

BUILDING FAMILIES BOARD MEETING MINUTES

Date: February 23, 2026

Time: 3:30 PM

Location: Zoom & In-person

Next Meeting: April 27, 2026

1. Call to Order & Roll Call

The meeting was called to order at 3:30 PM by D. Kluss.

- **Quorum:** M. Bailey verified that a quorum was present.
- **Public Comment:** No members of the public were present, and no public comments were submitted.

2. Agenda Approval

An informational update on the Riverview merger was added to the agenda under the Grant Review Committee.

- **Motion to approve the amended agenda:** Made by M. Carpenter.
- **Second:** A. Ely.
- **Vote:** Motion carried unanimously.

3. Approval of Previous Minutes

The board reviewed the minutes from the last active meeting held on October 27, 2025 (the December meeting having been canceled).

- **Motion to approve the October 27, 2025 minutes:** Made by M. Carpenter.
- **Second:** D. Follman.
- **Vote:** Motion carried unanimously.

4. Financial Report & Second Quarter Review

M. Bailey presented an internal spreadsheet reflecting financial tracking through January (FY26, July–July fiscal year).

Key Financial Highlights

- **Budget Status:** Overall expenditures sat at approximately 45% of the total allocation, well within the 20% carry-forward allowance.

- **Home Visitation Funding:** Hamilton County spent half of its allocation by January. Wright County was tracking at 60%, drawing lightly from a discretionary pot. Humboldt County was slightly underspending, and its contract will be reviewed for potential amendments during an upcoming site visit.
- **Preschool Scholarships:** The board noted they are underspending on preschool scholarships due to a policy change shifting some funding to quality improvement. Reallocations will be officially evaluated in April.
 - **Community Adolescent Pregnancy (CAP):** Representative Mary successfully secured access to Hampton schools (seventh/eighth grades and high school health classes), which is expected to balance out previous under-billing.
 - **Parent Connection:** Angela is tracking well following a temporary service gap due to surgery.
- **Action Item:** Official approval of the second-quarter financial statements was deferred until final revenue-side adjustments are ironed out with accountant Bruce.

5. Board Vacancies

M. Bailey reported that Scott officially relocated to Fort Dodge and will submit a formal resignation letter. Former board member Sarah Tillman has expressed interest in returning and is currently checking with her supervisor regarding board capacity.

6. Legislative Update & Advocacy Strategy

M. Bailey and M. Carpenter discussed Senate Bill 3111 and House Study Bill 623/622, which propose shifting home visitation funding directly to the Department of Health and Human Services (HHS).

- **House Dynamics:** The bill has been re-referred to the Appropriations Committee. Floor Manager Representative Wills expressed frustration with HHS and indicated he would not advance the bill out of committee without a true compromise. Representatives Latham and Thompson also share concerns.
- **Senate Dynamics:** Senator Warme advanced the bill to the full Senate debate calendar. Senator Guth voted it out of committee, prompting the board to plan immediate, direct outreach.
- **Advocacy Plan:** Rather than an immediate flood of communications, the board agreed to space out emails/texts to Senator Guth across a structured calendar (e.g., Dean, Gaylene, Mike, and April contact him sequentially week-by-week) using unified talking points.

7. Grant Review Committee: Site Visit Review Form

The board reviewed Appendix C of the Home Visitation Operations Manual, a newly mandated standardized form for individual provider site visits.

- **Motion to approve Appendix C usage:** G. Rutherford.
- **Second:** M. Carpenter.

- **Vote:** Motion carried unanimously.

8. Authorizing Transfer of Endowed Iowa Funds

The board discussed an annual audit recommendation allowing for the drawdown of 5% of their Endowed Iowa Fund at the Community Foundation of Greater Des Moines to provide programmatic flexibility. The current 5% payout yields approximately \$2,650.

- **Motion to utilize the 5% drawdown to cover the annual audit budget shortfall:** A. Ely.
- **Second:** A. Ely.
- **Vote:** Motion carried unanimously.

9. Riverview Merger Update

M. Bailey provided an informational update regarding child care operations in Webster City.

- **The Plan:** Riverview is officially acquiring Webster City Daycare. At the end of March, children will temporarily move to Riverview via an HHS space-per-child waiver. Once renovations are completed at the current Webster City Daycare facility to optimize child-to-staff ratios and expand capacity to roughly 200 children, operations will merge into that building, and the old 1960s Riverview structure will be demolished.
- **Personnel:** The director of Webster City Daycare is in final hiring rounds for a center in Fort Dodge, allowing for a clean organizational transition under Riverview's long-standing director. Riverview will likely hire a third administrative staff member exclusively for compliance and child data tracking.
- **Governance & Oversight:** M. Bailey and D. Follman have met with the Webster City Manager to ensure organizational safeguards—such as requiring a CPA and secondary financial reviews by local loan officers—are embedded directly into the merged entity's bylaws.
- **Economic Development:** M. Bailey has been asked to join the newly formed Hamilton County Growth Partnership board (partnered with the Ames Economic Development Alliance), which prioritizes affordable, dependable child care regional growth.

10. Employer of Record Update

M. Bailey confirmed that employee expense reimbursements (mileage/lodging) for himself and Mary will no longer be routed through Wright County. To streamline processes for the county auditor's office, Building Families will pay out the state-allowed 54 cents per mile directly and pull the remaining 20 cents from their flexible funds account to meet the local handbook-mandated 70-cent federal matching rate.

11. Adjournment

- **Motion to adjourn:** Made by an unnamed board member.
- **Second:** Unnamed board member.

- **Vote:** Motion carried unanimously; meeting adjourned at approximately 4:33 PM.