

Linn County Early Childhood Iowa Governance Board MINUTES

October 26, 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 3:17 pm with quorum present (12/13) and (13/13) at 3:18 pm.

Name	Present	Excused	Un-Excused	Guests	Staff
Richard Barrett (consumer)	X				
Linda Bigley (citizen)	X				
Karey Chase (human services)	X				
Tricia Kitzmann (health) Board Member at Large	X @ 3:18pm				
Karen Lewis (citizen)	X until 3:55pm				
Dan Louzek (citizen)	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				
Chris Kivett-Berry, ECI Director					X
Kristen Peyton, ECI Grant Coordinator					X
Amy Grunewaldt, ECI Director					X
Meridith Myers, YPN				X	
Jacque Montoya, PEC				X	
Danielle Pershing, 1 st Five				X	
Diana Strahan, HACAP				X	
Amy Becker, Paces to Quality				X	
Hilary Robinson, CART				X	
Teresa Daubitz, TIES				X	
Christi Regan, HACAP				X	

Welcome Amy Grunewaldt, ECI/Decat Director: Amy introduced herself. Welcome to ECI!

Reminder Conflict of Interest and Non-Disclosure Forms: Send forms to Kristen. Reference e-mail in the packet.

Committee Minutes (all that met in prior month): Included in the packet.

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

Action: Minutes of 10/28/21 Board Meeting:

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

Annual ECI Performance Data Trends-Early Care and Education:

Review of State Required Performance Measures-Child Care Slots: Peyton reviewed excel charts with 3-years of Funding, Outputs and Outcomes data for the Child Care wraparound programs. Explanations of outlier data was explained and items to monitor were identified. All data was included in Board packet.

Board Operations:

Board Priorities 1st Quarter Progress Review: The FY 22 Linn Co ECI Board priorities were included in the packet. The green text indicates the status of each task. A quarterly update will be provided to inform Board members the status of each task/priority.

Action: Enter into Coe College-ECI Statement of Work: Drew Westberg, Coe College professor, is facilitating an interdisciplinary team with students who will work on an ECI project throughout the school year. The students have a wide range of interests and skills. Drew and the students created a statement of work. This project will consist of one

over-arching output: A Comprehensive Assessment of the Early Childhood Development Network (ECDN) in Linn County. The Comprehensive Assessment will address these three questions: 1) What is the current state of the ECDN? 2) What is ECI's place within that Network? 3) How important is ECI's role within the ECDN? There are specific tasks listed under each question. The Statement of Work was included in the packet.

- **MSC:** (Bigley, Wu) Motion and Second to enter into a Statement of Work with the Crimson Fellows- Coe College students. Motion carries unanimously.

ARPA \$ and ECI Board Role (Applicant or Supporter): There will be two (2) rounds of American Rescue Plan federal funds. The first round of funds will be released on October 27, 2021 with \$5.5 million will be available in Linn County to address negative economic impacts, assisting with the child care crisis would be an eligible expense. The intent is for the second round of \$ to be released in Spring 2022. Kivett-Berry, Grunewald and Andrea Rogers met with partners, HACAP and United Way, to discuss what role ECI could play and not be competitive or duplicative of other efforts. With community partner and Board Members' support, it is encouraged that Linn Count ECI applies for ARPA \$ on behalf of the child care community. Any child care provider will still have the ability to directly apply for ARPA \$. During the meeting, there were three (3) breakout groups that were conducted to have a general discussion of opportunities or reservations of ECI applying for ARPA \$. Discussions will continue.

1st Review of Board By-Laws: Board members completed a brief first review of the Board By-Laws. Extensive updates were completed in FY 20, with only minor edits needed this FY. The Nominations Committee was moved from a Standing Committee to an Ad-Hoc Committee. The intent is for Board Members to complete a second review of the By-Laws and take action at the November meeting.

Legislative Priorities for County Lobbyist: The Legislative Priorities were in the packet. The Association of Early Childhood Iowa Area Board and Advocates meet on November 4th, the approved priorities will then be sent to the Linn County Lobbyist.

Board Fiscal:

Unmet Product Needs of Child Care Project Summary: Child Care providers are struggling to fit paper products, cleaning supplies and other consumables into their budgets. The Exec Committee put forth a motion to allocate up to \$10,000 in School Ready funds to an existing ECI contract to purchase needed items for child care providers such as paper towels, toilet paper, paper cups, gloves, etc. An approved product list is being created by Paces and the Child care Nurse Consultant and will be sent to Linn County registered or licensed providers to self-select which products they needs. Peyton will meet with Paces and the Child Care Nurse Consultant to finalize details. The intent is for child care providers to receive all of their products by Thanksgiving. A summary of the project was included in the packet.

- **MSC:** (Exec Committee, B. Rogers) Motion and Second to amend the FY 22 Paces contract to add \$10,000 of School Ready funds for the purchase and distribution of identified products request by child care providers with guidance from Paces and Child Care Nurse Consultant. Motion carries unanimously.

Authorize up to \$500 SR Admin funds for TA on STAR Tool: ECI funded In-Home Long Term Family Support programs will utilize the STAR risk assessment tool. Jacquie Montoya will be providing technical assistance in regards to how to use a spreadsheet for the pre and post assessment to determine dosage and discharge of families from the program.

- **MSC:** (Bigley, Kitzmann) Motion and Second to authorize up to \$500 of School Ready Admin funds to pay for Jacquie Montoya's time in providing TA on the STAR Tool. Motion carries unanimously.

Annual Review of ECI Program Audit/Financial Statements (TIES): Kivett-Berry reported that TIES is on calendar year financials which is why the Board seeing their audit after the other programs. No concerns noted. All funded programs have now submitted their audit reports and all programs passed their audits.

Act on Board Policy & Procedures Updates: Kivett-Berry shared her screen with the Policies and Procedures. Only minor updates were made.

- **MSC:** (Westberg, B. Rogers) Motion and Second to approve the updated Board Policy & Procedures. Motion carries unanimously.

Community & Program Engagement:

TIES Budget Revision: Out of State Travel: Teresa Daubitz was hired as the new Program Coordinator. The Classroom Coordinator position remains vacant which causes there to be unspent \$ in their budget. TIES would like to use those unspent \$ to send Teresa Daubitz to Nashville, Tennessee to participate in in-person training at the RIP program, where the model TIES uses originated from.

- **MSC:** (Wu, Kitzmann) Motion and Second to approve TIES Budget Revision to include Out of State Travel to the RIP program in Nashville, Tennessee. Motion carries unanimously.

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 was included in the Board packet.

Disaster Grant Funds for Child Care Update: Kivett-Berry met with United Way and Greater Cedar Rapids Community Foundation to discuss disaster grand funding options for child care providers. Chris also held two (2) meetings with local child care providers where they shared their struggles to remain open and what assistance/products would be helpful. Kivett-Berry prepared a proposal for consideration by both United Way and the Foundation. United Way approved an allocation of \$80,000 to provide stipends to child care centers and in-home providers to help them remain open. The intent is for the stipends to be a short term solution until ARPA \$ are available for a long term solution.

November Meeting: The next meeting is scheduled for November 23rd at 3:15pm. Kivett-Berry asked for a roll call of who would be available due to that being Thanksgiving week. Enough Board Members to meet quorum indicated they were available.

December Meeting: The Board will need to meet in December re: required trend data, ARPA, and Bids. The date will need to alter due to the 4th Tuesday being near Christmas. Peyton will send a Doodle poll to Board Members to indicate their availability on December 14th at 3:15 pm.

Open Agenda: Board Members surprised Chris Kivett-Berry with a gift basket to express their thanks for her 21 year of commitment to ECI, local programs and Linn County families. Congratulations on your upcoming retirement, Chris!

In Gratitude: Chris expressed her sincere thanks to the Board and programs for their commitment and support during her time with ECI. Chris will retire on November 10th to spend more time with her family, children, and grandchildren.

Motion to Adjourn:

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

Reviewer: Patrick Munyakazi, Secretary

Signature: Patrick My Date: 11/18/21

Recorder: Kristen Peyton

Signature: Kristen Peyton Date: 11.18.21