additional four visits are scheduled for the remainder of the year which will exceed the state contract requirement of 20% of the 58 CBSS provider sites receiving a visit each year. During site visits, the CBSS Coordinator covers a number of issues including data, prevention education, screening and specimen collection, notification of test results, treatment, and partner services. A medical chart audit was also completed at ten of the visits to monitor compliance with the state STD 340B medications program. One of the clinics does not participate in the state medications program.

CBSS Update

The CBSS Update Webinar was held on Wednesday, September 11th. The program included data updates for overall state STD morbidity and was presented by George Walton, STD Program Manager. Kris Eveland, from the State Hygienic Laboratory, presented information on an upcoming change to the test kits used by the CBSS clinics for chlamydia/gonorrhea. An overall update on the CBSS quality assurance program was presented by the CBSS Coordinator. There were 108 registered to view the webinar. To date, 44 participants have completed an evaluation and 100% agree or strongly agree that the program met the objectives outlined for the webinar. A recording is available for those not able to participate that day.

CBSS Exhibiting

To date, the CBSS Coordinator has exhibited the CBSS educational display at four conferences: the Iowa School Nurse Association Annual Conference, the Prevent Child Abuse – Family Support/Community Adolescent Pregnancy Prevention Conference, the Title X Family Planning Update, and the University of Iowa School Nurse Conference. These events allow for networking with partners and promoting testing and treatment for STDs according to established national guidelines.

National Coalition of STD Directors' Conference – STD Engage

In November, the CBSS Coordinator will attend the annual NCSD conference in Alexandria, VA. The Coordinator serves as an Associate Member of the Association. She will be attending with the STD Program Manager and other STD program staff. The meeting provides an opportunity for networking, attending workshops, and hearing up to date information on policy and practice. The STD Program Manager and the CBSS Coordinator will be conducting Hill visits while in the D.C. area and presenting a poster highlighting a pilot project that was done this past year with a CBSS participating clinic and HIV Ryan White Part C Care providers to determine the need for trichomonas testing with women attending those sites.

CERVICAL CANCER SCREENING PROGRAM (CCSP):

Copied from the last report: The Cervical Cancer Screening Program (CCSP) was established to provide funding for preventive and screening services related to cervical cancer to low-income, underinsured or uninsured men and women who do not have other means to pay for these services. The program is administered through the IA Dept. of Public Health, Bureau of Chronic Disease Prevention and Management. In the past, IDPH contracted with FPCI to administer the enrollment activities of the program within the FPCI delegate agencies. FPCI sub-contracted with some of its subrecipient agencies for the processing of clients' enrollment into the program. This is a July – June grant.

In April 2019, FPCI was awarded 21 more slots to use in the program added to the original 215 slots. For FY2019, 232 individuals were enrolled in the program.

In late June, FPCI was notified by the Iowa Department of Public Health's (IDPH) Cervical Cancer Program (CCP) of changes to the contracting process for the coming fiscal year. Since they have come to the end of the multi-year period approved for contracting with FPCI, there will be a change in process for contracting. IDPH will move forward to issue a 5-month contract covering the same services, requirements, and associated reimbursements levels, but with a prorated number of persons to serve. The contract will conclude on 12/31/19.

While that programming is offered, IDPH will develop and issue a request for proposal or application process for parties interested in offering these services.

Update: A new competitive RFA was issued from the department on September 14, 2019 with a due date of October 14, 2019. In addition to the existing FPCI CCSP sites, 3 IDPH Title X clinics reached out to see if FPCI would include them in our CCSP application. Unfortunately, after careful review there were several changes to the program reflected in the RFA. The first change was an apparent error in the limitation of the age range for eligible applicants. Historically, cervical cancer screening services through this program did not have an age limit but were based solely on income and ability to pay. The new RFA limited the entire program to people ages 19-26. Another major change was the program reimbursement. In all previous years FPCI had been able to write in some monies for covering overhead expenses and some staff salary to offset program oversight costs. The new RFA did not allow for the addition of any budgeted monies outside the \$75.00 flat fee per client enrollment.

Based on these new changes to the RFA FPCI made the tough, but strategic decision to notify all parties interested in being a part of the grant with FPCI to inform them we would not be applying for this funding announcement and provided them with the rationale. The rationale for not applying is that FPCI is fairly confident no other entities will apply and this gives the state a few options for moving forward: They can reissue the RFA with amendments (hopefully correcting their oversight regarding age limitations), or choose to contract with FPCI for another period due to not receiving any applications. Again, I want to emphasize this decision was difficult and not taken lightly, but firmly believe this is the best course of action for FPCI and the patients we strive to serve in the long run.

Submitted by Rachel Goss, Executive Director

Necessary Board Action:

Accept or reject Iowa Department of Public Health Projects Report