

Linn County Early Childhood Iowa Governance Board MINUTES

August 23, 2022 3:30 PM via Zoom Webinar with public in person option available in CSB, 1240 26th Ave Court SW, Cedar Rapids Room # 2215.

Name	Present	Excused	Un-Excused	Guests	Staff
Richard Barrett (consumer)		X			
Linda Bigley (citizen) Secretary	X				
Karey Chase (human services)	X				
Julie Hanlin (citizen)	X				
Tricia Kitzmann (citizen)		X			
Karen Lewis (citizen)		X			
Dan Louzek (health)	X				
Patrick Munyakazi (faith) Chair-Elect	X				
Andrea Rogers (business) Board Member at Large	X				
Ben Rogers (elected)		X			
Nancy Scheumann (citizen)	X				
Megan Waterman (citizen)	X				
Drew Westberg (education) Chair	X				
Jasmine Wu (citizen)	X				
Kristen Peyton, ECI Grant Coordinator					X
Amy Grunewaldt, ECI Director					X
Hailee Sandberg, ISU Extension Linn County				X	
Missy Drzycimski, FLC				X	
Meridith Myers, YPN				X	
Teresa Daubitz, TIES				X	
Christi Regan, HACAP				X	
Angela Easley, CCNC				X	
Amy Becker, Paces to Quality				X	
Hilary Robinson, CART				X	
Danielle Pershing, 1 st Five				X	
Diana Strahan, HACAP				X	
Kelli Eggert, 1 st Five				X	
Kelly Nelson, NPP				X	

Call to order: Drew Westberg, Board Chair, called the meeting to order at 3:33 pm with (10/14) present.

Executive Committee Minutes: Included in the packet.

Welcome Comments from New Board Chair: Drew Westberg, Chair, welcomed all to the 1st FY 23 Board meeting.

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

Action: Minutes of 6/28/22 ECI Board Meeting:

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

Fiscal Year 2022 Closeout:

Community Plan & Community Indicator Annual Update: The Community Plan Update (in the packet) was approved in 2019 and reviewed annually. The Community Plan illustrates what role ECI can play in meeting community needs and what the Board is doing to help meet those needs.

State ECI Annual Report lowagrants.gov: Summary included in the packet.

- i. *Financial Statements:* The report, signed by the ECI Fiscal Agent/Dept Financial Director, illustrates FY 21 & 22 revenue and expenditure by source and service type. There is 14.7% in School Ready carryforward \$ and 16.0% in Early Childhood carryforward \$. The cap is 20%.
- ii. *Board Matrix:* Peyton reviewed highlights: all meetings met quorum, all required representation was met, and Board Members volunteered 108 hours.
- iii. *Program Data (on IowaGrants.Gov):* Peyton shared her screen with the Annual Report on the Iowa Grants website opened. Peyton walked Board members through the different components, service areas, and completed a brief overview of some of the data entered.
- iv. *Community Plan Alignment:* Draft included in Board packet. As part of the Annual Report, local boards are to describe how their community plan aligns with the "We Are ECI" Strategic Plan 2019-22. The State ECI goals are: infrastructure, communication, workforce, equitable access, and quality. These are the goals for all partners to strive to support. The Linn County ECI Board then identified key strategies, per Community Plan, they could address with funding and advocacy.
- v. *Executive Summary:* Board Members provided with link www.IowaGrants.gov if they would like to access the raw data. A two-page summary was included in their packet with highlights of fund distribution by program type, aggregate data by program type, and Year End Board accomplishments.

Action: Submit Linn Co ECI FY 22 Annual Report & Financials:

- **MSC:** (Munyakazi, A. Rogers) Motion and second to approve the submission of Linn County ECI FY 22 Annual Report and Financials. Motion carries unanimously.

Fiscal Year 2023 Launch:

Linn Co ECI Board Priorities for FY 23: A list of priorities of the ECI Board in FY 23 were included in the packet. The intent is that tasks will be listed for each approved priority.

Committees & Preference Survey: Executive and Finance Committee are the only two standing Committees per the by-laws. The ad hoc Committees are Community Awareness & Engagement, Nominations, and Mental Health – Children and Providers Brain Health and Wellbeing. Board members will be surveyed after the meeting via a Google doc to indicate their Committee preference. Board members are asked to be a part of at least one Committee.

Action: Budget Revision Policy: The current Budget Revision Policy states that a funded program may not shift/alter more than 5% of their approved budget between categories during the FY without a waiver which requires action from the Finance Committee or Board. Board members were in agreeance that revising the Policy to a 10% cap would be more conducive to funded programs' needs. Programs will continue to have the option to request a Waiver of the Annual Maximum. A Revision Request form is still required to be submitted by programs and reviewed by ECI staff.

- **MSC:** (Bigley, Waterman) Motion and Second to amend the ECI Budget Revision Policy to allow funded programs to shift/alter up to 10% of their approved budget between categories during the

FY without a waiver which requires action from the Finance Committee or Board. Motion carries unanimously.

Program & Community Engagement:

Community Child Care Solutions Team Update: Tabled due to time constraints.

Progress Report Data Collected from Funded Programs-Edits: Tabled due to time constraints.

Action: Family Learning Connection-Contract Amendment: The Family Learning Connection program has the opportunity to move to Hawkeye Area Community Action Program. ECI staff have been part of conversations with HACAP and Linn County Iowa State Extension Office and feel this would be a good fit and would provide some continuity for families that may already receive other services that HACAP offers. There will be no interruptions in services as the program transfers.

- **MSC:** (A. Rogers, Hanlin) Motion and Second for an amendment to the Family Learning Connection contract to amend the contractor as Hawkeye Area Community Action Program (HACAP). Motion carries unanimously.

YPN Short Term Home Visitation Program-Iowa Family Support Credential: Tabled due to time constraints.

Ice Cream Social Event: Linn Co ECI, Decat and CPPC are hosting an Ice Cream Social on September 21st to celebrate ECI and Decat funded partners as they share their impressive resources they offer and outcomes they have achieved. This will be an opportunity to show them our appreciation by learning more about the organizations and programs that are changing lives of many people in our community. A formal invitation was sent via email to Board members and shared in the Board packet.

Next Board Meeting: September 27, 2022 @ 3:30 pm

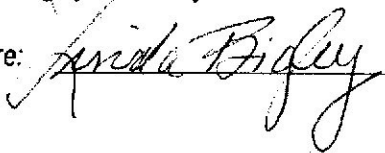
Open Agenda: None.

Motion to Adjourn:

- **MSC:** (Waterman, Munyakazi) Motion and Second to adjourn. Motion carried unanimously. Meeting adjourned at 4:32 pm.

Reviewer: Linda Bigley, Secretary

Signature:



Date:

9/13/2022

Recorder: Kristen Peyton

Signature:



Date:

6.22.22