

Meeting Notes			
Division:	Adult Child and Family Services (ACFS)		
Meeting Title:	Child Abuse Prevention Program Advisory Committee (CAPPAC)		
Facilitator:	Lisa Bender, Prevention Program Manager		
Location:	Hoover State Office Building, 1 st Floor, Room 1SE, Side 2		
Date:	March 6, 2020	Time:	9:00am-12:00pm

Meeting Objectives
The primary goal of the Child Abuse Prevention Program Advisory Committee (CAPPAC) is to support the Iowa Child Abuse Prevention Program (ICAPP) in accordance with Iowa Code Chapter 217.3A . This particular meeting will be to review the results of the evaluation of bid proposals under RFP #ACFS 21-001, Iowa Child Abuse Prevention Program Request for Grantee Project Proposals.

Meeting Participants	
Chairperson: LaTasha DeLoach - P Vice Chair: Nancy Wells - P Committee Members: Lisa Bellows - P Jill Hesse - P Mark Lyman - A Kim Scorza - P	ICAPP Administrators: Greg Bellville Annette Mansheim Abby Patterson DHS Liaison: Lisa Bender Others Present: Michelle Muir, DHS Issuing Officer

Agenda Topic	Notes
Call to Order	Introductions – Look back on CY 2019 and share a “win” or “takeaway” from your year (personal or professional). Inspired by: https://nosidebar.com/intentionally/
Public comment period	No members of the public were present, so there were no comments provided.
Review/Approval of Minutes	Bender provided a brief recap of the 12/3/19 meeting and CAPPAC members voted to approve the minutes.
CAPPAC Application	Bender provided a review of timeline for new member applications and new member orientation.
SFY 19/20 ICAPP RFP (Closed Session)	CAPPAC members voted to enter into “closed session” for review of the RFP (ACFS 21-001). Full RFP and all associated forms can be found here: https://bidopportunities.iowa.gov/Home/BidInfo?bidId=e4f819c0-3ab8-4b09-ac84-f85d4babb268 DHS Issuing Officer, Michelle Muir, joined for the overview of the RFP group review process and evaluation scores. Topics covered in closed session included: <ul style="list-style-type: none"> • Reminder of acceptance form signed • Brief overview of RFP, forms, and updated risk analysis data • Overview of bids received

Agenda Topic	Notes
	<ul style="list-style-type: none"> Group review process/scores Draft recommendations to Contract Owner
Wrap-up	Bender will send out the Contract Owner recommendations to CAPPAC members for final approval before presentation of award recommendations to the ACFS Division Administrator. Next scheduled meeting (7/31/20).

New Action Items				
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Item #	Description	Responsible Party	Due Date	Status
1	CAPPAC Applications Due	Bender	4/20/20	
2	Application Review	Bender, Patterson, and Chairs	5/1/20	
3	Present recommendations to HS Council	Bender	5/13 or 6/10	
4	Schedule new member orientation	Bender, Patterson, New members	July 2020	
5	Next Full CAPPAC	ALL	7/31/20	