

Linn County Early Childhood Iowa Governance Board MINUTES

March 28, 2023 3:30 PM via Zoom Webinar and public in person at CSB, 1240 26th Ave Court SW, Cedar Rapids Room # 2026.

Name	Present	Excused	Un-Excused	Guests	Staff
Richard Barrett (consumer)	X until 4:25 pm				
Linda Bigley (citizen) Secretary	X				
Karey Chase (human services)	X				
Julie Hanlin (citizen)	X @ 3:47 pm until 3:58 pm and back @ 4:20 pm				
Karen Lewis (citizen)	X until 3:58 pm				
Dan Louzek (health)		X			
Patrick Munyakazi (faith) Chair-Elect	X until 3:58 pm and back @ 4:21 pm				
Andrea Rogers (business) Board Member at Large	X				
Ben Rogers (elected)	X until 4:25 pm				
Nancy Scheumann (citizen)	X				
Megan Waterman (citizen)	X				
Drew Westberg (education) Chair	X				
Jasmine Wu (citizen)	X				
Kristen Peyton, ECI Grant Coordinator					X
Amy Grunewaldt, ECI Director					X
Meridith Myers, YPN				X	
Diana Strahan, HACAP				X	
Kelli Eggert, HACAP				X	
Amy Becker, HACAP				X	
Hilary Robinson, CART				X	
Kelly Nelson, NPP				X	
Christi Regan, HACAP				X	
Melissa Williams, CART				X	
Danielle Pershing, 1 st Five				X	
Angela Easley, CCNC				X	
Jess Burger				X	
Shawn Knighton				X	
Staci Meade, LCCS				X	

Call to order: Drew Westberg, Board Chair, called the meeting to order at 3:34 pm with (11/13) present and (12/13) at 3:47 pm.

Executive Committee Minutes: Included in the packet.

FY 23 ECI Board Priorities: 3rd Quarter Update: The FY 23 Linn Co ECI Board Priorities were included in the packet. The green text indicates the status of each task. The intent is to provide a quarterly update to inform Board members of the status of each task/priority.

Public Comment: Public invited to share comments. No comments.

Action: Minutes of 2/28/23 ECI Board Meeting:

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

Annual ECI Performance Data Trend-Family Support: Parent Education & Home Visitation:

Review of State Required Performance Measures-Group Based Parent Education & In-Home Visitation: Peyton reviewed excel charts with 3-years of Funding, Outputs and Outcomes data for the Family Support programs. Explanations of outlier data was explained and items to monitor were identified. All data was included in Board packet.

Board Operations:

Action: Submit FY 22 AUP of Linn County ECI in County Audit: The FY 22 CAFR & Compliance Report were included in the packet. Staci Meade, with Linn County Community Services, reviewed highlights of the audit with the Board. Specific to ECI there were no instances of non-compliance noted. However, it was noted that a reconciliation between the Board's ending balance and the County's ending cash balance was not being performed. Moving forward the County will include a reconciliation of the ending balance to the monthly reconciliation procedures.

- **MSC:** (Bigley, Wu) Motion and Second to authorize submittal of the Agreed Upon Procedure to the State ECI office. Motion carries unanimously.

FY 24 RFP Update: The deadline for RFPs to be submitted was @ 10 am on March 24th. All existing Linn County ECI funded programs submitted a RFP, along with 4 additional programs that are not currently funded with ECI \$ in Linn County. The \$ requests received exceed the estimated allocation \$ amount. Board members met for their first RFP review meeting and have two upcoming review meetings. All Board members were invited to review all RFPs and complete a score sheet.

Community Needs Assessment Update: The Community Needs Assessment will need to be completed in October 2023. Amy Grunewaldt met with the Iowa State University (ISU) Extension office again on Friday, March 3rd to discuss data collection and will meet again to discuss facilitating focus groups. ISU is able to collect the requested data for the cost of \$200, but will not be able to assist with creating the document. Amy reached out to Drew Westberg to discuss the opportunity of contracting with a Coe College student to assist with creating the needs assessment document and infographics.

Community Awareness Committee Update: Amy Grunewaldt is collaborating with the Cedar Rapids Public Library (CRPL) to host an ECI marketing event in conjunction with a celebration event for the CRPL for a collaboration award they received. The marketing event will take place later this fiscal year or next fiscal year. The books that were bought with the generous donations made by Board members for the Annual Charitable Event will be distributed at this event.

Nominations Committee Update: Six (6) new Board members are needed in FY 24 to remain in compliance with the by-laws. Eight (8) nomination referrals have been received. Amy Grunewaldt will conduct a Board member orientation meeting later this fiscal year. Thank you to Board members for submitting referrals!

Fiscal Operations:

Review Monthly Budget Utilization Summary: Members reviewed the February monthly control. Amy Grunewaldt indicated that some programs will not fully expend their budget, but currently not concerned about going over the 20% carryforward cap. May is an open window for programs to submit budget revisions to assist with budget utilization. ECI staff will be closely monitoring the requests to ensure that any revision impacts outputs, outcomes, or service implementation.

Program & Community Engagement:

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

Program Presentation: Melissa Williams, Jess Burger and Hilary Robinson with GWAEA provided an informational presentation about CART’s Early Childhood Positive Behavior Interventions and Supports (EC-PBIS) coaching and consultation services. Thank you Jess, Hilary and Melissa!

Action: CART School Ready General Budget Revision Request: The CART program is seeking Board action on their budget revision request due to the revision submitted outside of the open budget revision window and requesting out-of-state travel. There is unexpended \$ to be shifted in the CART School Ready General budget. ECI-funded CART staff, Hilary Robinson & Melissa Williams, would like to attend the 4-day National Training on Effective Practices Conference in Tampa, Florida. The training is intended to provide an in-depth learning experience built around the Pyramid model (i.e. Early Childhood PBIS). More details included in the packet.

- **MSC:** (Bigley, Waterman) Motion and Second to approve the CART School Ready General Budget Revision and out-of-state travel. Motion carries unanimously.

Action: CART School Ready QI Budget Revision Request: The CART program is seeking Board action on their budget revision request due to the revision submitted outside of the open budget revision window. There is unexpended \$ to be shifted in the CART School Ready QI budget. CART would like to shift \$ into the travel category to pay for mileage for CART staff, Hilary Robinson. More details included in the packet.

- **MSC:** (Wu, Scheumann) Motion and Second to approve the CART School Ready QI Budget Revision. Motion carries unanimously.

Action: CART Early Childhood Budget Revision Request: The CART program is seeking Board action on their budget revision request due to the revision submitted outside of the open budget revision window and requesting out-of-state travel. There is unexpended \$ to be shifted in the CART Early Childhood budget. ECI-funded CART staff, Hilary Robinson & Melissa Williams, would like to attend the 4-day National Training on Effective Practices Conference in Tampa, Florida. The training is intended to provide an in-depth learning experience built around the Pyramid model (i.e. Early Childhood PBIS). More details included in the packet.

- **MSC:** (Waterman, Chase) Motion and Second to approve the CART Early Childhood Budget Revision and out-of-state travel. Motion carries unanimously.

Next Board Meeting: April 25, 2023 @ 3:30 pm @ Linn County Community Services Building & Zoom

Open Agenda: None.

Motion to Adjourn:

- **MSC:** (Chase, Waterman) Motion and Second to adjourn. Motion carried unanimously. Meeting adjourned at 4:38 pm.

Reviewer: Linda Bigley, Secretary

Signature: Linda Bigley

Date: 4/25/2023

Recorder: Kristen Peyton

Signature: Kristen Peyton

Date: 4/25/2023