

FAMILY DEVELOPMENT AND SELF-SUFFICIENCY (FaDSS) COUNCIL

MINUTES

March 13, 2003

Iowa State University Extension Service Office – 10861 Douglas Ave. – Urbandale, Iowa

*Mission: Improve the lives of families at risk of long-term welfare dependency or family instability by creating opportunities for self-sufficiency*

**Council Members in Attendance:**

Jeanne Warning for Jim Meek – I.S.U.  
Stephanie Stebens – Citizen Member 11:35  
Heather Davidson – Human Services  
Jane Schockemoehl – Workforce Development  
Tom Rendon – Education – for Penny Milburn 11:30

Bill Brand – Human Rights  
Judy Naber – Public Health  
Jose' Barrigan – Business Rep.  
Lynn Peterson – Business Rep.

**Council Members Absent:**

Howard Barnes – University of Northern Iowa  
Billie Marchik – University of Iowa

Deb Bingaman – Human Services

**Staff Present:**

Lorie McCormick – Human Rights  
Marcia Thompson – Human Rights

Tim Fitzpatrick – Human Rights  
Janet Gartin – Human Rights

**Other Present:**

C. Richard Stockner – MICA  
Becky Falck – SIEDA  
Bob Anastasi – West Central  
Sandy Rayhons – NICA  
Lisa Rensink – Mid-Sioux  
LaRae Lyons – Woodbury County  
Karen Gotto – Lutheran Social Service  
Alisa Duchateau – Upper DSM  
Cindy Fouke – SEICAO  
Carolyn Dixon – YSS  
Penny Boerner Galvin – Four Oaks  
DeAnn Barnhill – DHS  
Kristie Davidson – MATURA  
Marcia Blize – FEC – Polk Co.

Judy Songer – SIEDA  
Molly Horan – West Central  
Bambi Urich – NICA  
Barb Kellogg – NICA  
Flo Owings – Woodbury County  
Jere Probert – NEICAC  
Abby Taylor – Upper DSM  
Nicole Jones – Upper DSM  
Elizabeth Osting – YSS  
Deborah Arringdale – YSS  
Barb Baily – SCICAP  
June West – MATURA  
Mandi Goretska – MICA  
Helen Benker Hovonick – IEC TRAIN

**I. Introductions and Grantee Updates:**

- Mr. Brand called meeting to order at 11:10.
- Introductions were made.

**II. Approval of Minutes of the November 21, 2002 FaDSS Council Meeting:**

**Motion:**

**Ms. Peterson moved that the minutes of the November 21, 2002, meeting be approved. Ms. Davidson seconded the motion.**

Vote:

All Council members present voted aye. The motion carried.

**III. Report of the Iowa Family Development Alliance- Barb Kellogg**

- The FaDSS Day on the Hill that was held on January 21, 2003, was very successful.
- Grantees should send the names of the legislators they talked with on the Day on the Hill to Ms. Kellogg or Ms. McCormick via e-mail as soon as possible.
- The Annual Retreat will be held in Ottumwa on June 19 and 20, 2003.
- IFDA asked the Council to consider holding the June FaDSS Council meeting at the Annual Retreat in Ottumwa.

**IV. Discussion & Recommendation for having May and June Council Meetings.**

Discussion:

- Discussion was held on eliminating the May FaDSS Council meeting and holding the June FaDSS Council meeting at the FaDSS Annual Retreat in Ottumwa.
- Staff will check to see if a conference call would be possible at the meeting location.

Motion:

Ms. Peterson moved that the May FaDSS Council meeting be cancelled and that the June FaDSS Council meeting be held in Ottumwa in conjunction with the FaDSS Annual Retreat. Ms. Warning seconded the motion.

Vote:

All Council Members present voted aye. The motion carried.

**V Recommendations from FaDSS Training Committee – Lorie McCormick**

**A. University of Iowa National Resource Center Certification Extension**

- U of I NRC Training Certification will expire in a few weeks.
- The Training Committee is asking that the NRC curriculum be extended through June of 2003. This will give the Training Committee time to review the curriculum.
- On March 14 the Training Committee will have a teleconference to discuss the curriculum approval process. The procedure is very time consuming. Curriculums are reviewed every three years.

Motion:

Ms. Naber moved that the University of Iowa National Resource Center curriculum be extended through June of 2003. Ms. Schockemoehl seconded the motion.

Vote:

All FaDSS Council Members present voted aye. The motion carried.

**B. FaDSS Code of Ethics**

Council received the draft Code via e-mail prior to the meeting and copies were distributed to audience.

Discussion:

- All FaDSS staff must sign the FaDSS Code of Ethics.
- Current FaDSS Code of Ethics was adopted by the FaDSS Council in 1994.
- The Training Committee has been talking about revising the current Code of Ethics for about a year and a half.
- The current Code of Ethics is not very comprehensive and has a lot of loop holes in it.

- The Training Committee and staff have looked at various codes of ethics for various organizations and have received input from grantees to come up with the Code of Ethics that they are proposing.
- The Training Committee looks at the Code of Ethics as an operative set of values, principles, and standards to guide decision making and ensure workers have knowledge of ethical conduct.
- FaDSS staff plans to do training on the Code of Ethics. They will do a “train-the-trainer” through the IFDA regions.
- Ms. Schockemoehl suggested that purpose of the Code of Ethics be moved to under the preamble.
- Examples will be given in the training.
- There was discussion on page 6, 2.8 Unethical Conduct of Colleagues. “Workers should take measures as established by agency policy to discourage, prevent, expose, and correct the unethical conduct of colleagues.”
- Last paragraph under 3. Family Records on page 6 should say, “If there is a dispute with the records....”
- It is expected that all FaDSS employees will be trained and sign the new Code of Ethics within thirty days of hire.
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Motion:

Ms. Davidson moved that the Code of Ethics be adopted with amendments to change the location of the purpose. That “as established by agency be added to the first sentence on 2.8 and that the word are be put into the last paragraph of 3. Family Records. Ms. Warning seconded the motion.

Vote:

All Council Members present voted aye. The motion carried.

Staff Direction:

- Staff will make corrections in the Code

Further Discussion:

- Should the Council have a “Code of Ethics”?
- This could be added to the Council’s By-Laws.
- This could suggest how Council members deal with each other, the public, and the community.
- Perhaps we could put the roles and responsibilities and confidentiality of Council members in the by-laws.
- Staff will address this at the next Council meeting.
- Any Council member may make suggestions. FaDSS Council statement on its own ethical behavior should come from the Council, not from DHR staff.
- Staff’s role would be to provide the Council with examples to work with.
- The Training Committee will look at developing a statewide FaDSS family rights and responsibilities.
- This may be difficult because each grantee is “unique”. Maybe each grantee should come up with their own to be approved by staff or Council?

Staff Direction:

- The Training Committee will look at both of these issues and bring their recommendations back to the Council.

## **VI Soft Skills Training – Ms. Schockemoehl**

Ms. Schockemoehl is the Life Skills Coordinator for the Life Skills Program through the PROMISE JOBS program. She explained a joint effort for training with FaDSS, DHS and IWD that will be taking place in May.

### Discussion:

- The Life Skills Program is shifting more towards soft skills in the culture of work and self-sufficiency.
- In December Ms. Schockemoehl announced to the PJ Coordinators she would like to have a training session that focuses on soft skills and the culture of work for training for the Life Skills Staff.
- FaDSS Staff and Ms. Schockemoehl are working together to set up training for May 1 and 2. This will be for FaDSS staff and PJ coordinators who will in turn train other staff. It will also be video taped for future use.

## **VII Iowa's Early Childhood Vision and Goals – Ms. Gartin**

Copies of Iowa's Vision for Early Childhood were distributed.

### Discussion:

- Goals & Vision Statements were developed in cooperation with many different entities through regional stakeholder meetings.
- Various state departments have already endorsed the Vision and goals.
- Asking for the FaDSS Council to endorse Iowa's Early Childhood Vision and Goals.

### Motion:

Mr. Rendon moved that the FaDSS Council endorse the "Iowa's Vision for Early Childhood Vision and Goals". Mr. Barrigan seconded the motion.

### Vote:

All FaDSS Council Members present voted aye. The motion carried.

## **VIII Disability Training – Mr. Fitzpatrick**

### Discussion:

- FaDSS Staff met with Amy Dusenberg-Wines from Disability Consulting Inc.
- Disability Consulting has receiving a contract from the Department of Health and Human Services Administration for developmental disabilities to look into training for TANF front line workers. In respect to working with families with disabilities.
- This contract is for Iowa and other states.
- FaDSS has a great percentage of families with some sort of disability or mental health issue.
- Ms. Dusenberg-Wines has also met with IWD staff and DHS staff.
- TANF front line staff would be FaDSS Specialists, Income Maintenance Workers, PROMISE JOBS staff and others.
- She is looking at two sets of training. A pre-service training (training for new employees) and also in-service training (training for people who are already working with families with disabilities).

## **IX Staff and Committee Updates:**

### **A. FaDSS 2002 Annual Report – Mr. Fitzpatrick**

- DHS is currently reviewing the 2002 FaDSS Annual Report. When complete it will be sent out via e-mail and available on the FaDSS website.

**B. Report of FaDSS Collaborations – Ms. Gartin**

- Grantees were asked to list partners with whom their FaDSS program works and rate these relationships on a five point scale from cooperation to collaboration.
- This will be done on an annual basis and included in the Annual Report.

**C. FaDSS Poster Contest – Ms. Gartin**

- The winning posters are on display and were completed by children being served by the FaDSS program.
- Hy-Vee's Corporate Board of Directors sponsored our poster contest and gave \$100.
- Mr. Anastasi of West Central Development took the \$100 from Hy-Vee to Wal-Mart to get gift certificates and they contributed another \$25. Making the total \$125.00.
- The first place winner received a \$20.00 gift certificate, the second and third place winner received a \$12.50 gift certificate, and the rest of the children who entered received a \$5.00 gift certificate. The first place winner's poster will be featured on the cover of the 2002 FaDSS Annual Report.
- There were a total of 19 entries from 15 different children ranging in age from four to thirteen, representing 9 separate grantees.

**D. Web Design – Mr. Fitzpatrick**

- The FaDSS Web site is up and running. The address is [www.iowafadss.org](http://www.iowafadss.org).
- In the future it will include the annual report, FaDSS Council Minutes, Agenda for Council, etc.
- If anyone notices an error on the web-site contact Mr. Fitzpatrick and he will correct it.

**E. Prevent Child Abuse Iowa Conference – Ms. Gartin**

- The Prevent Child Abuse Iowa Conference will be held on April 28 and 29 at the downtown Des Moines Marriott.
- There is a reduced rate for FaDSS grantees since the Department of Human Rights is co-sponsoring the conference.

**X Other Updates**

**A Nomination Committee – Ms. Gartin**

Discussion:

- The Nomination Committee received and reviewed a nomination for a current /former FIP recipient from MICA to fill the Council vacancy. The gentleman's name is Dale Saunders who is a recent successful exit from the FaDSS program in Jasper County. Mr. Saunders is a single parent and the nomination committee recommends that the Council accept the nomination of Mr. Saunders.

Motion:

Mr. Barrigan moved that the Council accept Mr. Saunders as a Council Representative to serve a three-year term beginning in June of 2003 through June of 2006. The motion is seconded by Stephanie Stebens.

Vote:

All Council members present voted aye. The motion carried.

Staff Direction:

Staff will notify Mr. Saunders

**B Training and Technical Assistance Grant – Ms. Gartin**

- FaDSS staff did a second round of training in February on “Strength Based Program Management”.
- They are getting ready for their third round of training which is “Transitioning Families From Welfare To Work” which will be offered in April and May in four locations in Iowa.
- There are waiting lists for the trainings.
- This has been a good opportunity to strengthen community partnerships.

**C Miscellaneous Information – Mr. Brand**

- The Commission on Community Action Agencies has a vacancy for a Commissioner to represent the low income sector. The person must be living at 100% of poverty or below as a representative on the Commission. If anyone can identify anyone who would be good in that capacity please contact Bill Brand. It is a great opportunity to serve on the Commission and learn some leadership skills. The person must be a strong advocate for low-income families in the state of Iowa. The Commission meets four times annually and does reimburse for actual expenses and has a \$50.00 per day per diem.
- The Governor has appointed Ms. Ruth White from Cedar Rapids as the Director of the Department of Human Rights, Mr. Kevin Concanan as the Director of the Department of Human Services, and Ms. Mary Hansen as the Director of the Department of Public Health.
- Mr. Brand shared information from Iowa East Central T.R.A.I.N. on accomplishments of their FaDSS families.

**XI Adjournment**

The meeting adjourned at 1:12. The next FaDSS Council meeting will be held in Ottumwa in June.

Respectfully submitted,

Marcia Thompson