

Linn County Early Childhood Iowa Governance Board MINUTES

September 28, 2021 3:15-4:30 PM via Zoom Webinar with public in person option available in CSB, 1240 26th Ave Court SW, Cedar Rapids Room # 2213.

Call to order: Andrea Rogers, Board Chair, called the meeting to order at 3:16 pm with quorum present (8/13) and (10/13) at 3:17 pm.

Name	Present	Excused	Un-Excused	Guests	Staff
Richard Barrett (consumer)	X @ 3:17pm				
Linda Bigley (citizen)	X				
Karey Chase (human services)	X				
Tricia Kitzmann (health) Board Member at Large	X				
Karen Lewis (citizen)	X				
Dan Louzek (citizen)	X @ 3:17pm				
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				
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Chris Kivett-Berry, ECI Director					X
Kristen Peyton, ECI Grant Coordinator					X
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Meridith Myers, YPN				X	
Jacque Montoya, PEC				X	
Danielle Pershing, 1 st Five				X	
Angela Easley, CCNC				X	
Diana Strahan, HACAP				X	
Amy Becker, Paces to Quality				X	
Rachael Bonefas, CCR&R				X	
Jacoby Beard, YPN				X	
Kelly Nelson, NPP				X	

Meet & Greet of New ECI/Decat Director: A survey has been sent to determine a date and time to meet the new ECI/Decat Director, Amy Grunewaldt (and say farewell to Chris Kivett-Berry with a card party). A date to be determined soon.

Board Roster: Included in the agenda packet. Board Members will review for accuracy and notify ECI staff of any updates.

Executive Committee Minutes (Aug-Sept): Included in the packet.

Investing in Iowa Child Care Local Recipient: List of Linn County recipients of Federal grant \$ to assist with the expansion of child care provider homes & center.

Catherine McAuley Center Thank You: A note of thanks for ECI support and funding in FY 21 included in packet.

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

Action: Minutes of 8/24/21 Board Meeting:

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

Board Operations:

FY 22 Committee Roster: Included in the packet. Executive and Finance Committee are the only two standing Committees per the by-laws. The ad hoc Committees are Community Awareness, Nominations, and Strategic Planning. Board members completed a survey to indicate their Committee preference.

Annual Conflict of Interest and Non-Disclosure Forms: Kristen will send a PDF copy of the forms to Board Members' email along with instructions for signing a PDF document electronically. Please sign electronically and return to Kristen via email. If you prefer the hardcopy forms be mailed to you directly please call or e-mail Kristen.

ECI Association of Board & Advocates Overview: A summary of the ECI Association of Board & Advocates was included in the packet. The Linn Co FY 22 membership fee is \$1,613. The legislative successes were highlighted. The Association Membership Meeting calendar invites will be sent to Board Members. The annual conference will be held November 4th in Des Moines for Association Members. Chris and Kristen plan to attend.

Action: Designate Linn Co ECI Rep on Association Board: The Board selected new ECI Director, Amy Grunewaldt, as the designated representative on the ECI Association Board.

- **MSC:** (Westberg, B. Rogers) Motion and Second to approve Amy Grunewaldt as the representative on the ECI Association Board. Motion carried unanimously.

Action: Exec Motion for Contract Amendment for YPN: Meridith Myers with the YPN Short Term In-Home Visitation program notified ECI staff that they have an ideal prospective candidate for the Bi-Lingual Parent Educator position, but they possess an Associate's Degree, not a Bachelor's Degree as noted in the contract. Exec Members were in agreeance that a Contract Amendment could be completed to amend the minimum education requirement of the Bi-Lingual Parent Educator to an Associate's Degree.

- **MSC:** (Exec Committee, Barrett) Motion and Second to amend the minimum education requirement for the Bi-Lingual Parent Educator staff in the YPN Short Term FY 22 contract. Motion carries unanimously.

Board Fiscal:

Review Monthly Budget Utilization Summary: Kivett-Berry reviewed the handout in the Board packet and noted programs should be approximately 17% expended. Programs that are over or under expended for this point in time are noted in the packet and Kivett-Berry provided explanation. There are no concerns at this time.

Community & Program Engagement:

Covid-19 Challenges and Child Care: Angela Easley, Child Care Nurse Consultant, shared heart wrenching stories of challenges child care centers & homes are facing to keep their business open. The loss of DHS stipends, changes to food reimbursement, COVID-19 mitigation, staffing shortages, and price increases of utilities are among the challenges child care providers are facing. Thank you Angela for sharing firsthand what you are hearing and seeing from providers.

Coe-ECI Research Project Update: Drew Westberg, Coe College professor, is facilitating an interdisciplinary team with students who will work on an ECI project throughout the school year. An introductory meeting was held on August 31st with the students and an overview of ECI was provided by Chris. The students have a wide range of interests and skills. Drew and the students intend to solidify a statement of work by mid-October and have a draft to share at the October Exec Committee & Board meeting.

Program Staff Updates: The following programs have staff transitions:

- YPN In-Home Family Support: Program Supervisor, Janet Moffitt YPN moved out of state and Jacoby Beard was hired for the position.
- Parent Education Consortium (PEC): Program Director, Morgan Bryant, has ended her role at PEC and the role has been filled by Jacquie Montoya.
- Teaching Interventions to Empower & Strengthen Families (TIES): Coordinator, Sara Nightingale, will be leaving TIES in October. The position has been filled by Teresa Daubitz.
- Child Health Screens: Kelly Banowetz has been hired as the Child Health Screener.

ECI Webpage Review www.linncounty-ia.gov/981/EarlyChildhood-Iowa: Kristen shared her screen with the ECI webpage and reviewed where to find the following:

- i. YouTube ECI Video: Kirkwood students and Chris K-B created an informative ECI video with legislator interview, ECI history, and program service information.
- ii. Annual Report & Community Plan Updates: Updated annually and downloaded to the ECI webpage.

Funded Program Summary for Board: Board Members received a handout of Program Summary information in the packet. The program summary includes contract \$ amounts, summary of the services provided, contact information, photo of the primary program contact, and funding history.

Staff Monthly Update on Engagement Efforts: Per SWOT survey results, Board Members would like to be more informed of ECI presence in the community and local initiatives. A summary of ECI monthly engagement efforts will be included in each Board packet.

Next Board Meeting: October 26th @ 3:15 pm via Zoom

Open Agenda: None.

Motion to Adjourn:

- **MSC:** (Westberg, B. Rogers) Motion and Second to adjourn. Motion carried unanimously. Meeting adjourned @ 4:10 pm.

Reviewer: *Patrick Munyai, Secretary (NA- Excused Absence for Sept meeting)* [CKB reviewed 10.7.21](#)

Signature: _____

Date: _____

Recorder: Kristen Peyton

Signature: *Kristen Peyton*

Date: 10.8.21