

**Vision:** Every child will have access to quality services empowering them to be health and successful.

**Linn County Early Childhood Iowa Governance Board MINUTES**

Tuesday, May 24, 2016

3:37-4:50 pm Governance Board Meeting

Linn County Community Services Building

Address: 1240 26<sup>th</sup> Ave Ct. SW, Cedar Rapids IA

**MEMBERS PRESENT:**

Carrera-Bauer, Tara	O'Donnell, Carol	Tesdahl, Sue
Chadwick, Barbara	Ramsey, Dorice	
Brian Gardner	Rogers, John	
Harp, Jennifer	Seelau, Diane	
Houser, James	Segriff, Mary (3:38pm)	
Johnson, Gloria	Sondag, John	

**EXCUSED ABSENCE:**

Burke, John	Moniza, Dr. Caroline	Wiese, Dan
Dagit, Wyatt	Spellman, Donna	
Griesenauer, Doug	Sundberg, Carol	
Loy, David	Weigel, Jody	

**UNEXCUSED ABSENCE:**

NA

**LEAVE OF ABSENCE:**

NA

**GUESTS:**

Barnett, Jenny (Horizons)	Cira, Jen (AEA/PEC)	Richmond, Kathy (CCR&R)
Barnhart, RaeAnn (Four Oaks)	Montoya, Jacquie (CCR&R)	Wade-Nagel, Jeanie (AEA)
Boniface, Morgan (PEC)	Ott, Kim (FCHA)	Witzberger, Gloria (Linn Co CDC)

**STAFF:**

Kivett-Berry, Chris	Robinson, Robin
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Chadwick, Board Chair, called the meeting to order at 3:37pm (Quorum 12/22 and at 3:38pm 13/22). Chadwick and Kivett-Berry shared highlights of Executive, Finance and Nomination Committee Minutes with the Board.

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

**Action:** Minutes from 4/26/16 Board Meeting

- MSC: (Seelau /Ramsey) Motion and Second to approve minutes. Motion carried unanimously.

**Board Professional Development:** Kivett-Berry provided an overview of ECI items.

- Board Self-Evaluation Result overall average was 4.5/5. All categories improved or remained consistent with FY15 and/or FY14 results. There was one new category this year specific to for New Board members. 16/22 (75%) members took the survey. Areas that will be strengthened for FY 17 are increased Board contact with funded programs and their knowledge of the categorical buckets. Narrative section captured member ideas on where the Board should focus its attention in next 2 years. This data will also be referenced during the fall Board Retreat.

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- Board Community Input results indicate greatest opportunity is with Board Engagement. This is the 1<sup>st</sup> year of the new format so no trend data. Survey Monkey link was sent to local ECI Community members who have some knowledge of ECI. There were 21 survey responses. Narrative section asked participants to provide their ideas on how the Community could address several early childhood needs. This data will also be referenced during the fall Board Retreat.
- Upcoming Board Retreat was discussed. It will be about 4-5 hours between 1-2 sessions and could take the place of a monthly Board meeting. Board member input on location, discussion items and facilitator was requested.
- Nomination Committee is on track to recommend slate of new Members & Officers at June Board meeting.

#### **FY16 Fiscal**

- Program Budget Utilization update was provided by Kivett-Berry. There are 4 programs that notified Linn ECI office of expected underutilization. 1) Waypoint, 2) Horizons 3) PEC and 4) CCR&R. Three of the 4 programs reported full utilization at the February survey which is problematic. This will bring carryforward to 14.5% where 20% is allowed.
- Review of April 2016 Monthly Financial Control provided by Harp. 10 months into the fiscal year and 83% spent at this time. Majority of programs are on track. No concerns with Local Match at this time.

#### **FY17 Fiscal**

- FY 17 Funding level, Requests and Scores were discussed. Total FY 17 allocation estimated to be \$1,561,796. Funding requests total \$1,648,060 and thus some will not be funded. Kivett-Berry shared the Proposal review process, funding criterion, summary of requests, individual and average scores by evaluators, waiting list and cost per unit data. A review of the categorical bucket restrictions was also shared. This information was used by the Executive and Finance Committee to prepare FY 17 funding recommendations for the Board.
- There were two new project requests: WAGES supplemental child care provider salary project and CCR&R Health & Safety kits.
- Review Finance and Executive Committee Funding Recommendations. The Board received 3 proposals that contained Professional Development trainings in addition to the direct service (Paces, TIES and CCR&R). The Recommendation is not to fund those requests at this time. The new Bid Process inadvertently did not provide adequate opportunity for Professional Development requests to be evaluated. In addition the new Federal training requirements are causing concern with local trainer capacity and ability of providers to attend additional trainings. The Board is requested to re-assess professional development projects in the fall. Executive and Finance Committees jointly recommended either Full, Partial or No funding for each proposal and the summary document was reviewed with the Board.

#### **Action: Authorize Chair to sign FY17 ECI State & Fiscal Agent Contracts**

FY17 State Contract is between State Depts & Linn Co ECI Board for this amount:

- \$1,110,289 in School Ready funds
- \$ 451,507 in Early Childhood Funds

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**FY 17 Fiscal Agent** contract is between Linn County ECI Board and Linn County Community Services for this amount: No Cost

- **MSC: (Tesdaahl/Johnson)** Authorize Chair to sign FY17 ECI State & Fiscal Agent Contracts. Motion carried unanimously.

**Action: Award FY17 ECI School Ready Contracts with Full funding**

- Head Start 3-5 yr Wraparound for \$123,765
- Linn County Nurturing Parent In-Home for \$98,500
- Partnership for Safe Families In-Home for \$73,452
- Horizons Family Support In-Home for \$152,518
- TIES Behavioral Intervention for \$168,884 (no conference)
- \*Childcare Alliance Response Team (CART) for \$123,768 total between EC and Preschool Support
- **MSC: (Ramsey/Carrera-Bauer)** Award FY17 ECI School Ready Contracts with Full funding for these FY 17 contracts in the \$ amounts listed: *Seelau abstained*. Motion carried.

**Action: Award FY 17 ECI Early Childhood Contracts with Full funding**

- Linn County Child Development Center 3-5 yr Wraparound for \$57,400
- Early Head Start Infant Wraparound for \$36,881
- \*Childcare Alliance Response Team (CART) for \$123,768 total between EC and Preschool Support
- Paces to Quality for \$170,745 (no Summit)
- Child Care Nurse Consultant for \$48,978
- **MSC: (Gardner/Houser)** Award FY 17 ECI Early Childhood Contracts with Full funding for these FY 17 contracts in the \$ amounts listed. Motion carried unanimously.

**Action: Authorize Staff Negotiations on Contracts with Partial funding**

- Kids Point/Waypoint 3-5yr Co-Pay Scholarships
- Family & Community Health Alliance Hearing/Vision/Developmental Screens
- Cedar Rapids 3-yr Preschool Scholarships
- College Community 4-yr Wraparound
- Parent Education Consortium
- Family & Community Health Alliance Dental Screens
- Health and Safety Kits
- **MSC: (Gardner/O'Donnell)** Authorize Linn Co ECI Director to negotiate partial funding for these FY17 contracts and bring final recommendations to the June meeting. *Seelau abstained*. Motion carried.

**No Funding:** Board consensus is not to fund services unless they were listed as a Full or Partial funding action. For clarification Kivett-Berry noted those are: 3 Professional Development requests and WAGES. In regard to WAGES the review Committees were supportive of the concept, questioned the tight eligibility parameters but ultimately could not recommend it due to inadequate funding. Kivett-Berry agreed to contact the WAGES staff to request local meeting with other funders (e.g. United Way and Greater CR Foundation) to assess if broader community financial support could be identified.

**Program Engagement**

Robinson shared 3<sup>rd</sup> QTR Progress Report Data Summary, highlighting where programs may not meet their year-end goals. Robinson and the Evaluation Committee recommend Quarter Progress Report

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Narratives are revised to require funded program staff to assess status of their program achieving stated goals. Explanations on why a program is not meeting a goal and what corrective action is planned will help both the program and the evaluator better understand the data in a Quarterly Progress Report.

**Open Agenda:** Robin Robinson, ECI & Decat Grant Coordinator, will depart this position on June 17<sup>th</sup>. Kivett-Berry, Board Members and Programs thanked Robinson for her service to early childhood for the last 10 years.

**Motion to Adjourn:**

- **MSC (Gardner/ Houser)** Motion and Second to adjourn the meeting. Motion carried unanimously and meeting adjourned at 4:50pm.

Minutes submitted by:

  
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Robin Robinson, Recorder

Minutes reviewed by:

  
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Diane Seelau, ECI Board Secretary

**NEXT MEETING:**

**June 28, 2016**

**3:30pm @ Linn County Community Services**