

**Linn County Early Childhood Iowa Governance Board MINUTES**  
**3:30 pm, Tuesday, August 27, 2019**  
**1240 26<sup>th</sup> Avenue Ct SW, Community Services Building, Cedar Rapids**



Members Present:

<b>Barrett, Richard</b>	<b>Lewis, Karen</b>	<b>Rutz, Connie</b>
<b>Bigley, Linda</b>	<b>Louzek, Dan</b>	<b>Scheumann, Nancy</b>
<b>Carrera-Bauer, Tara</b>	<b>Moniza, Caroline</b>	<b>Stuelke, John</b>
<b>Dagit, Wyatt</b>	<b>Rogers, Andrea</b> arrived at 3:34pm	<b>Westberg, Drew</b>
<b>Kitzmann, Tricia</b>	<b>Rogers, Ben</b>	<b>Wu, Jasmine</b>

Excused Absence: Rogers, John Scheldrup, Chris

Unexcused Absence: Munyakazi, Patrick

Guests:

Meinke, Ashley (PACES)	Boniface, Morgan (PEC)	Lucas, Elizabeth (Horizons)
Moffitt, Jan (YPN)	Wade-Nagle, Jeanie (GWAEA)	
Martin, Jennifer (CCNC)	Gordon, RaeAnn (ISU Extension)	

Staff: Kivett-Berry, Chris Peyton, Kristen

**Call to order:** Lewis, chair, called the meeting to order at 3:33 pm with quorum present (14/18) and (15/18) present at 3:34 pm.

- Welcome New Board Members & Intros: All Board Members introduced themselves.
- FY 20 Board Roster: The updated Roster was included in the agenda packet. Board Members will review for accuracy and notify ECI staff of any updates.
- Comm Services Building Construction Update: The second floor will be under construction soon and will alter the location for upcoming meetings. ECI staff will keep Board Members updated on offsite locations.
- ECI Event in 8.19.19 Corridor Business Journal: Included in the packet.
- Annual Conflict of Interest & Non-Disclosure Forms: Board Members were asked to fill out, sign and leave the completed forms at their table for ECI staff to collect.

**Public Comment Period:** All guests were welcomed and introduced themselves. Wade-Nagle shared that GWAEA has two (2) LEAP classrooms starting in the Clear Creek Amana School District. Boniface stated that the PEC program has started their classes and there is currently a wait list of seven. Gordon reported that Linn Co. ISU Extension has launched their new Strategic Plan. Moffitt noted that the YPN In-Home PAT program currently has a waitlist. Lucas shared a Save the Date for the Horizon's Survivors Benefit on Sept 6<sup>th</sup> at 6 pm. Meinke explained that Paces is beginning the new FY with receiving contracts back from the programs they serve and in the planning phase for their trainings.

**Minutes of 6/26/19 Board Meeting:**

- **MSC:** (Stuelke, Bigley) Motion and Second to approve minutes from 6.25.19 Board Meeting. Two abstentions (Louzek, Westberg). Motion carries.

**Fiscal Year 19 Closeout:**

- 2018 Calendar Year Program Audit Results (TIES): Form was included in agenda packet. TIES was the final program due to calendar year fiscal. All programs met the audit requirements.
- Year End Budget Utilization Summary: Kivett-Berry reviewed the Summary and indicated which programs were underutilized. Paces under-utilization was higher than projected.
- FY 19 Year End Progress Report Summary/% of Goals Met: Included in the agenda packet. Many of the programs met at least 75% of their goals. Peyton has met with or has a scheduled meeting with the 5 programs who met less than that.
- ECI FY 19 Annual Report: (In the packet)

- i. *Board Matrix*: Kivett-Berry reviewed highlights: the Board is nearing gender balanced, all meetings met quorum, all required representation was met and Board Members volunteered 194 hours.
  - ii. *Community Plan Update*: The trend for each Community Indicator, per Board Priority areas, was reviewed in addition to the specifics of how Linn Co ECI efforts impact them.
  - iii. *Financial Statements*: The report, signed by the ECI fiscal agent, illustrates FY 18 & 19 revenue and expenditure by source and service type. The carryforward for School Ready & Early Childhood funds is below the 20% cap.
  - iv. *Report Summary*: ECI staff shared the raw data entered for the report on the Smart Board and provided Board Members with the website of: [www.Iowagrants.gov](http://www.Iowagrants.gov) if they would like to access the data. Although Board Members have access to the raw data, a two page summary was included in their packet with high level highlights of how funding was distributed across the different program types in Fiscal Year 2019.
- **MSC: (B. Rogers, Stuelke) Motion and second to approve the submission of Linn County ECI FY 19 Annual Report and Financials. Motion carries unanimously.**

**Community Child Care Solutions Summary & FY 20 Board Impact:** Karen Lewis provided a brief overview of the well-attended event on August 14<sup>th</sup>. The businesses met in the morning and selected five (5) solutions to work on. Child Care providers met in the evening and shared their perspective on needed supports and solutions. ECI staff and Jamie Toledo with Economic Alliance meet on September 12<sup>th</sup> to discuss next steps to keep this effort moving forward. The role of the ECI Board in this initiative will be discussed more fully in September.

**Fiscal Year 20 Launch:**

- a. Early Childhood Community Plan Discussion: The Early Care & Education portion of the needs assessment was in the packet and Board Members met in small group to discuss. Key items for review include data, collaborative recommendations and Community Priorities. Board Members and funded programs in attendance were asked to rank each Priority in regard to Linn Co ECI involvement.
- b. Early Care and Education: 3 Year Trend Data: Tabled due to time constraints.
- c. Regional Legislator Forum & We are ECI Board Photo Op: Board Members and funded programs are invited to attend the forum on September 13<sup>th</sup> at Iowa State University Extension office. The theme of the forum is “We are ECI”. A video slideshow of ECI impacted clients, staff, Board Members, etc will be presented to show the wide range of impact of ECI. Peyton took a group photo of everyone in attendance at the meeting for the slideshow.
- d. September & October Meetings: The meetings will be held offsite and extended until 4:45 pm. Stay tuned for the location of the meetings!

**Open Agenda:** Kivett-Berry reminded Board Members to leave the following items at their table:

- Conflict of Interest & Non-Disclosure forms
- Priority area rankings for Early Care & Education

**Motion to Adjourn:**

- **MSC: (Rutz, Dagit) Motion and Second to adjourn. Motion carried unanimously. Meeting adjourned at 4:46 pm.**

Minutes submitted by: Kristen Peyton, Kristen Peyton, Recorder Date 9/17/19  
 Reviewed by: Tara Carrera-Bauer Tara Carrera-Bauer, Secretary Date 9/17/19