

**FAMILY PLANNING COUNCIL OF IOWA  
BOARD OF DIRECTORS MEETING  
Friday January 29, 2021  
ZOOM LINK: [FPCI BOARD MEETING](#)**

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**AGENDA**

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- I.** Call to order
- II.** Approval of October 29, 2020 Meeting Minutes.....Attachment A
- III.** Staff Presentation
  - a. Colleen Bornmueller, CBSS Coordinator
- IV.** Committee Reports
  - a. Executive .....No report
  - b. Community Education .....To be reported
  - c. Nominating/Personnel.....Attachment B
    - Board Membership
    - Updated Salary Scale.....Attachment B-1
  - d. Long Range Planning.....No report
  - e. Finance .....Attachment C
  - f. Medical.....Attachment D
  - g. Advisory.....Attachment E
- V.** Board Report.....Attachment F
- VI.** Old Business
- VII.** New Business
- VIII.** Adjourn

**FAMILY PLANNING COUNCIL OF IOWA  
BOARD OF DIRECTORS MEETING  
OCTOBER 29, 2020  
DES MOINES, IOWA**

**MINUTES**

Present: Milo VanVeldhuizen      Ann Fields  
Eric Nemmers                      Lisa Dahlhauser  
Kim Hope                              Chloe Butler  
Rita Mookerjee                      Adam Stark  
Mary Warren                          Amber Rajcevich  
Carrie Coyle                          Kelsey Trejo  
Mary Salazar                          Allison Smith  
Steve Harms                          Hannah Ellis  
Michael Goebel

Absent:      Dee Large                              Kelsey Willardson

Staff:      Rachel Goss                              Michelle Farmer                      Alicia Shaul

**I. Call to order**

The meeting was called to order by Adam Stark, at 3:12 p.m.

**II. Approval of July 17, 2020 meeting minutes**

Eric Nemmers moved to accept the minutes of the July 17, 2020 Board of Director's meeting.  
Chloe Butler seconded. **M/P/U**

**III. Title X Update**

Rachel Goss provided an update on FPCI Title X subrecipients. Ms. Goss informed the Board that FPCI is working with Primary Health Care to provide a contract for services in Story and Boone Counties.

**IV. Committee Reports:**

**A. Executive Committee Meeting**

Did not meet

**B. Community Education Committee**

Did not meet

**C. Nominating/Personnel Committee**

Eric Nemmers presented the Nominating/Personnel Committee Report. Mr. Nemmers reported that the Committee discussed proposed changes to FPCI's By-Laws. Mr. Nemmers presented the three proposed changes. Eric Nemmers, on behalf of the Nominating/Personnel Committee, moved to accept the proposed changes to the FPCI By-Laws. **M/P/U**

Mr. Nemmers presented the proposed FY2021 and FY2022 Slate of officers as Adam Stark,

President, Ann Fields, Vice President, Eric Nemmers, Secretary and Steve Harms, Treasurer. On behalf of the Nominating/Personnel Committee, Eric Nemmers, moved to accept the proposed Slate of Officers for FY2021 and FY2022. **M/P/U**

Mr. Nemmers, on behalf of the Nominating/Personnel Committee, moved to accept the proposed Executive Committee; Adam Stark, Ann Fields, Eric Nemmers, Steve Harms, Mary Warren. **M/P/U**

Eric Nemmers reported that the Committee discussed board recruitment, especially recruiting diverse members. No action was taken.

On behalf of the Nominating/Personnel Committee, Eric Nemmers moved to accept the Nominating/Personnel Committee report. **M/P/U**

**D. Long Range Planning Committee**

Did not meet

**E. Finance Committee**

Lisa Dahlhauser reported that John Pittman, Pittman and Associates, presented the FY2020 Independent Audit Report to the FPCI Finance Committee. Ms. Dahlhauser reviewed the FY2020 Audit with the Board. On behalf of the Finance Committee, Ms. Dahlhauser moved to accept the FY2020 Independent Audit. **M/P/U**

Alicia Shaul presented the FPCI FY2020 IRS 990. Ms. Shaul provided information on the FY2020 IRS 990 to the Board. Lisa Dahlhauser moved to approve FPCI FY2020 IRS 990 be electronically submitted to the IRS. Ann Fields seconded. **M/P/U**

Rachel Goss reviewed the FY2020 4<sup>th</sup> Quarter Audited Financial Report. On behalf of the Finance Committee, Lisa Dahlhauser moved to approve the FY2020 4<sup>th</sup> Quarter Audited Financial Report. **M/P/U**

Rachel Goss reviewed the FY2021 1<sup>st</sup> Quarter Unaudited Financial Report. Lisa Dahlhauser, on behalf of the Finance Committee moved to approve the FY2021 1<sup>st</sup> Quarter Unaudited Financial Report. **M/P/U**

Rachel Goss requested that the Board give authorization to the Finance Committee to approve the application budget that will accompany FPCI's FY2022 Non-Compete Application. Mary Warren moved to give the Finance Committee authorization to approve the FY2022 Non-Compete Application Budget. Ann Fields seconded. **M/P/U**

Lisa Dahlhauser, 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**

The Advisory Committee minutes were presented. Milo VanVeldhuizen moved to accept the Advisory Committee Report. Eric Nemmers seconded. **M/P/U**

**V. FPCI FY2020 Annual Report**

Rachel Goss presented the FPCI FY2020 Annual Report. Milo VanVeldhuizen moved to accept the FPCI FY2020 Annual Report. Steve Harms seconded. **M/P/U**

**VI. Board Report**

Rachel Goss presented the Board Report. Milo VanVeldhuizen moved the Board accept the Board Report. Lisa Dahlhauser seconded. **M/P/U**

**VI. Old Business**

Adam Stark reported that he, Eric Nemmers and Rachel Goss are working on Board Committee assignments and will advise the board when complete.

**VII. New Business**

Eric Nemmers asked Ms. Goss if there were any issues she would like to discuss. Ms. Goss reported she is worrying about FPCI's unexpended funds and there was discussion on ideas on what to use these funds for.

**VIII. Adjourn**

The meeting adjourned at 4:25 p.m.

\*Minutes respectfully submitted by Michelle Farmer.

Necessary Board Action:

Accept, amend or reject October 29, 2020 FPCI Board Meeting Minutes

**FAMILY PLANNING COUNCIL OF IOWA  
NOMINATING/PERSONNEL COMMITTEE  
JANUARY 15, 2021**

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Present:	Eric Nemmers	Adam Stark
	Kim Hope	Rita Mookerjee
Staff:	Rachel Goss	Michelle Farmer

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**I. Call to order**

The meeting was called to order at 12:09 p.m. by Eric Nemmers, Chair.

**II. Approval of Minutes, October 9, 2020**

Adam Stark moved to approve the minutes of October 9, 2020 as presented. Kim Hope seconded.  
**M/P/U**

**III. Review of FPCI 2021 Salary Scale**

Rachel Goss presented options for the 2021 Salary scale was presented to the Committee. There was discussion. Kim Hope moved to recommend the FPCI Board use the Social Security COLA of 1.3%. Adam Stark seconded.  
**M/P/U**

The Committee discussed title and scale adjustments for identified staff.

**IV. FPCI Board Recruitment/Resignation**

The Committee discussed that Dee Large would like to resign from the FPCI Board, but has not submitted her resignation. Because Ms. Large has not formalized her resignation, the Board can remove her at the next meeting. Kim Hope moved to recommend the FPCI Board accept Dee Large's informal resignation from the FPCI Board and remove her from the Board. Rita Mookerjee seconded.  
**M/P/U**

The Committee discussed the overall size of the FPCI Board, board terms, need for board diversity and board assessments.

**V. Committee Chair Positions**

There was discussion concerning board committee chair needs, as well as needed training. Kim Hope was named the new Committee Chair.

**VI. Other**

The Committee discussed personnel and organizational needs, committee meeting frequency and assignments. It was decided to meet monthly and to ask Michelle Farmer to schedule.

**VII. Adjourn**

The meeting adjourned at 1:17 p.m.

Minutes submitted by Michelle Farmer

Necessary Board Action:

Accept or reject Nominating/Personnel Report

**FAMILY PLANNING COUNCIL OF IOWA  
NOMINATING/PERSONNEL COMMITTEE  
SALARY SCALE**

**SALARY SCALE - 2020**

Job Classification	Minimum	Midpoint	Maximum
Executive Director	\$ 71,891 #	\$ 89,866 #	\$ 107,839
Clinical Policy Coordinator	\$ 91,543 #	\$ 100,813 #	\$ 110,083
Program Manager	\$ 44,933 #	\$ 54,965 #	\$ 67,397
Accounting/HR Manager	\$ 21.39 #	\$ 34.40 #	\$ 59.83
Administrative Assistant	\$ 16.28 #	\$ 20.36 #	\$ 24.43

**2021 Proposed Salary Scale using Oct. 2020 Consumer Price Index increase of 1% - Midwest**

Job Classification	Minimum	Midpoint	Maximum
Executive Director	\$ 72,610	\$ 90,764	\$ 108,918
Clinical Policy Coordinator	\$ 92,458	\$ 101,821	\$ 111,184
Program Manager	\$ 45,382	\$ 55,514	\$ 68,071
Accounting/HR Manager	\$ 21.60	\$ 34.74	\$ 60.43
Administrative Assistant	\$ 16.44	\$ 20.56	\$ 24.68

**2021 Proposed Salary Scale using the Oct. 2020 Consumer Price Index increase of 1.2% - All cities**

Job Classification	Minimum	Midpoint	Maximum
Executive Director	\$ 72,753	\$ 90,944	\$ 109,133
Clinical Policy Coordinator	\$ 92,641	\$ 102,023	\$ 111,404
Program Manager	\$ 45,472	\$ 55,624	\$ 68,206
Accounting/HR Manager	\$ 21.65	\$ 34.81	\$ 60.55
Administrative Assistant	\$ 16.47	\$ 20.60	\$ 24.72

**2021 Proposed Salary Scale using the 2021 Social Security COLA increase of 1.3%**

Job Classification	Minimum	Midpoint	Maximum
Executive Director	\$ 72,825	\$ 91,034	\$ 109,241
Clinical Policy Coordinator	\$ 92,733	\$ 102,123	\$ 111,514
Program Manager	\$ 45,517	\$ 55,679	\$ 68,273
Accounting/HR Manager	\$ 21.67	\$ 34.85	\$ 60.61
Administrative Assistant	\$ 16.49	\$ 20.62	\$ 24.75

Necessary Committee Action:

Accept, amend, or reject the 2021 proposed salary scales.

**FAMILY PLANNING COUNCIL OF IOWA  
FINANCE COMMITTEE MEETING MINUTES  
DECEMBER 17, 2020**

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Present: Patrice Sayre Steve Harms  
Ann Fields Mary Warren

Staff: Rachel Goss Michelle Farmer Sue Walter

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- I. Call to order**  
The meeting was called to order at 2:01 pm by Steve Harms, Chair.
- II. Approval of Minutes, October 15, 2020**  
Patrice Sayre moved to approve the minutes of the October 15, 2020 meeting as presented. Mary Warren seconded. **M/P/U**
- III. Proposed FY2022 Title X Grant Application Budget**  
Rachel Goss presented the proposed FY2022 Title X Grant Application Budget. Ms. Goss presented information on the highlights of the proposed budget. Mary Warren moved to approve the Proposed FY2022 Title X Grant Application Budget. Ann Fields seconded. **M/P/U**
- IV. One Time Salary Adjustment**  
Rachel Goss proposed a one time salary adjustment for FPCI staff. Patrice Sayre moved to approve a one-time salary adjustment of \$1,500.00 per person. Ann Fields seconded. **M/P/U**
- V. Other Business**  
Rachel Goss presented to the Committee that due to the mandated order for staff to work from home, that FPCI reimburse staff for cost of internet. There was discussion that staff could use the salary adjustment to cover work at home costs. **No action taken**
- VI. Adjourn**  
The meeting adjourned at 2:38 pm.

Minutes submitted by  
Michelle Farmer

Necessary Board Action:

Accept or reject Finance Committee report

**FAMILY PLANNING COUNCIL OF IOWA**  
**FY2021 and FY 2020 OPERATING REPORT- COMPARISON**  
**2nd QUARTER**

Unaudited Figures

INCOME	2021				2020			
	ACTUAL - YTD	6 MON BUDGET	% VARI.	9 MON BUD	ACTUAL - YTD	6 MON BUDGET	% VARI.	12 MON BUD
Title X-Services	\$ 816,973.00	\$ 1,614,600.00	-49%	\$ 2,421,957.00	\$ 820,782.00	\$ 1,300,000.00	-37%	\$ 2,600,000.00
TX Reimbur/Update	\$ 375.00	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Reserve Funds	\$ -	\$ 1,000.00	-100%	\$ 1,492.00	\$ -	\$ 6,000		\$ 11,007.00
Non-Title X Grants	\$ -	\$ -	#DIV/0!	\$ -	\$ 10,050.00	\$ 8,450.00	19%	\$ 8,450.00
Interest/Dona.	\$ 1,426.00	\$ 2,400.00	-41%	\$ 3,595.00	\$ 2,997.00	\$ 1,925.00	56%	\$ 3,850.00
Misc	\$ 1,438.00	\$ 500.00	188%	\$ 750.00	\$ 765.00	\$ 750.00	2%	\$ 750.00
Update/Train	\$ -	\$ -	#DIV/0!	\$ -	\$ 7,575.00	\$ 8,000.00	-5%	\$ 8,000.00
CBSS	\$ 51,108.00	\$ 52,800.00	-3%	\$ 79,169.00	\$ 56,735.00	\$ 49,720.00	14%	\$ 99,420.00
CDS Grant	\$ -	\$ -	#DIV/0!	\$ -	\$ 182,000.00	\$ 182,000.00	0%	\$ 182,000.00
Accrual to cash	\$ 382.00				\$ (1,529.00)			
<b>TOTAL</b>	<b>\$ 871,702.00</b>	<b>\$ 1,671,300.00</b>	<b>-48%</b>	<b>\$ 2,506,963.00</b>	<b>\$ 1,079,375.00</b>	<b>\$ 1,556,845.00</b>	<b>-31%</b>	<b>\$ 2,913,477.00</b>

EXPENSES	2021				2020			
	ACTUAL - YTD	6 MON BUDGET	% VARI.	9 MON BUD	ACTUAL - YTD	6 MON BUDGET	% VARI.	12 MON BUD
<b>Title X-Services</b>								
Personnel	\$ 215,715.00	\$ 215,000.00	0%	\$ 321,350.00	\$ 186,138.00	\$ 204,900.00	-9%	\$ 409,975.00
Travel	\$ 862.00	\$ 15,500.00	-94%	\$ 23,280.00	\$ 7,394.00	\$ 10,000.00	-26%	\$ 20,700.00
Supplies	\$ 7,657.00	\$ 10,000.00	-23%	\$ 15,220.00	\$ 4,468.00	\$ 7,600.00	-41%	\$ 15,385.00
Equipment	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Occupancy	\$ 31,117.00	\$ 30,000.00	4%	\$ 44,780.00	\$ 31,304.00	\$ 28,800.00	9%	\$ 57,642.00
Training	\$ 1,970.00	\$ 16,800.00	-88%	\$ 25,233.00	\$ 6,755.00	\$ 11,625.00	-42%	\$ 27,940.00
Contractual	\$ 35,135.00	\$ 30,800.00	14%	\$ 46,227.00	\$ 36,606.00	\$ 27,000.00	36%	\$ 54,195.00
Other	\$ 2,063.00	\$ 11,500.00	-82%	\$ 17,352.00	\$ 2,972.00	\$ 8,225.00	-64%	\$ 16,450.00
Delegates	\$ 522,829.00	\$ 1,285,000.00	-59%	\$ 1,928,515.00	\$ 545,145.00	\$ 1,001,850.00	-46%	\$ 2,003,713.00
<b>Subtotal</b>	<b>\$ 817,348.00</b>	<b>\$ 1,614,600.00</b>	<b>-49%</b>	<b>\$ 2,421,957.00</b>	<b>\$ 820,782.00</b>	<b>\$ 1,300,000.00</b>	<b>-37%</b>	<b>\$ 2,606,000.00</b>



FPCI OPER. REPORT  
 FY 2021 & 2020 PAGE 2

EXPENSES	2021				2020			
	ACTUAL - YTD	6 MON BUDGET	% VARI.	9 MON BUD	ACTUAL - YTD	6 MON BUDGET	% VARI.	12 MON BUD
<b>Non-Title X</b>								
Personnel	\$ 2,984.00	\$ 2,900.00	3%	\$ 4,334.00	\$ 2,526.00	\$ 6,500.00	-61%	\$ 10,091.00
Travel	\$ -	\$ 150.00	-100%	\$ 200.00	\$ 66.00	\$ 100.00	-34%	\$ 200.00
Supplies	\$ 391.00	\$ 130.00	201%	\$ 195.00	\$ 1,734.00	\$ 115.00	1408%	\$ 230.00
Equipment	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Occupancy	\$ 117.00	\$ 390.00	-70%	\$ 580.00	\$ 332.00	\$ 430.00	-23%	\$ 863.00
Training	\$ -	\$ -	#DIV/0!	\$ 320.00	\$ 6,324.00	\$ 6,320.00	0%	\$ 6,320.00
Contractual	\$ 60.00	\$ 100.00	-40%	\$ 154.00	\$ 755.00	\$ 110.00	586%	\$ 220.00
Other	\$ 46.00	\$ 35.00	31%	\$ 54.00	\$ 119.00	\$ 690.00	-83%	\$ 1,383.00
Delegates	\$ -	\$ -	#DIV/0!	\$ -	\$ 7,830.00	\$ 6,750.00	16%	\$ 6,750.00
Subtotal	\$ 3,598.00	\$ 3,705.00	2.89%	\$ 5,837.00	\$ 19,686.00	\$ 21,015.00	6.32%	\$ 26,057.00

EXPENSES	2021				2020			
	ACTUAL - YTD	6 MON BUDGET	% VARI.	9 MON BUD	ACTUAL - YTD	6 MON BUDGET	% VARI.	12 MON BUD
<b>CBSS</b>								
Personnel	\$ 42,970.00	\$ 42,165.00	2%	\$ 63,246.00	\$ 40,217.00	\$ 40,175.00	0%	\$ 80,253.00
Travel	\$ -	\$ 2,300.00	-100%	\$ 3,515.00	\$ 1,096.00	\$ 1,450.00	-24%	\$ 2,900.00
Supplies	\$ 133.00	\$ 1,400.00	-91%	\$ 2,096.00	\$ 1,951.00	\$ 325.00	500%	\$ 650.00
Equipment	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Occupancy	\$ 5,572.00	\$ 4,620.00	21%	\$ 6,927.00	\$ 5,557.00	\$ 4,500.00	23%	\$ 9,075.00
Training	\$ 775.00	\$ 1,200.00	-35%	\$ 1,848.00	\$ 1,407.00	\$ 1,000.00	41%	\$ 2,000.00
Contractual	\$ 1,757.00	\$ 1,100.00	60%	\$ 1,537.00	\$ 1,972.00	\$ 670.00	194%	\$ 1,335.00
Other	\$ -	\$ -	#DIV/0!	\$ -	\$ 4,533.00	\$ 1,600.00	183%	\$ 3,207.00
Subtotal	\$ 51,207.00	\$ 52,785.00	2.99%	\$ 79,169.00	\$ 56,733.00	\$ 49,720.00	-14.10%	\$ 99,420.00

EXPENSES	2021				2020			
	ACTUAL - YTD	6 MON BUDGET	% VARI.	9 MON BUD	ACTUAL - YTD	6 MON BUDGET	% VARI.	12 MON BUD
<b>CDS</b>								
Personnel	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Travel	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Supplies	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Equipment	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Occupancy	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Training	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Contractual	\$ 13,250.00	\$ 45,000.00	-71%	\$ 68,850.00	\$ 23,164.00	\$ 30,000.00	-23%	\$ 70,000.00
Other	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!	\$ -

Subtotal	\$	13,250.00	\$	45,000.00	70.56%	\$	68,850.00	\$	23,164.00	\$	30,000.00	22.79%	\$	70,000.00
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EXPENSES	2021				2020			
	ACTUAL - YTD	6 MON BUDGET	% VARI.	9 MON BUD	ACTUAL - YTD	6 MON BUDGET	% VARI.	12 MON BUD
<b>TOTAL EXPENS.</b>	\$ 885,403.00	\$ 1,716,090.00	-48%	\$ 2,575,813.00	\$ 920,365.00	\$ 1,400,735.00	-34%	\$ 2,801,477.00
<b>Income in excess (less than) expens</b>	\$ (13,701.00)	\$ (44,790.00)	-69%	\$ (68,850.00)	\$ 159,010.00	\$ 156,110.00	2%	\$ 112,000.00

01.21.21

**FAMILY PLANNING COUNCIL OF IOWA  
FY2021 OPERATING REPORT  
FOR THE SIX MONTHS ENDING DECEMBER 31, 2020**

(Unaudited)

**VARIANCES:**

Revenue:

Title X Services	\$ 797,627	Unfavorable Variance
TX Reimbur/Update	\$ 375	Favorable Variance
Reserve Funds	\$ 1,000	Unfavorable Variance
Interest/Donations	\$ 974	Unfavorable Variance
Non-TX Misc	\$ 938	Favorable Variance
Com. Based Service	\$ 1,692	Unfavorable Variance

Expenses:

Title X Services	\$ 797,252	Favorable Variance
Non-Title X Projects	\$ 107	Favorable Variance
Com. Based Service	\$ 1,578	Favorable Variance
CDS Grant	\$ 31,750	Favorable Variance

**SIGNIFICANT BUDGET VARIATIONS THROUGH DECEMBER 31, 2020:**

**Note:** An important point to note is as of 12/31/20 we are 9 months into the Title X award period but only 6 months into our fiscal year. The Board has decided to align the FPCI fiscal year with the Title X award period. This means we are operating on a 9-month budget for this fiscal year which will end March 31, 2021.

**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 along with the problem of uncovered/unobligated funds for Service Delivery Areas where FPCI is still working to identify and/or contract with Title X providers. FPCI also received additional funding from OPA to assist with the implementation of FPAR 2.0 which requires all Title X grantees to submit encounter level data for all their patients.

▶ The TX Reimbur/Update favorable variance is because the annual update was held virtually this year. With no meal or room costs to cover, no registration fees were budgeted for TX staff. FPCI charged a small registration fee for only non-TX attendees.

▶ The Reserve Funds unfavorable variance is because no reserve funds have been recorded as used yet this fiscal year.

▶ The Interest/Donations unfavorable variance is because both interest and donations were lower than anticipated.

- ▶ The Non-TX Misc favorable variance is because of a gain on investments.
- ▶ The unfavorable variance in the CBSS program is because total expenses for the project were lower than anticipated. See operating expenses.
- ▶ The Accrual to cash line item has been added to make the Operating Report correspond with the Statement of Financial Position. This is mostly due to timing issues with staff flex plan payments.

### **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 is due to several factors. The Covid-19 pandemic has significantly limited travel for conferences and meetings which impacts the budget. As previously mentioned in the operating revenue section of this report, unobligated funds for service delivery areas where there is currently no Title X provider means money originally budgeted for new subrecipients is going unused until contracts are executed.
- ▶ The favorable variance for the Non-Title X projects is mainly because of no travel and allocated costs were lower than anticipated.
- ▶ The favorable variance in the CBSS is because no travel has occurred. With the Covid-19 pandemic, things have been shifted to virtual program reviews, trainings, etc.
- ▶ The favorable variance in the CDS grant is because the project took longer to get off the ground than originally anticipated, meaning money was not spent on the anticipated timeline. To add, this project has a 3-year funding period which runs September 1, 2019 through August 31, 2022. The funds were received in fiscal year 2020.

### **Necessary Board Action:**

Accept or reject 2nd Quarter FY2021 Unaudited Financial Report

**FAMILY PLANNING COUNCIL OF IOWA  
STATEMENT OF FINANCIAL POSITION  
DECEMBER 31, 2020**

**ASSETS**

CURRENT ASSETS

CASH	\$ 433,645.65	
TITLE X GRANTS RECEIVABLE	1,781,765.25	
NON TX RECEIVABLES	18,806.03	
SUBRECIPIENT ADVANCES	(60.00)	
NON TX PREPAYMENTS	750.00	
TOTAL CURRENT ASSETS	\$ 2,234,906.93	

PROPERTY & EQUIPMENT

EQUIPMENT	8,266.00	
DEPRECIATION	(1,212.39)	
TOTAL PROPERTY & EQUIPMENT	7,053.61	

**TOTAL ASSETS**

**\$ 2,241,960.54**

**LIABILITIES & NET ASSETS**

CURRENT LIABILITIES

EMPLOYEE BENEFITS	17,645.04	
ACCRUED PAYROLL	1,765.53	
NON TX PAYABLES	361.26	
TX EQUIPMENT	7,053.61	
UNEXPENDED TITLE X FUNDS	1,781,687.88	
OTHER FUND BALANCES	447,148.26	
TOTAL CURRENT LIABILITIES	\$ 2,255,661.58	

NET INCOME (LOSS)

(13,701.04)

**TOTAL LIABILITIES & NET ASSETS**

**\$ 2,241,960.54**

UNAUDITED - FOR MANAGEMENT PURPOSES ONLY

**FAMILY PLANNING COUNCIL OF IOWA**  
**FY 2020 REVENUES**  
**@12/31/2020**

**TITLE X REVENUE=TITLE X EXPENSE**

**CBSS**

3155-41 CBSS-JURY DUTY	\$	103.50	
3290-40 CBSS-CY 2019	\$	-	
3290-41 CBSS-CY 2020	\$	48,864.94	
3290-48 CBSS HPV-CY 2019	\$	-	
3290-49 CBSS HPV-CY 2020	\$	2,138.67	
			<b>\$ 51,107.11</b>

**INTEREST/DONATIONS:**

3200-80 DONATIONS	\$	1,240.32	
3210-80 INTEREST	\$	122.01	
3215-80 DIVIDENDS	\$	64.56	
			<b>\$ 1,426.89</b>

**MISC (BRO,CEU,MISC,UPD):**

3220-80 BROCHURES	\$	-	
3230-80 CEUs	\$	585.00	
3240-80 MISC - OTHER	\$	-	
3245-80 NON TX IN-KIND	\$	-	
3260-80 GAIN ON INVESTMTS	\$	852.61	
<b>UPD:</b>			
3310-91 REGISTRATIONS	\$	-	
3312-91 TRAINING REGISTR	\$	-	
3315-91 REIMBURSEMENTS	\$	-	
3320-91 EXHIBITORS	\$	-	
3330-91 SPONSORS	\$	-	
			<b>\$ 1,437.61</b>

**TOTAL NON-TX REVENUE** **\$ 53,971.61**

(This should ='Dept' Income Statements)

**FAMILY PLANNING COUNCIL OF IOWA  
MEDICAL COMMITTEE ZOOM CALL MEETING MINUTES  
THURSDAY, JANUARY 14, 2021**

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Present:	Noelle Bowdler, MD, FPCI Medical Director Jen Wohlers, CHC Ann Weltin, Crescent CHC Tracy Mentor, LPN, PHC Heather Montgomery, WHS Chloe Butler, MD, FPCI Board Member	Carrie Helmick, ARNP, FPSEI Caitlin Shea, RN, JCPH Kaia Petersen, ARNP, Trinity Muscatine Cyndee Wildemuth, ARNP, WHS Cherry Klein, FPSEI
Staff:	Becky Parrish, ARNP, FPCI	Rachel Goss, FPCI

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**I. Call to order**

The meeting was called to order at 9:02 a.m. by Dr. Bowdler.

**II. Approval of Minutes October 8, 2020**

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

M/P/U

**III. QA/QI Project**

Ms. Parrish discussed the FY2021 QA/QI project. Data collection will be from chart reviews of clients seen between July 1 and December 31, 2020. Please send this information to Ms. Parrish by March 19, 2021. The compiled data will be presented at the April meeting.

**IV. Training**

Ms. Parrish informed the group of the webinars and in-person training being planned so far in 2021. Send Ms. Parrish any suggestions for trainings.

**V. CBSS**

Ms. Parrish informed the committee that Colleen Bornmueller, the CBSS Coordinator, continues to report issues with keeping enough test kits in stock. Most clinics can order 2 boxes of either type of test kits at this time. This is always changing depending on the COVID status. If they don't get adequately resupplied, they may need to issue narrower screening priorities. The CDC recently changed treatment of GC to Ceftiaxone 500 mg with no addition of Azithromycin. The new STD Guidelines from CDC have been delayed but is anticipated to be released in 2021.

**VI. 2021 Clinical Protocols**

The new protocols were sent out the first week of January. All agencies must make sure their clinical protocols coincide with FPCI's and their medical director has approved them. All agencies must send an electronic copy of their new protocols to Ms. Parrish by April 1, 2021.

**VII. Old Business**

FPCI is moving forward with a Centralized Data System. FPCI has a new website: [www.fpcouncil.org](http://www.fpcouncil.org)

**VIII. New Business**

None.

**IX. Agency Round Table**

There was a discussion about COVID vaccines available in everyone's areas; the new administration and how soon we might see a reversal to Title X changes caused by the last administration; and new state legislative bills.

**X. Adjourn**

The meeting was adjourned at 10:01 a.m.

The next meeting is Thursday, April 15, 2021 at 9 a.m. via Zoom.

Minutes submitted by Becky Parrish

Necessary Board Action:

Accept or reject Medical Committee Report



**FAMILY PLANNING COUNCIL OF IOWA  
ADVISORY COMMITTEE  
ZOOM  
MEETING MINUTES  
JANUARY 11, 2021**

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<b>Present:</b>	Stacy Kraft (WCHD) Heather Montgomery (WHS) Brandi Steck (Siouxland) Holly Barrett (TMPH) Brooke Gomez (CCHC)	Jennifer Wohlers (CHC) Tracy Menter (PHC) Cherry Klein (FPSEIA) Sarah Dirks (JCHD)	
<b>Staff:</b>	Rachel Goss Michelle Farmer	Angie Taylor Becky Parrish	Kay Switzer

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**I. Call to Order**

The meeting was called to order at 12:02 p.m.. by Brandi Steck, Chair.

**II. Introductions**

Introductions and an Icebreaker were done.

**III. Approval of October 13, 2020 Meeting Minutes**

Cherry Klein moved to approve the Advisory Committee meeting minutes of October 13, 2020.  
Stacy Kraft seconded.

**M/P/U**

**IV. Title X**

FPCI Updates:

- Title X: Rachel Goss presented an update on what NFPRHA is actively working on with the new administration in regard to the Title X Rule.
- Outreach: Rachel provided an update on the new FPCI website. Ms. Goss explained that there could be issues when rolling out a new website and if there are, please contact FPCI. Kay Switzer, reported that she made a video on how to get in the subrecipient page of the website and what items are included in the subrecipient section of the Website.
- Centralized Data System: Rachel Goss provided an update on the CDS project. Ms. Goss reported that she asked the Program Manager to begin work on the Data System using the FPAR 1.0 elements. Ms. Goss advised that Angie Taylor will be the go-between between the project director and the subrecipients.
- 2020 FPAR: Michelle Farmer reported that FPCI received the updated FPAR instructions and that the FPAR tables and instructions will be sent out soon. Ms. Farmer reported that there were additions to the instructions for Table 13 to indicate how many encounters were virtual.

Round Table Discussion: Subrecipients provided information about their agencies concerning Covid-19, any wish list items, Telehealth, Outreach projects and Social Media.

**V. State Family Planning Program**

Rachel Goss provided an update on the State Family Planning Program. Ms. Goss reported that IDPH and DHS will most likely be combined under DHS Director Kelly Garcia.

**VI. Billing/Coding Workgroup**

Angie Taylor provided an update on the Billing/Coding workgroup. Ms. Taylor advised that she is working on putting a table together with the updated codes for the subrecipient's convenience.

**VII. FPCI Medical Committee**

Becky Parrish reported on the Medical Committee will meet on January 14, 2021. Ms. Parrish explained that the committee will discuss the 2021 QA/QI project. Ms. Parrish reported that she emailed the updated Clinical Protocols to the subrecipients.

**VIII. Training/Meetings**

Angie Taylor reported that she spoke with the Reproductive Health Training Center to discuss a possible training webinar on Telehealth for the subrecipients. There was discussion if the Telehealth training should be scheduled soon or if the training should wait until later in the year. The subrecipients decided to wait until later for the Telehealth training.

**IX. Old Business**

There was no old business.

**XII. New Business**

Rachel Goss thanked the subrecipients for returning the Memorandums of Understanding for the CBSS project. Ms. Goss asked Holly Barrett about Trinity's MOU and asked her to check into where it is or risk participation in the CBSS project.

Michelle Farmer will send out a Doodle request to schedule the January Advisory Committee Meeting.

**XIV. Adjourn**

The meeting was adjourned at 1:17 p.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 December 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 2021. That is year 4 of a 5-year contract period. The Iowa Department of Public Health's STD Program also received their notice of grant award for CY2021 in December. The Department was fully funded. The contract includes money for the 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 2020 contract will be due February 28, 2021. 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 2021. They will be in place for one year.

### **Year-End CBSS Data**

Preliminary data for calendar year 2020 for the CBSS project has been received. Data show that 25,122 tests were performed in CBSS clinics for chlamydia and gonorrhea. The coronavirus had an impact on testing in the past year. The testing is down 31.5% from 2019 when 36,689 tests were done. Chlamydia infections were down to 2,513 compared to 3,327 in 2019, and the positivity rate went up from 9.1% to 10%. Gonorrhea infections identified were also down from 1,404, to 1,297 and the positivity rate was up from 3.8% to 5.2%. The positivity rates can be influenced by the total number of tests performed but the increases are an indication that infections have not decreased overall during the pandemic despite social distancing and less testing. More complete data will be available by the next report.

### **Site Visits**

The CBSS Coordinator completed a total of seven quality assurance site visits in 2020. This did not meet the requirement of the state contract that a minimum of 20% of the CBSS providers (58) receive a visit each year. Discussion has already taken place with the Department that this performance measure was not achieved. Again, the pandemic affected the ability to do visits in person. Only one visit in early March was done on site, the remainder were done on a virtual platform. It was found this was not as effective and most of the visits were postponed until 2021 when it is hoped the visits can return to being done at the clinics.

## **Outreach**

*Submitted by Kay Switzer*

Program Outreach has been impacted heavily by the pandemic, but we are doing what we can during this time. Subrecipients, although faced with hardship have turned in their Quarter 3 Community Education reports which now includes social media data to track engagement with clients.

This past quarter, I have been focusing my time on many existing, as well as new projects. The FPCI Website launched in December, has started to gain traction with 2,000 site visits in the past two months!

FPCI has contracted with social media strategist, Creative DSM, to help promote FPCI's network of Title X locations and conduct targeted program outreach. The goal of this project is for FPCI to gain an increased social media presence to help provide increased education and promotion of our Title X project in Iowa. The contract with Creative DSM includes social media marketing skills training to help me engage with a wider client base with a targeted approach when the project concludes at the end of March.

FPCI is also working to secure a contract with Lamar Advertising to conduct a billboard project in all our Title X service delivery areas. This project will work to ensure members of the community are connected and educated about Title X service availability and its benefits.

Upcoming projects to look for: I will be working on the Title X needs assessment with Angie Taylor for our competitive grant application, adding to our social media postings, and moving forward on our Movie Talk project.

We might be working from home but the work that we do does not stop.

## **Training**

*Submitted by Angie Taylor*

In December I took my AAPC CPC exam and passed on my first attempt. This is training that FPCI paid for as part of professional growth and development.

I led the Billing and Coding group meeting back in November for the first time and continue to openly communicate with our subrecipients regarding any ongoing issues for claim reimbursement. There have been new changes to Evaluation and Management (E&M) coding guidelines that began January 1, 2021. FPCI has engaged third party payors on behalf of our subrecipients to identify if payors are choosing to phase in the new guidelines or are taking a sweeping approach since it is up to the individual payors for now to determine. FPCI is staying in contact with subrecipients as new claims are filed to identify any billing issues that may occur because of these changes.

Interim site reviews have a training focus this year and I plan to have them fully completed by the end of February. For newer board members or those that need a refresher, all FPCI subrecipients receive a full on-site program review every three years. The years they do not receive a full review, they receive an interim review which focuses on a different aspect of the work each year. Since we have uncovered training documentation issues at recent full program reviews the decision was made to audit training documentation and records for the interim reviews.

The Training Advisory Committee (TAC) meets on January 26th to discuss upcoming training needs as well as discussing the 2021 Family Planning Update theme and finalizing topics. Currently, our plan is to offer an in-person as well as virtual option in September. Safety considerations and COVID-19 vaccination availability may alter this plan.

Kay and I continue to work closely together on the virtual Movie Talk project. We look forward to getting to know the new committee members for Community Education and the Information and Education (I&E) committees. We are currently recruiting some new Community Education Committee members with an emphasis on adding some diversity to the group.

## **Executive Report**

*Submitted by Rachel Goss*

From October to December 2020 the focus of our work was completion and submission of the Title X non-competitive grant application. The application was submitted on time and we anticipate receiving a notice of award sometime mid to late March. This was the last year of our non-competitive grant project. We have already established a meeting time in February to talk about the process and timeline for a grant application in a competitive year since half of us have not been through the process before.

FPCI added a new benefit for its employees, an Employee Assistance Program (EAP). The EAP is a confidential resource to help employees navigate life's challenges that may be adversely affecting their emotional health, home life and/or work performance. The company we selected to provide the EAP benefit is Employee and Family Resources (EFR). The EAP benefit is 100% paid (no co-pays, deductibles, etc) by FPCI and everyone is automatically eligible. The benefit covers staff and their immediate family members. Services include: In-person or telehealth counseling with licensed therapists, telephonic life and financial coaching, legal consultation, eldercare and childcare resources, identity theft resolution services, and there is also a wellness component. The service is completely confidential for staff to use and the total cost was a flat fee of \$1,560.00 per year.

We are nearly 3 weeks into the legislative session, and you should all be receiving weekly legislative reports from me via email. The toughest part of learning the legislative process is understanding bill registration and its implications. I am quickly learning that just because a bill is "good" or "bad" does not automatically mean you should register your organization "in support" or "against" a bill. Right now, I am focusing on taking a tempered approach as I am new at the Capitol and meeting with legislators.

One piece of good news at the federal level is Thursday, January 28 is the scheduled day for executive actions concerning health care, which will reportedly include action on the Trump administration's Title X rule. FPCI has engaged in early conversations with Planned Parenthood North Central States (PPNCS) with the intent of them returning to the FPCI Title X network if possible. So far, those conversations are very promising and would have a significant impact on FPCI's ability to provide services in both the north and southwest service delivery areas which remain uncovered.

FPCI did receive an executed contract from Primary Health Care (PHC), an existing subrecipient to serve Boone and Story counties and the clinic location in Ames has already begun to see Title X clients. PHC added a Title X program manager to oversee the two FPCI and one IDPH Title X clinics within its agency and I am happy to report the manager of the FPCI

PHC Marshalltown clinic was selected for that role. This person's primary function is to ensure continuity and compliance of Title X services within PHC.

In October I explained the challenges and frustrations regarding the Centralized Data System (CDS) project and the need for compliance with FPAR 2.0. I am excited to announce that FPCI has re-engaged with our project manager, project vendor and is going to aggressively move forward with 1.0 (current data set element FPAR requirements) and "optional" 2.0 reporting until the office of population affairs (OPA) finalizes the 2.0 elements. FPCI has established bi-weekly meetings with our project manager to ensure continued movement on this project. I have also tasked Angie Taylor, FPCI training coordinator to be the liaison between our project manager and FPCI when I am not available. We have updated our project plan and we should be harvesting data within the next 6 months I am told. I have set high expectations for our project manager and Angie to keep this project moving forward as it has been difficult to see this project stalled and the need for encounter level data on our clients is the key to really understanding our patient base and opportunities to expand.

While unobligated grant funds remain an issue because we have not been successful finding provider coverage in some of our service delivery areas, we have worked to come up with ways to minimize the amount of carryover that will need requested by finding meaningful ways to get additional money to our current subrecipients that will benefit our patients. We are working to file a change of scope to include the HPV vaccination in our Title X project. The HPV vaccination has historically not been included in our program due to its high cost. Since we do not know if this will be a sustainable cost, our approach is going to be to ask for a lump sum one-time project cost of a little over \$100,000.00 This amount will provide subrecipients the opportunity to stockpile the vaccine and includes HPV project outreach and promotion.

Another change we have made at FPCI to help directly benefit subrecipients and patients is establishing a process for authorizing the subrecipients to purchase equipment for reimbursement from FPCI with Title X grant funds. While this has always been an allowable Title X grant expense, FPCI has avoided it in the past due to having a full network and no funds to spare. Since we find ourselves in this unique situation of having excess funding, we wanted to allow subrecipients the opportunity to purchase needed equipment for the Title X program. Some of the items requested that we have been able to approve for subrecipient purchase for reimbursement by FPCI has included: new exam tables, vaginal models, speculums, educational pamphlets, posters, and a bariatric scale. We will be working feverishly until the end of March to get as much money spent down as possible to minimize the amount of funding we must request to carryover into our final year of this project period.

The majority of FPCI staff are still working from home for safety considerations and I do not anticipate this changing until the Covid vaccination becomes more widely available. We continue to staff the office with a "skeleton" crew and all staff have been given the opportunity to get some time in the office if needed.

This concludes the significant FPCI updates. I look forward to continuing to connect with each of you about the work that we are doing in recovering and expanding our service network during these very challenging times.

Necessary Board Action:

Accept or reject Board Report