

Linn County Early Childhood Iowa Governance Board MINUTES

May 24, 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 3:31 pm with (11/13) present.

Name	Present	Excused	Un-Excused	Guests	Staff
Richard Barrett (consumer)	X				
Linda Bigley (citizen)	X				
Karey Chase (human services)		X			
Ana Clymer (citizen)	X				
Tricia Kitzmann (citizen) Board Member at Large	X				
Karen Lewis (citizen)	X				
Dan Louzek (health)	X				
Patrick Munyakazi (faith) Secretary	X				
Andrea Rogers (business) Chair	X				
Ben Rogers (elected)	X				
Nancy Scheumann (citizen)	X				
Drew Westberg (education) Chair-Elect		X			
Jasmine Wu (citizen)	X				
Staff					
Kristen Peyton, ECI Grant Coordinator					X
Amy Grunewaldt, ECI Director					X
Guests					
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	
Melissa Grennan, GWAEA				X	
Diana Strahan, HACAP				X	
Hilary Robinson, CART				X	
Kelly Nelson, NPP				X	

Committee Minutes since last Board Meeting:

Executive Committee Minutes: Included in the packet.

Iowa Department of Education Article: Kathy Schulte, College Community ECC: Article included in the packet. Kathy Schulte with College Community ECC mentioned the benefits of ECI networking and collaboration with community partners in the article. Thank you Kathy!

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

Action: Minutes of 4/26/22 ECI Board Meeting:

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

Board Operations:

A. **Action:** Nomination FY 23 Slate of Board Members from Exec Committee:

- **MSC:** (Executive/Finance Committee, Bigley) Motion and Second to approve the FY 23 Slate of New Board Members as follows: Julie Hanlin & Megan Waterman. Motion carries unanimously.

Community Engagement:

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

Fiscal Operations:

- A. FY 22 Updated Budget Utilization and Estimated Carryforward: ECI staff are diligently monitoring programs' budget utilization to ensure the legislative 20% carry forward cap is not exceeded. ECI staff have had discussions with any programs with budget utilization concerns to discuss ideas on how to expend their ECI budget. Several programs have submitted budget revision requests to shift funds within their budget with the intent of utilizing their allocated \$.
- B. FY 23 SR and EC State Allocation: The final FY 23 allocation had not yet been finalized. The estimated allocation for School Ready is \$1,281,466 and \$404,360 in Early Childhood funds.
- C. FY 23 Funding Renewal Summary: A detailed table was included in the packet. The table included the following for each program: their FY 22 Awarded \$, their FY 23 budget request, overall percent increase in their budget ask, notes to take into consideration, change of outputs & clients served, and their funding level & \$ amount recommendation. The total of the FY 23 projected revenue and projected FY 22 carryforward funds are more than the FY 23 program requests. The Exec/Finance Committee met May 10th to review scenarios and recommended the maximum increase to be capped at 5% unless significant justification. Individual program needs and scenarios were vetted to determine funding recommendations.
- D. FY 23 Administrative and Board Operations Budget: Board members reviewed a detailed list of Board and Admin expenses and revenue outlined in the packet. The FY 23 revenue is projected to exceed the FY 23 Board and Admin expenses. The balance will become carryforward funding for FY 24. The ECI Board's portion of the Admin expense is up to \$123,042. This is the amount that could be expensed to the ECI Board as the Linn County Board of Supervisors for Employer of Record/Fiscal Agent contract.
- E. Action: Authorize Board Chair Signature on FY 23 Contracts:
- i. State ECI Contract, upon receipt: The contract will be issued soon after the legislative session ends.
 - **MSC:** (Scheumann, Kitzmann) Motion and Second for Board chair to sign the FY 23 State ECI Contract upon receipt. Motion carries unanimously.
 - ii. School Ready Contract 1 Year Renewals: Detailed table included in the packet.
 - **MSC:** (Bigley, Barrett) Motion and Second to award FY 23 ECI contracts to: Head Start - \$136,458, College Community - \$23,175, YPN Short Term In-Home - \$152,303, YPN Long Term In-Home - \$76,842, NPP Short Term In-Home - \$112,422, NPP Long Term In-Home - \$85,641, Family Learning Connection (formerly known as Parent Education Consortium - \$175,200, TIES - \$169,050, 1st Five - \$42,352, Dental Screens - \$68,384, Child Health Screener - \$45,511, and Child Care Alliance Response Team - \$99,473 from the School Ready funds at the dollar amount specified. Motion carries unanimously.
 - iii. Early Childhood Contract 1 Year Renewals: Detailed table included in the packet.
 - **MSC:** (Louzek, Lewis) Motion and Second to award FY 23 EC contracts to: Early Head Start - \$54,814, Paces to Quality - \$98,951, Linn County Child Development Center - \$63,966, and Child Care Nurse Consultant - \$68,554 from the Early Childhood funds at the dollar amount specified. Motion carries unanimously.
 - iv. Board Employer of Record and Fiscal Agent Contract with Board of Supervisors: Detailed table of expenses included in the packet and reviewed.
 - **MSC:** (Bigley, Scheumann) Motion and Second to authorize Chair to sign the FY 23 ECI Administrative Contract & the FY 23 no fee Fiscal Agent agreement with Linn County Board

of Supervisors for Employer of Record and provide ECI administrative support. Motion carries unanimously.

- v. Eide Bailly FY 22 Financial Review Agreed Upon Procedures MOU, upon receipt: Eide Bailly conducts the audit for the County and the AUP for just ECI funds. A Memorandum of Understanding will be received soon.
 - **MSC:** (Barrett, Lewis) Motion and Second to authorize Chair to sign FY 22 MOU with Eide Bailly FY 22 agreed-upon-procedures upon receipt. Motion carries unanimously.
- F. **Action:** PEC Budget Revision: The Parent Education Consortium program is seeking approval of a budget revision. Per Board Policy, funded programs may not shift/alter more than 5% of their approved budget between categories during the FY. The revision puts them over the 5%, which requires Board action. The program would like to shift \$20,570 of their unspent allocated \$ into the following budget categories: programs supplies, contracted staff, staff professional development, office supplies, and travel.
 - **MSC:** (Munyakazi, Barrett) Motion and Second to approve the Parent Education Consortium budget revision. Motion carries unanimously.
- G. **Action:** YPN Budget Revision: The YPN Short Term In-Home Visitation program is seeking approval of a budget revision. Per Board Policy, funded programs may not shift/alter more than 5% of their approved budget between categories during the FY. The revision puts them over the 5%, which requires Board action. The program would like to shift \$12,094 of their unspent allocated \$ into the following budget categories: programs supplies, staff professional development, office supplies, and travel.
 - **MSC:** (Bigley, Scheumann) Motion and Second to approve the YPN Short Term In-Home Visitation budget revision. Motion carries unanimously.

Open Agenda:

- **Action:** Child Health Screens Budget Revision: The Child Health Screener program is seeking approval of a budget revision. Per Board Policy, funded programs may not shift/alter more than 5% of their approved budget between categories during the FY. The revision puts them over the 5%, which requires Board action. The program would like to shift \$1,984 of their unspent allocated \$ into the following budget categories: programs supplies, Contracted staff, and office supplies.
 - **MSC:** (Kitzmann, Munyakazi) Motion and Second to approve the Child Health Screener budget revision. Motion carries unanimously.
- **Action:** Paces to Quality Budget Revision: The Paces to Quality program is seeking approval of a budget revision. Per Board Policy, funded programs may not shift/alter more than 5% of their approved budget between categories during the FY. The revision puts them over the 5%, which requires Board action. The program would like to shift \$6,139 of their unspent allocated \$ into the following budget categories: programs supplies and staff professional development.
 - **MSC:** (Munyakazi, Bigley) Motion and Second to approve the Paces to Quality budget revision. Motion carries unanimously.
- **Action:** CART Budget Revision: The CART program is seeking approval of a budget revision. Per Board Policy, funded programs may not shift/alter more than 5% of their approved budget between categories during the FY. The revision puts them over the 5%, which requires Board action. The program would like to shift \$3,000 of their unspent allocated \$ into the program supplies budget category.
 - **MSC:** (Kitzmann, Scheumann) Motion and Second to approve the CART budget revision. Motion carries unanimously.
- **Action:** NPP Short Term Budget Revision: The NPP Short Term In-Home Visitation program is seeking approval of a budget revision. Per Board Policy, funded programs may not shift/alter more than 5% of their approved budget between categories during the FY. The revision puts them over the 5%, which requires Board action. The program would like to shift \$9,000 of their unspent allocated \$ into the program supplies budget category.

- **MSC:** (Wu, Bigley) Motion and Second to approve the NPP Short Term In-Home Visitation budget revision. Motion carries unanimously.
- **Action: NPP Long Term Budget Revision:** The NPP Long Term In-Home Visitation program is seeking approval of a budget revision. Per Board Policy, funded programs may not shift/alter more than 5% of their approved budget between categories during the FY. The revision puts them over the 5%, which requires Board action. The program would like to shift \$8,000 of their unspent allocated \$ into the program supplies budget category.
 - **MSC:** (Wu, Scheumann) Motion and Second to approve the NPP Long Term In-Home Visitation budget revision. Motion carries unanimously.
- **Action: Extend Budget Revision Deadline to June 21:** Circumstances continue to evolve for programs. Per Board Policy, May is an Open Budget Revision window. To support programs, it is recommended to extend the Open Budget Revision window until June 21, 2022 @ 12 pm.
 - **MSC:** (Kitzmann, Scheumann) Motion and Second to extend the Open Budget Revision window from May 24, 2022 until 12 pm on June 21, 2022 and authorize ECI staff to accept, deny, or negotiate requests on behalf of the ECI Board and with an increase maximum allowable shift of funds between categories from 5% to 20%. Motion carries unanimously.

Next Meeting: June 28, 2022 @ 3:30 pm

Motion to Adjourn:

- **MSC:** (B. Rogers, Munyaiazi) Motion and Second to adjourn. Motion carried unanimously. Meeting adjourned at 4:19 pm.

Reviewer: Patrick Munyaiazi, Secretary

Signature: Patrick Munyaiazi

Date: 6/14/2022

Recorder: Kristen Peyton

Signature: Kristen Peyton

Date: 6.15.22