Linn County Early Childhood Iowa Governance Board MINUTES
3:30 pm, Tuesday, June 25, 2019
1240 26th Avenue Ct SW, Community Services Building, Cedar Rapids

Members Present:
Barrett, Richard
Bigley, Linda
Carrera-Bauer, Tara
Dagit, Wyatt
Kitzmann, Tricia
Munyakazi, Patrick
Rogers, Andrea
Rogers, Ben
Rogers, John
Scheldrup, Chris
Scheumann, Nancy
Wu, Jasmine

Excused Absence:
Harp, Jennifer
Rutz, Connie
Lewis, Karen
Stuefke, John
Moniza, Caroline

Guests:
Meincke, Ashley (PACES)
Moffitt, Jan (YPN)
Martin, Jennifer (CCNC)
Boniface, Morgan (PEC)
Wade-Nagle, Jeanie (GWAEA)
Strahan, Diana (HACAP)
Lucas, Elizabeth (Horizons)

Staff:
Kivett-Berry, Chris
Peyton, Kristen

Call to order: Dagit, chair, called the meeting to order at 3:30 pm with quorum present (12/17).

a. No Board Meeting in July: The next meeting is August 27th.
b. Executive Committee Minutes: Included in the agenda packet.
c. TIES New Location Update: Email from Craig Meskimen was included in the agenda packet. The program will be moving to the River Ridge Unity Point office later this year.
d. House File 758 Press Release: Included in the packet. The Governor signed measure increasing funding to Early Childhood Iowa which marked the first funding increase to ECI since 2008.
e. Thank You Card: Early Head Start was one of the winners of the Annual Charitable Event and wanted to thank Board Members. The card was displayed.

Public Comment Period: All guests were welcomed and introduced themselves. Jan Moffitt shared that YPN had a successful field trip to the Children’s Museum in Coralville with all of their program clients. Morgan Boniface shared that Parent Ed Consortium just finished their final class of the FY and had exceptional attendance.

Minutes of 5/28/19 Board Meeting:
➤ MSC: (B. Rogers, Bigley) Motion and Second to approve minutes from 5.28.19 Board Meeting. Motion carried unanimously.

Financial & Program:

a. Budget Revision Waiver for YPN: Per Board policy, funded programs may not shift/alter more than 5% of their approved budget between categories during the FY. YPN’s May Budget Revision, their third one, put them over the 5%, which requires Board action. Members reviewed the reason for the revision from the material in the packet.

➤ MSC: (B. Rogers, Kitzmann) Motion and Second to approve a Waiver of the 5% Annual Maximum for YPN. Motion carried unanimously.

b. May Fiscal Control Summary: J. Rogers reviewed the Summary and indicated that programs should be 92% expended. Programs with under-utilization are noted with explanatory information and will continue to monitor closely to ensure the Board remains below the 20% cap.

Board & Committee Operations:

a. Annual Review of Community Indicators: The summary was included in the agenda packet. Kivett-Berry reviewed the highlights, the analysis and indicated how Linn County ECI programs and Board action are related to each indicator. When the Community Needs Assessment is complete, new indicators will be adopted.

b. Finance Committee Recommendation re: Non-Profit: A handout was included in the agenda packet. J. Rogers summarized a hybrid non-profit option to help bring in additional funds. The Finance Committee researched creating a 501c3 but it was not deemed feasible at this time, but will be kept in the discussion. J. Rogers seeks
to further explore a different method to attract financial support and how ECI could serve as a connector to get the funds to ECI programs. An update will be provided no later than the February Board Meeting.

- **MSC:** (Finance Committee, Scheumann). Motion and Second for the Finance Committee to move forward with the development of a hybrid Non-Profit option. Motion carries unanimously.

  c. **Community Awareness Committee:** T. Kitzmann provided highlights of July 19th with Jamie Toledo with the Metro Economic Alliance. The invitation list for the August 14th Child Care Solutions forum is in the final stages of review. Volunteers will be needed at the forum to assist with the six (6) solution work groups.

  d. **ECI Board Association:** An overview was included in the agenda packet and discussed by the Board. The Executive Committee took action at their June meeting to recommend joining the Association and using Admin $ to fund the education/marketing portion of the Lobbyist’s time.

- **MSC:** (Executive Committee, Bigley) Motion and Second to approve joining the Association and allocating $1618 in Admin $ for FY 20 membership fee.

**FY 20 Contracts:**

  a. **Executive Recommendation on FY 20 Horizons Contract:** Action on this contract had been delayed pending further discussion with the program and finalization of the May contract awards. Per completion of these efforts a negotiated amount was recommended by the ECI Director and provided to the Executive Committee for review on June 11, 2019.

   - **MSC:** (Executive Committee, Wu) Motion and Second to award $143,657 in School Ready funds to Horizons FY 20 contract. Motion carries unanimously.

  b. **ECI Board Administrative Budget:** Kivett-Berry reviewed each item of the FY 20 Admin Budget expenses and revenues. Members asked clarifying questions.

   - **MSC:** (A. Rogers, Scheumann) Motion and Second to approve the FY 20 Linn County ECI Board Administrative Budget.

  c. **Employer of Record and Admin Contract with Linn Co Board of Supervisors:** Handout of expenses provided and reviewed.

   - **MSC:** (Bigley, Wu) Motion and Second to authorize Chair to sign FY 20 ECI Administrative Contract with Linn County Board of Supervisors for Employer of Record and to provide ECI administrative support in an amount not to exceed $103,000. Motion carried unanimously.

  d. **MOU for Eide Bailly FY 19 Agreed Upon Procedure:** Memorandum of Understanding included in the agenda packet. This firm conducts the audit for the County and then the AUP for just ECI funds. The cost of this financial review increases $100 per year and for FY 19 review the fee is not to exceed $5,600. This cost is less than if the ECI Board were to conduct its own audit.

   - **MSC:** (Carrera-Bauer, B. Rogers) Motion and Second to authorize Chair to sign FY 19 MOU with Eide Bailly FY 20 agreed-upon-procedures. Motion carried unanimously.

  e. **Revision of FY 20 Child Health/1st Five/Dental Services Contract Fund Sources:** Handout of the change was provided to Board Members. At the May Board meeting, $155,898 was awarded to 1st Five/Health/Dental contracts using a specific % of General and QI $. During the process to submit their new reduced budget, per the specific breakouts, they noted an error. The error was a mix up between the % of the Billing Specialist between the Dental and Child Health Budget. Once corrected this reduced their Child Health expense and increased their Dental expense. This resulted in a different % of General and QI funds needed. The total approved amount of $155,898 did not change and services were not negatively impacted. The new breakout of General and QI funds was reflected on the handout provided.

   - **MSC:** (A. Rogers, Kitzmann) Motion and Second to correct FY 20 1st Five/Child Health/Dental ECI contract to reflect $155,898 in the corrected funding sources specified in the handout provided.

  f. **Submit FY 20 Linn Co ECI Board Budget to State ECI by July 15th:** Kivett-Berry and Peyton will enter the approved contract figures into the State budget form which is on iowaGrants.Gov.

   - **MSC:** (Bigley, Wu) Motion and Second to authorize ECI staff to submit the FY 20 Linn County ECI Board Budget to the State ECI office by July 15, 2019. Motion carried unanimously.

**FY 20 Board Slate:**
MSC: (Executive, J. Rogers) Motion and Second to approve the FY 20 Slate of Officers as follows: Karen Lewis, Chair; Tricia Kitzmann, Chair-Elect; Tara Carrera-Bauer, Secretary and Wyatt Dagit, Board Member at Large. Motion carried unanimously.

MSC: (Executive, B. Rogers) Motion and Second to approve the FY 20 Slate of New Board Members as follows: Dan Louzek and Drew Westberg. Motion carried unanimously.

**FY 20 Board Priorities & Committees:** Tabled due to time constraints.

**Recognition of Graduating Members and FY 19 Board Chair:** Kivett-Berry recognized the graduating Board Member and FY 19 Board Chair noting their years of service, offices held, and specific accomplishments. Graduating Board Member is Jennifer Harp and the FY 19 Board Chair is Wyatt Dagit.

**Open Agenda:** Kivett-Berry noted the following:
- Due to upcoming extensive renovation (Aug-Feb) to the CSB Building, Board meetings will likely be held offsite until further notice. Check the agenda for meeting location.
- Guests were encouraged to stay if they already submitted their FY 20 Contract for the Board Chair’s signature.

**Motion to Adjourn:**
- MSC: (B. Rogers, Scheumann) Motion and Second to adjourn. Motion carried unanimously. Meeting adjourned at 4:36 pm.

Minutes submitted by: [Signature], Kristen Peyton, Recorder  Date: 8/21/19

Reviewed by: [Signature], Tara Carrera-Bauer, Secretary  Date: 7/19/19