

**Linn County Early Childhood Iowa Governance Board MINUTES**

**June 28, 2022 3:30 PM** via Zoom Webinar with public in person option available in CSB, 1240 26<sup>th</sup> Ave Court SW, Cedar Rapids Room # 2215.

**Call to order:** Drew Westberg, Board Chair-Elect, called the meeting to order at 3:33 pm with (7/12) present.

<b>Name</b>	<b>Present</b>	<b>Excused</b>	<b>Un-Excused</b>	<b>Guests</b>	<b>Staff</b>
Richard Barrett (consumer)	X				
Linda Bigley (citizen)		X			
Karey Chase (human services)	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			
<b>Staff</b>					
Kristen Peyton, ECI Grant Coordinator					X
Amy Grunewaldt, ECI Director					X
<b>Guests</b>					
Melissa Williams, CART				X	
Jacque Montoya, PEC				X	
Meridith Myers, YPN				X	
Teresa Daubitz, TIES				X	
Christi Regan, HACAP				X	
Julie Hanlin				X	
Amy Becker, Paces to Quality				X	
Hilary Robinson, CART				X	
Megan Waterman				X	

**Committee Minutes since last Board Meeting:**

Executive Committee Minutes: Included in the packet.

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

**Action: Minutes of 5/24/22 ECI Board Meeting:**

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

**Fiscal Operations:**

A. FY 22 Updated Budget Utilization and Estimated Carry Forward & related **Action Items** to Spend \$: 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. ECI staff have approved several budget revisions from programs to shift funds within their budget with the intent of utilizing their allocated \$. ECI staff do not expect that the 20% carryforward cap will be exceeded, but if several programs have unexpected unspent \$, that could put ECI over the 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. The gift cards would be used for funded programs to purchase early learning items.

- **MSC:** (A. Rogers, Barrett) Motion and Second to authorize Linn County Early Childhood Iowa staff to purchase up to \$7,000 in gift cards from LakeShore. The intent is that funded programs would use the gift cards to purchase early learning items. Motion carries unanimously.
- B. **FY 23 SR and EC State Allocation:** A detailed breakout of \$ included in the packet. The contracted allocation revenue for FY 23 is as follows: \$1,281,466 in School Ready funds, \$404,360 in Early Childhood funds and \$120,293 in Linn County funds. Members reviewed the detailed FY 23 budget which was also in the packet.
- A. **FY 23 AECIA Fees:** Linn County ECI's FY 23 fee to be a member of the Association of Early Childhood Iowa Area Boards and Advocates is \$1,781. As a member of the Association the intent is that the Board will benefit from early childhood advocacy and education, community networking & trainings and community planning that supports families in Linn County. In FY 23 the Association will work with HHS to continue to create an alignment of ECI and HHS. The goal of the Association is to ensure that the core values of ECI continues through Iowa code. Details noted in the packet.
- B. **Action: FY 23 Contracts:** Details included in the packet. Members reviewed two narratives of additional programming options in Linn County: 1 for a Child Care Provider Resource Connector Hub and 1 for EC-PBIS training and coaching. Members were in agreeance that the child care hub programming would align with the work that Paces is doing and recommend awarding an additional \$35,000 to the Paces FY 23 contract. Members were also in agreeance that the EC-PBIS programming aligns with the work the CART program will be doing in FY 23 and recommend awarding an additional \$35,000 to the CART FY 23 contract. The CART program currently has 1 full-time and 1 part-time staff. If the additional \$ are awarded to CART an additional .4 FTE of a provider position would be funded to assist with the growing waitlist. College Community Wraparound program was allocated \$23,175 in School Ready funds at the May Board meeting, but members were in agreeance to amend their contract to keep the funding amount the same, but change their funding source to Early Childhood (EC) funds to ensure enough EC programs funds are spent.
  - **MSC:** (A. Rogers, Chase) Motion and Second to award an additional \$35,000 in Early Childhood funds to Paces to Quality at HACAP, for 1-year, in support of a pilot child care provider resource connector hub service. Motion carries unanimously.
  - **MSC:**(Kitzmann, Barrett) Motion and Second to award \$35,000 in Early Childhood funds to Child Care Response Team (CART) at Grant Wood AEA, for 1-year, in support of additional CART service provider time for EC-PBIS Community Integration services. Motion carries unanimously.
  - **MSC:** (Munyakazi, Kitzmann) Motion and Second to amend the College Community Wraparound contract to amend their funding source from School Ready to Early Childhood funds in the same amount of \$23,175. Motion carries unanimously.
- C. **Action: Submittal of FY 23 Linn County ECI Budget to State:** Peyton and Grunewaldt will enter the Board approved contract figures into the State budget form which is on IowaGrants.gov.
  - **MSC:** (Executive/Finance Committee, Chase) Motion and Second to authorize ECI staff to submit the FY 23 Linn County ECI Board Budget to the State ECI office by July 1, 2022. Motion carries unanimously.

#### **Board Operations:**

- A. **Action: Nomination FY 23 Slate of Board Members from Exec Committee:**
  - (Executive/Finance Committee, A. Rogers) Motion and Second to approve the 3- year Renewals of Westberg and Louzek. Motion carries unanimously.

- B. **Action: Nomination FY 23 Slate of Officers from Exec Committee:**
- **MSC:** (Executive/Finance Committee, Chase) Motion and Second to approve the FY 23 Slate of Officers as follows: Drew Westberg, Chair; Patrick Munyakazi, Chair-Elect; Linda Bigley, Secretary, and Andrea Rogers, Board Member at Large. Motion carries unanimously.

**Program Engagement:**

- A. Contract Compliance Review Results: Forms for YPN Long Term 1-Year Abbreviated Review, NPP Long Term 1-Year Abbreviated Review, PEC desk audit, and TIES desk audit were included in the Board packet. Peyton noted that all programs were deemed compliant, and their next full compliance review cycle is noted on the results form.
- B. 3<sup>rd</sup> Quarter Program Progress Report Summary: Summary included in the packet. Peyton reviewed highlights of the 3<sup>rd</sup> Quarter program data.

**Community Engagement:**

- A. Staff Monthly Update on Engagement Efforts: A summary of ECI monthly engagement efforts was included in the Board packet.
- B. Community Child Care Solutions Team Update: The Supporting the Workforce: Community Child Care Solutions Team had their first meeting at the beginning of June. The team is working on a plan of action and working on the following: researching how/if child care providers could become part of a union, dispersing a survey to child care providers to identify their needed supports, and having discussions with Kirkwood around the CDA track for high school students.

**FY 22 Wrap-Up:**

- A. Chair Recognition: Grunewaldt recognized FY 22 Board Chair, Andrea Rogers, and noting her specific accomplishments and dedication to early childhood. Thank you for your leadership!
- B. Board Chair Comments: Andrea Rogers thanked the Board for the opportunity of being Board Chair and all of their efforts and support.

**Open Agenda:**

- Representative Tracy Ehlert received the Ovation Tribute through the Iowa Women's Foundation (IWF). The tribute was published in the *Ovation: A Tribute to Iowa Women and Girls* which is IWF's signature publication. Representative Ehlert is an advocate for child care and education. She is also a member of the Supporting the Workforce: Community Child Care Solutions Team.
- Board Member, Ana Clymer, resigned from the ECI Board to re-align priorities of time in her current role with the Iowa State University. Clymer's last Board meeting was May 24, 2022. Thank you for serving on the Linn County ECI Board!
- Board Chair, Andrea Rogers, thanked Amy Grunewaldt for all of her support and efforts during her first fiscal year as the ECI Director!

**Next Meeting:** August 23, 2022 @ 3:30 pm

**Motion to Adjourn:**

- **MSC:** (Munyakazi, A. Rogers) Motion and Second to adjourn. Motion carried unanimously. Meeting adjourned at 4:07 pm.

**Reviewer:** Patrick Munyakazi, Secretary

Signature: Patrick Munyakazi

Date: 08/05/2022

**Recorder:** Kristen Peyton

Signature: *Kristen Peyton*

Date: 8.17.22