

Linn County Early Childhood Iowa Governance Board MINUTES

August 25, 2020

3:15-4:15 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 @ 3:32pm, Wyatt Dagit, Amy DeMeulenaere, Karen Lewis, Dan Louzek @ 3:50pm, Tricia Kitzmann, Patrick Munyakazi, Andrea Rogers, Ben Rogers, Nancy Scheumann, and Drew Westberg

Excused Absence: Linda Bigley, Karey Chase, Jasmine Wu

Leave of Absence: Connie Rutz

Staff via Zoom: Chris Kivett-Berry & Kristen Peyton

Guests via Zoom: Amy Becker, Morgan Bryant, Melissa Grennan, Jan Moffitt, Meridith Myers, Danielle Pershing, Christi Regan, Diana Strahan, Melissa Williams, and Gloria Witzberger

Call to order: Kitzmann, chair, called the meeting to order at 3:23 pm with quorum present (9/14), (10/14) present at 3:32 pm and (11/14) present at 3:50 pm.

- a. Board Member Check-In & Welcome New Board Members: General check in with how Board Members are doing and if they have any needs. Welcomed new Board Member Amy DeMeulenaere. Karey Chase is also a new Board Member, but unable to join this meeting.
- b. Board Member Updates: Chris Scheldrup has resigned from the Linn Co ECI Board due to moving out of state. Connie Rutz is on a Leave of Absence.

Minutes of 6/23/20 Board Meeting:

- **MSC:** (A. Rogers, Dagit) Motion and Second to approve minutes from 6.23.20 Board Meeting. One abstention (DeMeulenaere). Motion carries.

Fiscal Year 2020 Closeout:

- a. FY 20 Year End Program Budget Utilization Summary: Kivett-Berry reviewed the Summary. The total under-utilization was higher than projected. Due to the COVID-19 impact on ECI service delivery from March –June 2020 the FY 20 program expenditures were less than allocated.
- b. State ECI Annual Report www.iowagrants.gov: Summary included in the packet.
 - i. Financial Statements: The report, signed by the ECI Fiscal Agent/Dept Financial Director, illustrates FY 19 & 20 revenue and expenditure by source and service type. There is 18.5% in School Ready carryforward money and 23% in Early Childhood carryforward money. Historically the cap is 20%, but the Governor's office allowed 35% for FY 20 due to the public health emergency.
 - ii. Report 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.
- c. Action: Submit Linn Co ECI FY 20 Annual Report & Financials:
 - **MSC:** (A. Rogers, Lewis) Motion and second to approve the submission of Linn County ECI FY 20 Annual Report and Financials. Motion carries unanimously.

Fiscal Year 2021 Launch:

- a. Derecho Program Needs, ECI Supports & Recommendations: ECI staff contacted each program to inquire of Program, Client, and Staff status after the Derecho. Per the document in the Board packet Kivett-Berry reviewed responses categorized by Intermediate and Urgent needs. ECI Partners with Urgent needs will be handled by Board today or soon as possible.

Partners with Intermediate needs will be re-assessed after FEMA/Public funds are awarded to identify unmet needs. After providing support of Intermediate needs to current ECI partners, the ECI Board will assess their ability to provide financial support of agencies/services not directly linked to ECI. Examples of staff providing alternative services in support of families (e.g. LEP translation, staffing tables at emergency Resource Centers, etc.) Referencing the process used for COVID response the Board members discussed payment of Aug-Sept expenses for programs that provided limited or alternative services due to Derecho impact.

b. **Action:** Urgent Need-Payment of August/Sept ECI Approved Program Expenses due to Derecho impact: The Exec Committee recommended that FY 21 ECI partners be supported by payment of their August and September 2020 program expenses in their approved FY 21 ECI budgets: budgeted Salary and Benefits for ECI-funded staff that are not sub-contracted or furloughed, budgeted child care slots, and actual eligible program expenses. Details outlined in Board packet.

- **MSC:** (Executive Committee, Dagit) Motion and Second to approve ECI payment to funded programs for their Aug and Sept budgeted and actual expense as outlined. Motion carried unanimously.

c. Linn Co ECI Board Priorities this FY: Board Officers reviewed the revised list of FY 21 priorities based on new emerging needs: assist ECI programs to navigate current/anticipated COVID & Derecho barriers, address child care closures, monitor FY 21-22 State funding concerns, ECI Association advocacy, local/state COVID & Derecho work groups, Coordinator planned leave of absence, write grants and acknowledge Board/Program stressors. These emerging needs will impact the plans to issue competitive bids in January. The Executive Committee recommends extending FY 20 contracts/not issuing a competitive bid in January. The intent is to allow staff time to assist existing ECI partners to navigate through COVID & Derecho related barriers and due to the uncertain funding. This will be discussed again at the next meeting.

d. **Action:** ECI Association Representation on Board: The Board selected ECI Director, Chris Kivett-Berry, as the designated representative on the ECI Association Board.

- **MSC:** (Barrett, Louzek) Motion and Second to approve Chris Kivett-Berry as the representative on the ECI Association Board. Motion carried unanimously.

Community Engagement:

- Iowa Women's Foundation Letter of Intent: Tabled due to time constraint.
- Child Care Appreciation Campaign & Press Release: Tabled.
- LAP-AID & Community Child Care Solutions Team: Tabled.

Board Meeting Schedule:

Zoom, Meet monthly from 3:15 – 4:15 pm for now. Next meeting is Sept 22nd.

Open Agenda: None.

Motion to Adjourn:

- **MSC:** (Westberg, Munyakazi) Motion and Second to adjourn. Motion carried unanimously. Meeting adjourned at 4:17 pm.

Recorder, Kristen Peyton, Coordinator
Signature: 

Date: 9/9/20

Reviewer: Drew Westberg, Secretary
Signature: 

Date: 9/8/20

Zoom: <https://us02web.zoom.us/j/83727233917?pwd=WU5NcXBvUGVYNHhZVFhNSENDRUxQZz09>

Meeting ID: 837 2723 3917 Password: 231867