Linn County Early Childhood Iowa Governance Board MINUTES
June 23, 2020
3:15-4:30 PM Via Zoom Webinar
Per Iowa Code section 21.8 an electronic meeting can be held when there are valid concerns that an
in-person meeting is "impossible or impractical" (e.g. COVID-19).

Board member present via Zoom or Phone: Richard Barrett, Linda Bigley, Tara Carrera-Bauer, Tricia
Kitzmann, Karen Lewis, Dan Louzek, Caroline Moniza, Patrick Munyakazi until 4:03 pm, Andrea
Rogers, Ben Rogers, John Rogers, Drew Westberg, Jasmine Wu
Excused Absence: Wyatt Dagit, Chris Scheldrup, Nancy Scheumann, John Stuelke
Leave of Absence: Connie Rutz
Staff via Zoom: Chris Kivett-Berry & Kristen Peyton
Guests via Zoom: Jennifer Martin, Amy Becker, Lynda Loy, Jeanie Wade-Nagle, Morgan Bryant,
Sara Nightingale, Diana Strahan, India Snow-Watt, Meridith Myers, Danielle Pershing, Jan Moffitt,
Christi Regan, Kelly Nelson, Kim Stoner

Call to order: Lewis, chair, called the meeting to order at 3:17 pm with quorum present (13/17).
a. Board Member Updates: John Stuelke is retiring from the Sheriff’s Office. Retirement
Celebration details in the packet. Connie Rutz is on a Leave of Absence.
b. Program Updates – TIES program moved to a new location at 4050 River Ridge Dr NE, 52402.
Lynda Loy with the CART program and Jeanie Wade-Nagle with Grant Wood AEA will be retiring
on 6/30/20. Jennifer Martin, CCNC, and Jean Grewe, Child Health Screener, have both accepted
new positions.
c. Thank You Notes (Dental & CCNC)- In packet.
d. Next Board Meeting- August 25, 2020

Minutes of 5/26/20 Board Meeting:
➢ MSC: (B. Rogers, Bigley) Motion and Second to approve minutes from 5.26.20 Board Meeting.
Motion carries unanimously.

Board Operations:
a. FY 19 Program Audit Summary: Summary of the audits included in the packet. All programs
met the audit requirements.
b. State ECI Review of Linn ECI AUP: The full report from the State TA team was included in the
packet.
c. Linn County ECI Designation Status: The Linn County Board was recommended for Designation.
Board members and partners were thanked for their participation at the February 7th Site Visit.

Program Updates:
a. Horizons Transition Plan Summary: NPP and YPN both submitted budgets and proposals to
add long-term visitation to their current short-term services due to Horizons’ closure of that
service. The proposals were reviewed by the work group and consensus was that both are of
high quality and meet the intent. The combined budgets exceeded the current Horizons budget
by 9.5%. A side-by-side comparison of the NPP and YPN budget show they are identical in the
% of their budget for salary/benefits and nearly identical on all other categories.
   • The work group recommends the following: NPP and YPN be offered a contract with
their budget reduced by 9.5%, Horizons be offered a 1-month contract for July 2020 to
support a smooth transition for families and for both programs (NPP & YPN) to at least
provide family intake services starting July 2020. Full details are outlined in the packet.
b. On-Site Visit Results: The results for the following site visits were included in the packet: FCHA-
Child Health Screens, YPN full on-site, and YPN financial review of mileage claims.
Fiscal Operations:

a. **Waiver Requests Status:** a.) Kivett-Berry shared that in legislation, ECI areas are required to utilize at least 60% of Family Support funds for an in-home component. In FY 20, the Linn County Board allocated 56% of Family Support funds to in-home programs and was approved for a waiver to not meet the 60% threshold.
   
b.) Kivett-Berry submitted a request to the State ECI Board for Linn County to have the 8% decrease in Early Childhood funds waived for FY 21, the request was denied.

b. **Action:** FY 20 TIES Budget Revision Request: Craig Meskimen with the TIES program met with Executive-Finance Committee on 6.15.20 via Zoom, and discussed the request. The Committee asked for additional information and an itemized list of the expenses, but there was not sufficient time to reconvene and Board action was requested. After a thorough discussion, the Board recommended to approve the amount of office supplies except the privacy curtains because they would not be delivered on-site by June 30th. The Board recommended to not approve the cost of the t-shirts: $3923. Details of the request are outlined in the packet.

   ➢ **MSC:** (Wu, Westberg) Motion and second to approve $1,538 of the TIES budget be shifted from Salary/Benefits to Office Supplies and no funds shifted into Program Supplies for t-shirts. One abstention (D. Louzek). Motion carries.

c. **FY 21 Fiscal Updates:** The FY 21 ECI state allocation is now projected to be status quo. There is a potential of a mid-year fiscal cut after state revenue is finalized and post-Iowa legislature election. Not every program will need a status quo budget due to continued challenges of providing the same level of service pre-COVID and staff vacancies. It is recommended to award funding on a case-by-case basis. Details outlined in packet.

d. **FY 21 Program Service Interruption:** From mid-March to June 30, 2020 the Linn ECI Board paid budgeted Salary and Benefits/Slots for ECI programs even if services were being only partially delivered or not delivered at all. The funding commitment ends June 30, 2020 and the continued impact of COVID cannot be predicted at this time. Current Contract language supports the Board’s payment flexibility and/or need to terminate contract if services cannot be provided. A full review of Contract language, by Linn County Attorney or external entity, is recommended during FY 21 to prepare for FY 22-24 contracts. Details outlined in packet.

e. **FY 21 Program Budget Recommendations:** The combined Executive-Finance Committee met June 15 to discuss funding recommendations in light of status quo FY 21 award. Kivett-Berry had conversations with each program to discuss the impact of COVID: is the program open in July, will clients receive ECI contracted services in July, and will the program be fully staffed in July? Program who answered “yes” to all three questions is recommended for status quo funding. Program that answered “no” to any of the questions are recommended for a 5% cut, except TIES is recommended for a 9% less due to staff furlough. Full details are outlined in the handout. It is recommended that the FY 21 Budget Renewal recommendations be on a case-by-case basis.

f. **Action:** FY 21 Contracts:

   i. **Long Term Home Visitation Contracts:**
      
      ➢ **MSC:** (Bigley, J. Rogers) Motion and Second to award FY 21 one-year contracts at the negotiated 9.5% reduction to Linn County Nurturing Parenting Program and YPN to provide Long Term Home Visitation. Motion carries unanimously.
      
      ➢ **MSC:** (Bigley, Wu) Motion and Second to award a 1-month FY 21 contract to Horizons, for up to $7,000, to help transition families. Motion carries unanimously.

   ii. **School Ready Contract Renewals:**
      
      ➢ **MSC:** (Carrera-Bauer, J. Rogers) Motion and Second to award FY 21 Contract Renewals to all School Ready programs as specified:

      o **Status quo to FY 20 original award:** YPN short term, NPP short term, College Community ECC, Linn Co Child Development Center, 1st Five.
- **5% cut of FY 20 original award:** PEC, Head Start, CART, Dental, Child Health Screens
- **9% cut of FY 20 original award:** TIES

Motion carries unanimously.

iii. **Early Childhood Contract Renewals:**
- **MSC:** (Wu, Bigley) Motion and Second to award FY 21 Contract Renewals to all Early Childhood programs as specified:
  - **Status quo to FY 20 original award:** Early Head Start, Paces to Quality.
  - **5% cut of FY 20 original award:** CART, Child Care Nurse Consultant

Motion carries unanimously.

iv. **Linn County Employer of Record/Admin Staff Budget and Contract:** Kivett-Berry reviewed each item of the FY 21 Admin Budget expenses and revenues. Details in packet.
- **MSC:** (B. Rogers, Westberg) Motion and Second to enter into FY 21 Contract for $105,349 with the Linn County Board of Supervisors to serve as Employer of Record of ECI Staff and to provide ECI Board Administrative support. Motion carries unanimously.

v. **MOU for Eide Bailly FY 20 Agreed Upon Procedures:** The firm conducts the audit for the County and then the AUP for the ECI funds. The cost of this financial review increases $100 per year and for FY 20 review the fee is not to exceed $5,700. This cost is less than if the ECI Board were to conduct its own audit.
- **MSC:** (B. Rogers, Barrett) Motion and Second to authorize Chair to sign MOU with Eide Bailly for the FY 20 Agreed-Upon-Procedures. Motion carries unanimously.

g. **Action:** Submittal of Linn County ECI FY 21 Budget to State ECI: Kivett-Berry will enter the Board approved contract figures into the State budget form which is on IowaGrants.Gov.
- **MSC:** (B. Rogers, Westberg) Motion and Second to authorize ECI staff to submit the FY 21 Linn County ECI Board Budget to the State ECI office by July 15, 2020. Motion carries unanimously.

**Committee & Community Engagement:**

a. **Community Child Care Solutions Teams Update:**
   - i. **Business:** Andrea Rogers shared that the team is monitoring how the child care crisis and need for child care have been impacted by COVID.
   - ii. **Provider Supports:** Drew Westberg shared that the team completed a strategic planning exercise to determine what strategic activities they want to complete to reach their larger goal.
   - iii. **Before & After School Programs:** On hold.

b. **Action:** Nomination FY 21 Slate of Officers:
- **MSC:** (Executive/Finance Committee, Moniza) Motion and Second to approve the FY 21 Slate of Officers as follows: Tricia Kitzmann, Chair; Andrea Rogers, Chair-Elect; Drew Westberg, Secretary, and Karen Lewis, Board Member at Large. Motion carries unanimously.

c. **Action:** Nomination FY 21 Slate of Board Members:
- **MSC:** (Executive/Finance Committee, Westberg) Motion and Second to approve the FY 21 Slate of New Board Members as follows: Amy DeMeulenaere and Karey Chase, and 3-year Renewals of A.Rogers, Bigley, Lewis, B.Rogers, Scheumann, and Wu. Motion carries unanimously.

**Recognition of Graduating Members, Chair, & FY 20 Comments:** Kivett-Berry recognized the graduating Board Members and FY 20 Board Chair noting their years of service, offices held, and specific accomplishments. Graduating Board Members are John Stuelke, Tara Carrera-Bauer, Caroline Moniza, and John Rogers. The FY 20 Board Chair is Karen Lewis.
MSC: (Wu, A. Rogers) Motion and Second to adjourn. Motion carried unanimously. Meeting adjourned at 4:37 pm.

Recorder: Kristen Peyton, Coordinator
Signature: [Signature]
Date: 8/5/20

Reviewer: Tara Carrera-Bauer, Secretary
Signature: [Signature]
Date: 7/15/20

Zoom https://us02web.zoom.us/j/85736886372?pwd=VFZXNjf2R0RabVg3dGFSbUd2TDRmdz09
Meeting ID: 857 3688 6372  Password: 431081
To join by Phone Only: 1-312-626-6799