

Linn County Early Childhood Iowa Governance Board MINUTES

September 24, 2024 3:30 PM

4401 Sixth Street SW, Cedar Rapids, Grant Wood AEA and Microsoft Teams option

Name	Present	Excused	Un-Excused	Guests	Staff
Karey Chase (human services) Board Member at Large	X				
Haley Desmond (business)		X			
Julie Hanlin (faith) Secretary	X				
Shawn Knighton (citizen)	X				
Dan Louzek (health)	X				
Katie Marshall (citizen)	X				
Charlie Nichols (citizen)		X			
Katheryn Paulsen (citizen)	X @ 3:32 pm				
Kirsten Running-Marquardt (elected)		X			
Judy Stoffel (citizen)	X				
Megan Waterman (parent) Chair-Elect	X				
Drew Westberg (education) Chair	X				
Kristen Peyton, ECI Grant Coordinator					X
Amy Grunewaldt, ECI Director					X
Christi Regan, HACAP				X	
Meridith Myers, YPN				X	
Jessica Burger, GWAEA				X	
Melissa Williams, GWAEA				X	
Hilary Robinson, GWAEA				X	
Jennifer Ryan, Tanager				X	
Teresa Daubitz, TIES				X	

Call to Order: Drew Westberg, Board Chair, called the meeting to order at 3:31 pm with quorum present (8/12), (9/12) at 3:32 pm.

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

Public Comment: No comments.

Action: Minutes of 6/25/24 ECI Board Meeting:

- MSC: (Louzek, Waterman) Motion and Second to approve minutes from June Board meeting. Motion carries unanimously @ 3:33 pm.

Action: Minutes of 8/27/24 ECI Board Meeting:

- MSC: (Chase, Louzek) Motion and Second to approve minutes from August Board meeting. Motion carries unanimously @ 3:33 pm.

Board Operations:

ECI Association of Board & Advocates Overview & November Meeting: A summary of the ECI Association of Board & Advocates was included in the packet. Thank you to Board members for their monetary donations towards the lobbying cost of the Association fee. The annual conference will be held November 13th in West Des Moines for Association Members. Amy and Kristen plan to attend and Board Members are invited.

Action: Designate Linn Co ECI Rep on Association Board: The Board discussed Amy Grunewaldt continuing to be the designated representative on the ECI Association Board and Board member, Katie Marshall as the alternate representative in Amy's absence.

- **MSC:** (Waterman, Paulsen) Motion and second to approve Amy Grunewaldt as the representative on the ECI Association Board and Katie Marshall as the alternative representative in Amy's absence. Motion carries unanimously @ 3:41 pm.

FY 25 Board Meeting Format: Board members discussed having an in-person option for the November Board meeting and for a Board meeting in the Spring. Board members were encouraged to email ECI staff of where they would like to have the in-person meetings, with a tour of an ECI funded program to follow.

Annual Conflict of Interest and Non-Disclosure Forms: Annually, Board Members are required to complete the forms. Board members that attended the meeting in-person were provided a hard copy of the forms. Kristen Peyton will send a PDF copy of the forms to Board members that did not join in-person.

Annual Review of ECI Program Audit/Financial Statements (TIES): Peyton reported that TIES is on calendar year financials which is why the Board is seeing their audit after the other programs. No concerns noted. All funded programs have now submitted their audit reports with the exception of HACAP programs. There is a delay in getting HACAP's audit report due to a cyber security circumstance out of the agency's control.

Annual Review of Open Meeting & Open Records Law: A summary of the Open Meeting and Open Records Law was included in the packet.

FY 25 Committee Roster: Each Board member was encouraged to sign up for at least one FY 25 Committee if they have not had an opportunity to do so yet. The roster was included in the packet.

Fiscal Operations:

Review Monthly Budget Utilization Summary: Grunewaldt reviewed the monthly budget utilization summary and noted there are no specific concerns at this time, but ECI staff will continue to closely monitor program budgets- especially any with staffing transitions.

Program & Community Engagement:

Staff Monthly Engagement Efforts: A summary of ECI monthly engagement efforts was included in the packet.

CART and Tanager Presentation: Jennifer Ryan with Tanager and Hilary Robinson & Melissa Williams with Grant Wood AEA provided an informational presentation about the Infant & Early Childhood Mental Health Consultation program and the CART program, along with their collaboration efforts.

Next Board Meeting: October 22, 2024 @ 3:30 pm

Open Agenda: Thank you, Jennifer Ryan, Hilary Robinson and Melissa Williams, for presenting at the Board meeting and sharing valuable information about the Infant & Early Childhood Mental Health Consultation program and the CART program.

Motion to Adjourn:

- **MSC:** (Hanlin, Waterman) Motion and Second to adjourn. Motion carried unanimously. Meeting adjourned at 4:20 pm.

Reviewer: Julie Hanlin, Secretary

Signature:

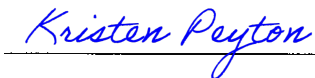


Date:

10/22/2024

Recorder: Kristen Peyton

Signature:



Date:

10.22.24