

Linn County Early Childhood Iowa Governance Board MINUTES

March 22, 2022 3:30 PM via Zoom Webinar with public in person option available in CSB, 1240 26th Ave Court SW, Cedar Rapids Room # 2215.

Call to order: Andrea Rogers, Board Chair, called the meeting to order at 3:32 pm with (9/13) present, (10/13) present at 3:33 pm, (11/13) present at 3:35 pm, and (12/13) 3:39 pm.

Name	Present	Excused	Un-Excused	Guests	Staff
Richard Barrett (consumer)	X				
Linda Bigley (citizen)	X @ 3:39pm				
Karey Chase (human services)	X				
Ana Clymer (citizen)	X until 4:12pm				
Tricia Kitzmann (citizen) Board Member at Large	X				
Karen Lewis (citizen)	X				
Dan Louzek (health)	X @ 3:35pm				
Patrick Munyakazi (faith) Secretary		X			
Andrea Rogers (business) Chair	X				
Ben Rogers (elected)	X until 3:45pm				
Nancy Scheumann (citizen)	X				
Drew Westberg (education) Chair-Elect	X				
Jasmine Wu (citizen)	X @ 3:33pm				
Kristen Peyton, ECI Grant Coordinator					X
Amy Grunewaldt, ECI Director					X
Danielle Pershing, 1 st Five				X	
Melissa Williams, CART				X	
Jacque Montoya, PEC				X	
Meridith Myers, YPN				X	
Teresa Daubitz, TIES				X	
Christi Regan, HACAP				X	
Angela Easley, CCNC				X	
Amy Becker, Paces				X	
Diana Strahan, HACAP				X	
Hilary Robinson, CART				X	

Committee Minutes since last Board Meeting:

Executive Committee Minutes: Included in the packet.

Public Comment: Public invited to insert comments in Chat Box. No comments.

Action: Minutes of 2/22/22 ECI Board Meeting:

- **MSC:** (B. Rogers, Lewis) Motion and Second to approve minutes from February Board Meeting. Motion carries unanimously.

Annual ECI Performance Data Trend (State Requirement):

Review of State Required Performance Measures- Early Care and Education Quality: Peyton reviewed excel charts with 3-years of Funding, Outputs and Outcomes data for the Quality Improvement for Early Learning & Technical Assistance/Consultations programs. Explanations of outlier data was explained and items to monitor were identified. All data was included in Board packet.

Board Operations:

- a. **Action:** Submit FY 21 AUP of Linn County ECI in County Audit: The FY 21 CAFR & Compliance Report were included in the packet. Grunewaldt noted that there were no concerns and the County received an unmodified audit opinion. Specific to ECI there were no instances of non-compliance noted.
- **MSC:** (Westberg, Barrett) Motion and Second to authorize submittal of the Agreed Upon Procedure to the State ECI office. Motion carries unanimously.

State ECI FY 21 Annual Report: Grunewaldt reviewed some highlights of the report. The full report can be found at the following link: <https://earlychildhood.iowa.gov/document/eci-2021-annual-report> .

Board Member / Partner Satisfaction Survey: Summary of the results of the Board Member & Partner Satisfaction Surveys included in the packet.

- Members reviewed the results of the annual survey sent to Linn County ECI Board Members. The overall score declined slightly compared to the 2021 score. The lowest scoring item was in regards to feeling that Board members are representative of the Linn County community they serve. The highest scoring items were in regards to feeling the Board selects projects that positively impact early childhood needs in the community and Board finances.
- Members reviewed the results of the 4th annual survey sent to ECI funded programs. The over score declined slightly compared to the 2021 score. The lowest scoring item was in regards to feeling that Board members are representative of the Linn County community they serve. The highest scoring questions were in regards to feeling that ECI staff respond to questions or requests for information in a timely manner and feeling they know who to contact if they have questions about ECI documents, processes and deadlines.

Community & Program Engagement:

2nd Quarter Program Data Snapshot: Mid-year data was included in the Board packet for review. Peyton reviewed highlights of the Mid-year data.

Staff Monthly Update on Engagement Efforts: A summary of ECI monthly engagement efforts was included in the Board packet.

Board Fiscal:

FY 22 ECI Programs and Admin Budget Utilization Summary: ECI staff are diligently monitoring programs' budget utilization to ensure the legislative 20% carry forward cap is not exceeded. ECI staff is collaborating with the Linn County Finance Department to create new budget monitoring forms. Programs completed a mid-year budget utilization survey. The summary of the responses are included in the packet. The Linn County Finance Department created a budget monitoring form that shows how much \$ a program has spent and how much \$ a program still needs to spend to fully utilize their budget. The intention is that this will help the Board and programs have a better understanding of budget utilization vs showing only the % of their budget utilized. School Ready funds are currently 45% underspent and Early Childhood funds are currently 43% underspent. ECI staff are not concerned about the carryforward % of School Ready or Early Childhood carryforward amount.

Open Agenda: Board Member, Richard Barrett, asked if the new tax reform bill signed into law will impact ECI allocation \$ amount. ECI staff have not heard if the new bill will impact the ECI allocation, but will alert the Board with any updates.

Next Meeting: April 26, 2022 @ 3:30 pm

Motion to Adjourn:

- **MSC:** (Westberg, Kitzmann) Motion and Second to adjourn. Motion carried unanimously. Meeting adjourned at 4:13 pm.

Reviewer: *Patrick Munyai, Secretary (NA- Excused Absence for March meeting)* [AG reviewed 4.1.22](#)

Signature: _____

Date: _____

Recorder: Kristen Peyton

Signature: *Kristen Peyton*

Date: 4.19.22