

**Linn County Early Childhood Iowa Governance Board MINUTES**  
**3:30 pm, Tuesday, February 19, 2019**  
**1240 26<sup>th</sup> Avenue Ct SW, Community Services Building, Cedar Rapids**



Members Present:

Barrett, Richard (3:35 pm)	Lewis, Karen	Rogers, John	Stuelke, John
Carrera-Bauer, Tara	Munyakazi, Patrick	Rutz, Connie	
Dagit, Wyatt	Rogers, Andrea (3:36 pm)	Scheldrup, Chris	
Kitzmann, Tricia	Rogers, Ben	Scheumann, Nancy	

Excused Absence:

Bigley, Linda; Harp, Jennifer; Moniza, Caroline; Wu, Jasmine

Guests:

Meincke, Ashley (PACES)	Strahan, Diana (HACAP)	Moffitt, Jan (YPN)
Gordon, RaeAnn (ISU Ext)	Houdek, Keri (HACAP)	
Regan, Christi (HACAP)	Fangman, Colleen (CR School)	

Staff: Kivett-Berry, Chris    Peyton, Kristen

**Call to order:** Dagit, chair, called the meeting to order at 3:31 pm with quorum present (11/17) at the time meeting began and (13/17) present at 3:36 pm.

- a. Diversity Report Summary: The summary was included in the Board packet.
- b. Site Visit Results: Forms for CART, Early Head Start and Head Start were included in the Board packet. All programs deemed compliant and their next on-site review cycle is FY 22.

**Public Comment Period:** All guests were welcomed and introduced themselves.

**Minutes of 11/27/2018 Board Meeting:**

- **MSC:** (B. Rogers, Lewis) Motion and Second to approve minutes from 11.27.18 Board Meeting. Motion carried unanimously.

**Financial & Program:**

- a. January 2019 ECI Fiscal Controls: John Rogers reviewed the controls and noted that YPN-PAT is underspent due to staffing issues. The Open Window for Budget Revisions is closed until May. YPN can meet with the Executive or Finance Committee in March for a budget revision approval.
  - b. FY 19 Program Budget Utilization Survey: The summary was included in the Board packet. Kivett-Berry noted that all programs are fully staffed. One program is about \$2,000 underspent while all other programs are projected to be fully expended.
  - c. 2<sup>nd</sup> Quarter Progress Report Summary: The summary was included in the Board packet. Peyton stated that all programs submitted their progress reports on time, noted highlights including that every Early Care & Education program has a waitlist.
  - d. MOU for Needs Assessment: Kivett-Berry provided update on status of the Needs Assessment and requested action on a revised MOU with United Way of ECI in the amount of \$4,000.
- **MSC:** (Stuelke, Scheumann) Motion and Second to authorize chair signature on revised MOU with United Way of ECI.

**Board Operations:**

- a. Family Support/Child Health Committee Funding Priorities: The Priorities were included in the Board packet. Kivett-Berry noted the steps taken by the Committee recommendations are based on presentations, survey results, research and committee discussions. Biggest change from prior year

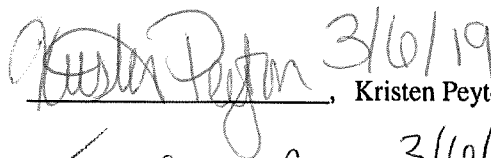
- b. Early Care/Quality Supports Committee Funding Priorities: The Funding Priorities were included in the Board packet. Kivett-Berry noted the steps taken by the Committee recommendations are based on presentations, survey results, research and committee discussions. Biggest changes from prior year is Child Care Assistance incentives is moved to Primary service and supports for child care provider staff to advance their education/staff retention was added.
- c. Bid Process Timeline: A handout was provided of the proposed timeline. Kivett-Berry noted that Board Members will review and score 2 bids between March 27-April 10. Intent is to award contracts at the April Board meeting, pending notice of FY allocation.
- d. Authorize Issuance of 2-year Funding Priority Bids:
  - **MSC:** (Family Support & Child Health Committee, Carrera-Bauer) Motion and Second to accept the Family Support & Child Health Funding Priorities for the FY 20-21 ECI Bids. Motion carried unanimously.
  - **MSC:** (Early Care & Quality Supports Committee, J. Rogers) Motion and Second to accept the Affordable, Accessible & Quality Improvement Funding Priorities for the FY 20-21 ECI Bids. Motion carried unanimously.
- e. Annual Charitable Event: Peyton noted that the last day to donate is Feb 28<sup>th</sup> which is an extension of the original deadline due to cancelled Jan Board Meeting. Intent is for three programs to be chosen via drawing to receive a sizable gift card to purchase basic need items for the clients they serve.
- f. Board By-Laws Update: Kivett-Berry noted this is the third reading of the revisions.
  - **MSC:** (Scheldrup, Barrett) Motion and Second to approve the revised Board By-Laws. Motion carried unanimously.
- g. Committee Reports:
  - i. Finance Committee: John Rogers shared that the Committee hasn't met since December as a result of weather cancellations. The Committee has continued their efforts in reaching out to other community non-profit agencies to identify pros and cons of creating a 501c3.
  - ii. Community Awareness Committee: Lewis reported the Committee is continuing to lay the groundwork to have IWF host a Community Child Care Solutions forum in Linn County on Aug 14 or 15. The committee would like to educate the business communities about childcare needs. A PowerPoint is under development.
  - iii. Executive/Nomination: Kivett-Berry provided a New Board Member Referral Form handout and encouraged all Board Members to refer anyone that they think would be a good fit for ECI. A press release will also be issued to recruit new Board Members.

**Open Agenda:** Colleen Fangman (Cedar Rapids School) thanked ECI for their continued efforts and noted that Feb 25<sup>th</sup> is preschool registration for the Cedar Rapids School District. It is projected to have about 900-3,4 and 5 year olds register for preschool. Fangman emphasized that they have a substantial waitlist and that without ECI funding, they couldn't serve 3 year olds.

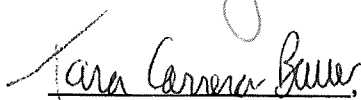
**Motion to Adjourn:**

- **MSC:** (Stuelke, Rutz) Motion and Second to adjourn. Motion carried unanimously. Meeting adjourned at 4:31pm.

Minutes submitted by:

 3/6/19  
Kristen Peyton, Recorder

Reviewed by:

 3/6/19  
Tara Carrera-Bauer, Secretary