

## Linn County Early Childhood Iowa Governance Board MINUTES

June 22, 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 @ 3:19 pm, Linda Bigley, Wyatt Dagit, Tricia Kitzmann, Karen Lewis, Dan Louzek, Patrick Munyakazi, Andrea Rogers, & Jasmine Wu.

Excused Absence: Karey Chase, Amy DeMeulenaere, Ben Rogers, Nancy Scheumann, & Drew Westberg.

Staff via Zoom: Chris Kivett-Berry & Kristen Peyton

Guests via Zoom: Amy Becker, Morgan Bryant, Meridith Myers, 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 (8/14) and (9/14) at 3:19 pm.

- a. Committee Minutes: Meeting minutes included in the packet.
- b. FY 21 Waiver of 60% Home Visitation Approved: Kivett-Berry shared that in legislation, ECI areas are required to utilize at least 60% of Family Support funds for an in-home component. In FY 21, the Linn County Board allocated 58% of Family Support funds to in-home programs and was approved for a waiver to not meet the 60% threshold. Email of approval included in the packet.
- c. Next Meeting: August 24<sup>th</sup> @ 3:15 pm in-person.
- d. American Rescue Plan and Linn County: Linn County is recipient of \$44 million from the American Rescue Plan. Kivett-Berry provided ideas to a county planning group re: use of funds for early childhood and family supports. Details noted in the packet.

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

### **Action: Minutes of 5/25/21 Board Meeting:**

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

### **Fiscal Operations:**

- a. FY 21 Budget Utilization Summary, Carry Forward & related Action Items to spend \$: Detailed summary of programs' budget utilization through May 2021 included in the packet. Early Childhood contracts are projected to be \$13,098 under the 20% carryforward cap. School Ready contracts are projected to be \$10,627 under the 20% carryforward cap. Kivett-Berry continues to monitor all programs closely and Peyton has approved several programs' Budget Revisions as their circumstances evolve. If several programs have unexpected unspent \$, that could put ECI over the 20% carryforward cap. To be proactive, members discussed that in the event of needing to spend \$ quickly to remain under the 20% carryforward cap, that ECI staff be authorized to purchase gift cards from LakeShore and Kaplan. The gift cards would be used for funded programs to purchase early learning items.
  - **MSC:** (Bigley, Barrett) Motion and Second to authorize Linn County Early Childhood Iowa staff to purchase up to \$7,000 in gift cards from LakeShore or Kaplan. The intent is that funded programs would use the gift cards to purchase early learning items. Motion carries unanimously.
- b. FY 22 Allocation: Linn County ECI's FY 22 fee to be a member of the Association of Early Childhood Iowa Area Boards and Advocates is \$1,613. There have been several successes this legislative session as a result of the Association: a 2.4% increase in School Ready funding which totals a \$33,546 increase for Linn County ECI, an increase of School Ready administrative from 3% to 5%, and a change to code that provides a more useful approach to the Community Plan Fiscal Assessment. As a member

of the Association, local ECI boards are required to identify a representative annually. Further discussion will occur in upcoming Board meetings. Details are noted in the packet.

- c. **Action: FY 22 Contracts:** The Childcare Alliance Response Team (CART) typically has one full-time and one part-time staff, but the part-time position was vacant in FY 21. CART started receiving an increased number of referrals for their service in the fourth quarter (April-June) in FY 21. The recommendation is to award School Ready \$ to CART to fund a .4 FTE of a provider position to assist with the growing waitlist. Details in the packet.
  - **MSC:** (Wu, A. Rogers) Motion and Second to award \$34,500 in School Ready funds to the Child Care Response Team (CART) at Grant Wood AEA, for 1-year, in support of a part-time CART service provider. Motion carries unanimously.
- d. **Action: Submittal of FY 22 Linn County ECI Budget to State:** Peyton and Kivett-Berry will enter the Board approved contract figures into the State budget form which is on [IowaGrants.gov](http://IowaGrants.gov).
  - **MSC:** (A. Rogers, Dagit) Motion and Second to authorize ECI staff to submit the FY 22 Linn County ECI Board Budget to the State ECI office by July 1, 2021. Motion carries unanimously.

#### **Board Operations:**

- a. **Action: Nomination FY 22 Slate of Officers from Exec Committee:**
  - **MSC:** (Exec Committee, Bigley) Motion and Second to approve the FY 22 Slate of Officers as follows: Andrea Rogers, Chair; Drew Westberg, Chair-Elect; Patrick Munyakazi, Secretary, and Tricia Kitzmann, Board Member at Large. Motion carries unanimously.
- b. **Action: Nomination FY 22 Slate of Board Members from Exec Committee:**
  - **MSC:** (Exec Committee, Wu) Motion and Second to approve the 3-year Renewals of Barrett, Kitzmann, and Munyakazi. Motion carries unanimously.
- c. **Action: Current Practice and Updated CDC Safety Precautions Board Guidance:** ECI staff met with the all family support programs to discuss their in-person guidelines and a summary of each programs' guidance was reviewed at the June Exec Committee meeting. The State ECI office rescinded all guidance in regards to in-person services provided from family support programs. The Board desired guidance for all Linn County ECI funded programs in regards to providing in-person services, which was developed in partnership with Exec Committee. The Guidance was included in the packet and will be shared with all Linn County ECI funded programs.
  - **MSC:** (Bigley, Wu) Motion and Second to authorize the Linn County Early Childhood Iowa Guidance for In-Person Services during public health emergency. Motion carries unanimously.
- d. **FY 22 ECI Board Priorities:** The priorities of the ECI Board in FY 22 are: incorporating the SWOT survey results into Board focus and committees, implementation of Board Funding Priorities in preparation of competitive bid cycle, on-boarding/training of a new Director, and the Coe College Research project. Drew Westberg, professor at Coe College, and facilitates an honors programs that will be on an ECI research project. There will be an interdisciplinary team of students collaborating on this school year project. Drew will share more about this opportunity at the August Board meeting. The Board is asked will need to finalize its research project list.

#### **Program Engagement:**

- a. **Program Staff Changes:** Parent Education Consortium (PEC) Director, Morgan Bryant, has accepted a different position and her last day with PEC is July 28<sup>th</sup>. YPN Program Supervisor, Janet Moffitt, has accepted a different position and her last day with YPN was in June. Jacoby Beard has accepted the YPN Program Supervisor position. Thank you Morgan and Janet for your years of dedication to children and families in Linn County and welcome Jacoby!
- b. **Contract Compliance Review Results:** Forms for YPN Short Term In-Home Visitation, Child Care Nurse Consultant, Dental Screens, College Community ECC, and desk audits for Child Care Response Team and PEC were in the Board packet. Peyton noted that all programs were deemed compliant and their next full compliance review cycle is noted on the results forms.
- c. **State ECI Contract Assurance–Review Required State Data:** Peyton reviewed excel charts with 3-years of Funding, Outputs and Outcomes data for Child Care Quality Supports, Early Education, & Child Care programs. Explanations of outlier data were noted and items to monitor were identified. All data is included in Board packet.

**Community Engagement:**

Governor's Child Care Task Force: After the Child Care Task Force provides their recommendations to the Governor. A regional forum is planned to discuss what can be accomplished locally in regards to the recommendations. Updates from the Task Force can be found at <https://www.futurereadyiowa.gov/childcare-taskforce>.

**FY 21 Wrap-Up:**

- a. Graduating Board Member and Chair Recognition: Kivett-Berry recognized the graduating Board Member and FY 21 Board Chair noting their years of service, offices held, and specific accomplishments. Graduating Board Member is Wyatt Dagit and the FY 21 Board Chair is Tricia Kitzmann.
- b. Board Chair Comments: Tricia Kitzmann thanked the Board for the opportunity of being Board Chair and all of their efforts and support during the pandemic.

**Open Agenda:** None.

**Motion to Adjourn:**

- **MSC:** (Wu, Munyakazi) Motion and Second to adjourn. Motion carried unanimously. Meeting adjourned at 4:23 pm.

**Reviewer:** Drew Westberg, Secretary

Signature:  Date: Aug. 11<sup>th</sup>, 2021

**Recorder:** Kristen Peyton

Signature:  Date: Aug. 11, 2021

