

Linn County Early Childhood Iowa Governance Board MINUTES

March 23, 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 , Wyatt Dagit, Amy DeMeulenaere, Tricia Kitzmann, Karen Lewis @ 3:32 pm , Patrick Munyakazi left @ 4:20 pm, Andrea Rogers @ 3:31 pm, Ben Rogers , Drew Westberg left @ 4:20 pm, Jasmine Wu.

Excused Absence: Karey Chase, Dan Louzek, & Nancy Scheumann

Staff via Zoom: Chris Kivett-Berry & Kristen Peyton

Guests via Zoom: Amy Becker, Morgan Bryant, Janet Moffitt, Meridith Myers, Kelly Nelson, Sara Nightingale, Danielle Pershing, Christi Regan, Hailee Sandberg, Diana Strahan, Paula Vandervelde, Melissa Williams, & Gloria Witzberger.

Call to order: Tricia Kitzmann, chair, called the meeting to order at 3:16 pm with quorum present (9/14), (10/14) at 3:31 pm, and (11/14) at 3:32 pm.

- a. **Thanks in advance to Drew for managing Chat Box:** Thank you Drew Westberg!
- b. **In-Person Services Summary:** The data for Feb-March is in Board packet and was submitted to the State ECI office as required.
- c. **Gov. Reynolds Child Care Task Force:** Details included in the packet. Local representation on Task Force includes Miranda Niemi, Quality Beginnings Director.

Action: Minutes of 2/23/21 Board Meeting:

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

Fiscal Items:

a. **Open Window Budget Revision Updates/Action**

- i. **Budget Utilization Summary:** In response to COVID-19 impact on budgets the Open Budget Revision Window was extended until March 16th to support programs to fully expend their budget allocation.
- ii. **Action: Extend COVID Open Window:** Circumstances are continuously evolving in response to COVID-19. To support programs, it is recommended to extend the COVID Open Budget Revision again until May 28, 2021 @ 12 pm.
 - **MSC:** (Bigley, Westberg) Motion and Second to extend the COVID Open Budget Revision Window to noon, May 28, 2021 and authorize ECI Staff to accept, deny, or negotiate requests on behalf of the Linn County ECI Board. Motion carries unanimously.

b. **Action: Discuss and Award FY 21 ECI Funds to Invited Applicants:** To remain below the 20% carryforward cap the next step in the approved Phased-in-Plan was completed. Three local community partners were invited to submit a request for EC funds. The combined requests totaled \$49,433. This is over the initial target of spending \$45,000 max in EC funding, but a draft FY 22 allocation from State ECI office indicates a 3% increase which would offset this increased FY 21 expenditure.

- i. **Catherine McAuley Center (CMC) Refugee Child Care Program:** A summary and the full request included in packet. The funds are to purchase computers for successful program participants that open a Child Care home and for the CMC computer lab. The request also includes staff time for 1:1 set-up for each and computer literacy training.
 - **MSC:** (Westberg, Dagit) Motion and Second to award a Contract to Catherine McAuley Center – Refugee Child Care Business for up to \$24,378 of FY 21 one-time Early Childhood funding. Motion carries unanimously.

- ii. KidsPoint Child Care (Downtown & C Street): A summary and the full request included in the packet. The funds will provide Hazard Pay to center staff, buy program supplies and professional development.
 - **MSC:** (Westberg, A. Rogers) Motion and Second to award a Contract to Waypoint – KidsPoint Child Care for up to \$25,055 of FY 21 one-time Early Childhood funding. Motion carries unanimously.
- iii. CCR&R Child Care Ready Event: A Child Care Ready Event will be offered by CCR&R in the Linn County community however, ECI funds weren't requested to support the event.

Board Operations:

- a. Action: Submit FY 20 AUP of Linn County ECI in County Audit: The FY 20 CAFR & Compliance Report were included in the packet. Kivett-Berry 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:** (Bigley, Munyaikazi) Motion and Second to authorize submittal of the Agreed Upon Procedure to the State ECI office. Motion carries unanimously.
- b. FY 22 Renewal Process: As approved in January the Board will offer a non-competitive renewal process to all contracts that were approved at the beginning of FY 21 and not those awarded one-time money in the 3rd Quarter of FY 21. Intent is to award renewal funding at May ECI Board meeting.
- c. Linn County ECI Board Strategic Plan–Review: Included in the packet is the Linn Co ECI Strategic Plan which was reviewed as a reminder of Board funding priorities. The Strategic Plan will be used to issue FY 23 competitive bids.
- d. ECI Board Priorities SWOT Summary (1st Review): In the packet was the 1st review of the SWOT results which the Board discussed. The ECI Exec Committee will use this to assess Board progress on addressing community priorities. This will help to inform FY 22 focus.

Program Engagement:

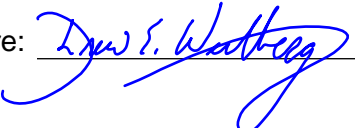
- a. Funded Partner Success Stories
 - i. Paces to Quality: Amy Becker shared that on February 13th they held the Mind of a Child summit in a virtual format. There were 104 attendees, with the highest number of foster parents participating this year. The virtual format was a success and participants from other counties were able to join thanks to the more flexible format.
 - ii. TIES: Sara Nightingale shared the Kimochis which are cuddly critters that help children learn how to express their feelings. TIES created a laminated card system to allow parents to utilize the tools at home.
- b. ECI Mid-Year Data Comparison (FY 20-21): Peyton completed a crosswalk between FY 20 & 21 mid-year data to illustrate the significant impacts of COVID-19 & the Derecho on ECI programs.

Open Agenda: None.

Motion to Adjourn:


- **MSC:** (Wu, Bigley) Motion and Second to adjourn. Motion carried unanimously. Meeting adjourned at 4:27 pm.

Reviewer: Drew Westberg, Secretary

Signature: 

Date: 4/19/2021

Recorder: Kristen Peyton or Chris Kivett-Berry

Signature: 

Date: 4/19/2021