

Linn County Early Childhood Iowa Governance Board MINUTES

January 26, 2021

3:15-4:30 PM via Zoom Webinar

<https://us02web.zoom.us/j/83727233917?pwd=WU5NcXBvUGVYNHFZVEFNSENDRUxQZz09>

Meeting ID: 837 2723 3917 Password: 231867

Per Iowa Code section 21.8 an electronic meeting can be held when there are valid concerns that an in-person meeting is "impossible or impractical" (e.g. COVID-19).

Board member present via Zoom or Phone: Richard Barrett, Linda Bigley, Karey Chase, Wyatt Dagit, Amy DeMeulenaere, Karen Lewis, Tricia Kitzmann, Andrea Rogers, Ben Rogers, Nancy Scheumann, Drew Westberg, Jasmine Wu.

Excused Absence: Dan Louzek, Patrick Munyakazi

Staff via Zoom: Chris Kivett-Berry & Kristen Peyton

Guests via Zoom: Amy Becker, Morgan Bryant, Christi Regan, Angela Easley, Meridith Myers, Jan Moffitt, Danielle Pershing, Diana Strahan.

Call to order: Tricia Kitzmann, chair, called the meeting to order at 3:18 pm with quorum present (12/14).

- a. Welcome Back Kristen: ECI Grant Coordinator has returned from FMLA leave.
- b. Inclement Weather Policy: Reference the school cancellation notices of the Cedar Rapids School District in regard to cancellation of ECI Board or Committee meetings. Included in packet.
- c. Executive Committee Minutes: Included in the packet.
- d. Mind of a Child Early Childhood MH Summit: The summit will be held virtually this year on February 13. Flyer included in the packet.
- e. Program Networking Meeting Notes: Family support programs requested collaborative meetings to support one another. Notes included in packet.
- f. Next Board Meeting: February 23, 2021 via Zoom

Action: Minutes of 11/24/20 Board Meeting:

- **MSC:** (Wu, Bigley) Motion and Second to approve minutes from November Board Meeting. Motion carries unanimously.

Committee Updates – 1.22.21 Finance Committee:

- a. Program Budget Utilization Survey Summary: Summary of estimated carry forward included in packet-updates noted. Programs and Admin are projected to be underspent by \$67,960 in School Ready (SR) funds and \$39,955 in Early Childhood (EC) funds, which will put us over the 20% cap. Finance Committee recommends striving for 17% carry forward in both funding streams –funds due to potential cut to FY 22 ECI allocation and to provide programs with 2% cost increase.
- b. Recommendations for Utilization of "Unspent" FY 21 Funds: The Finance Committee recommends authorizing a January-March Open Window for Budget Revision to all ECI programs to encourage full utilization funds, with a 20% cap of budgets moved between categories.
- c. Action: Authorize Plan to Award Additional FY 21 Funds: The Finance Committee recommends a 5 step process to spend unutilized funds. The steps and timeline are in the packet.
 - **MSC:** (Bigley, A. Rogers) Motion and second to implement Finance committee recommended process to expend underutilized FY 21 funds. Motion carries unanimously.

Program Engagement:

- a. COVID, PPE, Paces & Linn County Public Health: Amy Becker, Paces, shared that in November Linn County Public Health offered to provide funding to childcare programs for supplies through the CARES Act. Amy was able to quickly obtain and submit \$20,000 requests

for PPE & cleaning supplies for child care providers. Paces quickly assisted with dispersing of supplies.

- b. In-Person Services Program Monthly Summary: Kivett-Berry shared that 3 of the 4 Linn Co Family Support programs are providing in-person services and are required to provide an update by the 15th of every month. The data from Dec-Jan is in the Board packet and has been submitted to the State ECI office as required.
- c. TIES Contract Compliance Review Results: Form was included in the Board packed and Kivett-Berry noted that the program was deemed compliant. Their next on-site review cycle is FY 24.

Board Operations

- a. Action: Authorize FY 22 Contract Process: Prior to COVID the plan was to issue competitive bids and enter into 3-year contracts (FY 22-24). General consensus at 8.25.20 ECI Board meeting was to use a 1-year renewal process rather than enter into competitive bid process. This is in response to several factors: COVID & Derecho impacts, FMLA of ECI Coordinator, ECI staff time spent helping programs navigate barriers, and uncertainty of FY 21 & FY 22 funds from the state. ECI programs will not receive automatic renewal, but will submit a Renewal Request packet. The Requests will be reviewed by the Executive and Finance Committee to prepare a recommendation for Board action. The tentative timeline is February issuance of Renewal Packet with Board action at the April or May Board meeting. Details outlined in the packet. Formal action on the consensus is requested.
 - **MSC**: (Exec Committee, Dagit) Motion and second to recommend the Linn County ECI Board authorize a 1-year renewal process for FY 22 contracts rather than initiate competitive bid process. Motion carries unanimously.
- b. ECI Association Annual Report & Legislative Priorities: The report and legislative agenda are included in the Board packet. The legislative priorities of the association are:
 - Support a comprehensive and integrated early care, health and education system for the youngest lowans through funding for ECI.
 - Develop Systemic Solutions to the Childcare Crisis.
 - Develop Statewide Children's Behavioral Health System that includes ECI.
- c. Strategic Planning SWOT Analysis: Linn County asked departments to complete a SWOT analysis as part of the process to update the County Strategic Plan. ECI staff will create a survey and invite Board members to complete.
- d. Nomination Process: The intent is to seek new Board Members through targeted invitations and also requesting applications from general public. Targeted invites will be initiated by current ECI Board members. Public notice of Board openings will occur via Facebook/County Website.

Open Agenda: Tricia Kitzmann shared an update on the COVID Phase 1 and 2 vaccine process.

Motion to Adjourn:

- **MSC**: (Wu, Westberg) Motion and Second to adjourn. Motion carried unanimously. Meeting adjourned at 4:17 pm.

Reviewer: Drew Westberg, Secretary

Signature: 

Date: 2/16/21

Recorder: Kristen Peyton

Signature: 

Date: 2/16/21