

Linn County Early Childhood Iowa Governance Board MINUTES

May 25, 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, Tricia Kitzmann, Karen Lewis, Patrick Munyakazi, Andrea Rogers, Ben Rogers, Nancy Scheumann, Drew Westberg, Jasmine Wu.

Excused Absence: Amy DeMeulenaere, Dan Louzek, & Ben Rogers.

Staff via Zoom: Chris Kivett-Berry & Kristen Peyton

Guests via Zoom: Amy Becker, Morgan Bryant, Melissa Grennan, Meridith Myers, Sara Nightingale, Christi Regan, Diana Strahan, Melissa Williams, & Gloria Witzberger.

Call to order: Tricia Kitzmann, Board Chair, called the meeting to order at 3:18 pm with quorum present (11/14).

- a. Committee Minutes: Meeting minutes included in the packet.
- b. April ECI Program Networking Notes: Two sets of meeting notes included in the packet.
- c. Early Care Educator TCOY Retreat Flyer: Virtual retreat for Early Care Educators on 6.5.21. ECI financial support resulted in a no-cost registration for participants. Flyer in packet.
- d. In-Person Family Support Services Summary Report: The data for April-May is in Board packet and was submitted to the State ECI office as required.
- e. Next Meeting: June 22nd @ 3:15 pm via Zoom.

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

Action: Minutes of 4/27/21 Board Meeting:

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

Board Operations:

- a. FY 21 Budget Utilization/Carry Forward:
 - i. Summary: Detailed summary included in the packet. Programs completed a 3rd Qtr survey indicating their budget utilization and have been diligent in keeping ECI staff up to date on any budget alterations. Kivett-Berry continues to monitor all programs closely.
 - ii. **Action: Extend Budget Revision Deadline to June 21:** Circumstances continue to evolve in response to COVID-19. To support programs, it is recommended to extend the COVID Open Budget Revision again until June 21, 2021 @ 12 pm.
 - MSC: (Barrett, Westberg) Motion and Second to extend the COVID Open Budget Revision Window to noon, June 21, 2021 and authorize ECI Staff to accept, deny, or negotiate requests on behalf of the Linn County ECI Board. Motion carries unanimously.
- b. New Board Member Nominations Update: At the May Board meeting, each Board member was asked to enter a name, agency, or cohort into the Chat Box that may be interested in joining the Board. Thirteen (13) referrals were received. The intent is for Exec Committee to vet the list of referrals and decide who will be invited to submit a Board member application. Kivett-Berry shared that some of the desired skill sets are: Faith, Finance, and Marketing. The need for Gender Balance was noted.
- c. **Action: Linn Co ECI Policy on In-Person Services:** Board members had a robust conversation about the updated Family Support In-Person services guidance received from the State ECI office (included in the packet). Kivett-Berry contacted the State ECI office with concerns noted from programs and the response was that the guidance is not a mandate. No action was taken at the meeting. ECI staff will contact each Family Support program re: if their agency has a vaccination policy. The intent is to have Board action at the June meeting.

FY 22 Fiscal Operations:

- a. **FY 22 SR and EC State Allocation:** The final FY 22 allocation had not yet been finalized. The estimated allocation for School Ready is \$1,118,708 and \$383,321 in Early Childhood funds.
- b. **FY 22 Funding Renewal Summary:** A detailed table was included in the packet. The table included the following for each program: their FY 22 budget request, percent increase of Salary & Benefits, overall percent increase of their budget ask, notes to take into consideration, change of output & clients served, and their funding level recommendation. The total FY 22 program funding requests are more than the School Ready and Early Childhood estimated allocations but projected FY 21 carryforward funds can cover the gap. The Exec/Finance Committee met May 11th to review scenarios and recommended the maximum increase to be capped at 3% unless the program provides additional staff FTE, increased Outputs, or market rate analysis/sufficient justification. Individual program needs and scenarios were vetted to determine funding recommendations.
- c. **FY 22 Administrative and Board Operations Budget:** Board members reviewed a detailed list of Board and Admin expenses and revenue outlined in the packet. The FY 22 revenue is projected to exceed the FY 22 Board and Admin expenses. The balance will become carryforward funding for FY 23. The ECI Board's portion of the Admin expense is \$109,690. This is the amount that will be paid to the Linn County Board of Supervisors for Employer of Record/Fiscal Agent contract.
- d. **Action: Authorize Board Chair signature on FY 22 Contracts:**
 - i. **State ECI Contract, Upon Receipt:** Now that legislature has recessed it will be issued soon.
 - **MSC:** (A. Rogers, Westberg) Motion and Second for Board chair to sign the FY 22 State ECI Contract upon receipt. Motion carries unanimously.
 - ii. **School Ready Contract 1 Year Renewals:** Detailed table included in the packet.
 - **MSC:** (Barrett, Westberg) Motion and Second to award FY 22 ECI contracts to: Head Start - \$132,483, College Community - \$23,175, YPN Short Term In-Home - \$162,990, YPN Long Term In-Home - \$66,155, NPP Short Term In-Home - \$109,148, NPP Long Term In-Home - \$83,147, PEC - \$153,291, TIES - \$161,000, 1st Five - \$41,196, Dental Screens - \$68,384, Child Health Screener - \$43,344, and Child Care Alliance Response Team - \$60,236 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:** (Bigley, Barrett) Motion and Second to award FY 22 ECI contracts to: Early Head Start - \$53,217, Paces - \$179,590, Child Care Nurse Consultant - \$67,012, and Linn County Child Development Center - \$62,103 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 Supervisor:** Handout of expenses provided and reviewed.
 - **MSC:** (Barrett, Scheumann) Motion and Second to authorize Chair to sign the FY 22 ECI Administrative Contract & the FY 22 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 21 Financial Review Agreed Upon Procedures MOU, Upon Receipt:** Eide Bailly conducts the audit for the County and then the AUP for just ECI funds. A Memorandum of Understanding will be received soon.
 - **MSC:** (Barrett, A. Rogers) Motion and Second to authorize Chair to sign FY 21 MOU with Eide Bailly FY 21 agreed-upon-procedures upon receipt. Motion carries unanimously.
- e. **Action: Submittal of Final Linn County ECI FY 22 Budget to State ECI:** Tabled. The allocation has not yet been finalized. The intent is to take action on the Budget at the June Board meeting.

Program Engagement:

State ECI Contract Assurance–Health Program Required Data: Peyton reviewed excel charts with 3-years of Funding, Outputs, and Outcomes data for the Health programs. Explanations of outlier data were noted and items to monitor were identified. All data is included in Board packet.

Community Engagement:

Child Care Solutions Team Update: Kivett-Berry shared that the Before and After School Program Team isn't active due to the convener accepting a promotion. The Business and Child Care Team is active and requesting an ask from the Child Care Provider Solutions Team. The Child Care Provider Solutions Team has been receiving

updates on the Governor's Child Care Taskforce and working towards developing an ask of the Business community.

Open Agenda: The League of Women voters will convene on Saturday, June 5th via Zoom re: child care. All are welcome to join and additional details will be sent to Board members.

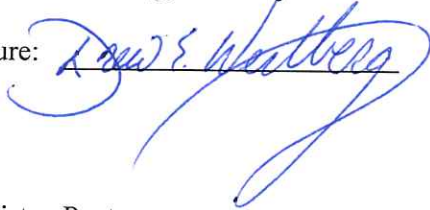
The Iowa Women's Foundation honored all ECI Director's for all of their dedicated community engagement re: child care via a virtual ceremony and inclusion in the Ovations publication. Thank you Chris for all of your efforts in Linn County!

Motion to Adjourn:

- **MSC:** (Barrett, Munyakazi) Motion and Second to adjourn. Motion carried unanimously. Meeting adjourned at 4:32 pm.

Reviewer: Drew Westberg, Secretary

Signature: _____



Date: _____

7/15/21

Recorder: Kristen Peyton

Signature: _____



Date: _____

6/18/21