

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, August 23, 2016 Governance Board Meeting

Linn County Community Services Building Address: 1240 26th Ave Ct. SW, Cedar Rapids IA

MEMBERS PRESENT:

Burke, John	Moniza, Caroline	Tesdahl, Sue
Dagit, Wyatt	O'Donnell, Carol (3:45pm)	Wiese, Dan
Dooley, Rod	Ramsey, Dorice	
Gardner, Brian	Rogers, John	
Harp, Jennifer	Seelau, Diane (3:55 pm)	
Houser, James	Sondag, John	
Loy, Dave	Spellman, Donna	

EXCUSED ABSENCE:

Bigley, Linda	Carrera-Bauer, Tara
Chadwick, Barbara	Weigel, Jody

UNEXCUSED ABSENCE: NA

LEAVE OF ABSENCE: NA

GUESTS:

Wuerdeman, Loretta (CCR&R)	Bruner, Amy (Paces)
Becker, Amy (Paces)	Wade-Nagel, Jeanie (AEA)
Barnhart, RaeAnn (Four Oaks)	Witzberger, Gloria (Linn Co CDC)
Barnett, Jenny (Horizons)	

STAFF:

Kivett-Berry, Chris

Call to Order and Chair/Staff Comments: With quorum present Ramsey, Board Chair, called the meeting to order at 3:34 pm (Quorum 13/20 and by 3:55 pm 16/20). Ramsey welcomed members and guests to the 1st meeting of the Fiscal Year. As introduction all members were invited to share where they work, tenure on this Board and interest in Early Childhood.

Ramsey noted FY 17 Board meeting schedule in packet. Kivett-Berry shared Board Roster and asked for corrections/updates. Executive Committee minutes were highlighted as was the Paces' Caring Imprints Newsletter which was passed around for review by members.

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

Personnel Updates:

- a. ECI Staffing: Kivett-Berry shared that Jeanette Shoop will be returning as the full-time ECI & Decat Grant Coordinator. Her start date is 9/7/16.
- b. Funded Program Staff Changes: Vacancy in the following positions: CCNC, 1 Family Support Worker at Horizons and also at Partnership for Safe Families (PSF). New staff at CR Preschool is Colleen Fangman-Rider and Trisha Finn at PSF.

Action: Minutes from 6/28/16 Board Meeting

- **MSC:** (Loy /Spellman) Motion and Second to approve minutes. Motion carried unanimously.

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Fiscal Review & Action:

- a. FY 16 Year End Financial Controls: Jen reviewed the controls which shows status of claims submitted in FY 16 and the balance per program. Board was reminded of the 3 programs where underutilization was expected: Waypoint, PEC and Horizons. Local Match was met and often exceeded.
 - b. 2015 Calendar Year Program Audit- TIES: Their external financial review is conducted on calendar basis and just became available. Kivett-Berry verbally shared McGladrey's report that stated "Information is fairly stated in all material aspects in relation to the consolidated financial reports. Operations and cash flow ended in accordance with generally accepted accounting principles." All ECI programs have now been reviewed.
 - c. Action- Agreement with Eide Bailly for FY 16 AUP: Kivett-Berry shared that Eide Bailly historically completes the Linn County audit and adds an extra step to include ECI Board fiscal review. Request is to enter into agreement with Eide Bailly to conduct the ECI AUP in an amount not to exceed \$5,500.
- **MSC:** (Tesdahl /Houser) Motion and Second to authorize Chair to sign agreement with Eide Bailly to prepare the FY 16 ECI Board Agreed Upon Procedure. Motion carried unanimously.

FY 16 Annual Report (AR) Review & Action:

- a. Annual Report Financials: Kivett-Berry explained that fiscal agent prepares the Controls, Chris then prepares the AR Financials using the Controls and a third person, LCCS Financial Management Director, reviews the AR Financials and signs off of them. Kivett-Berry then walked through the School Ready Financial form noting Total Revenue and Total Expenditures and the FY balance of 17%. The balance is due to expected significant under-utilization of 3 programs, no new Family Support bidders in FY 16 and unexpected under-spending of 3 programs. The review process was repeated for the Early Childhood Financial report which show 9% balance of funds.
 - b. Annual Review of Community Indicator Trends: The Board reviewed the trend data in March in preparation of selecting the FY 17 Board Priorities. This document is to review the trends of FY 16 Community Indicator data. Kivett-Berry prepared the document to show if a trend was positive or negative. Members indicated interest in adding benchmarks, comparison to other urban counties in addition to the State and, where applicable, sample size of the data pool.
 - c. FY 16 Year End Report Highlights: The AR data is submitted on-line using IowaGrant.Gov website which requires collapsing of data from multiple programs and filling in static boxes which does not result in a user friendly document. Kivett-Berry prepares a separate Summary document that highlights program data and % of funds spent on Direct Services, Indirect Services and Family Support/Parent E. Members reviewed the document and shared comments.
 - d. FY 16 Executive Summary: Annually one local ECI program is profiled in the Exec Summary along with a relevant Community level data. Kivett-Berry chose to highlight the ECI child and pregnant women oral health program and data from dental participation rates of children on Medicaid. Members reviewed the documents and shared comments.
 - e. Action: Accept and Submit Linn County ECI FY 16 Annual Report & Financials
- **MSC:** (Seelau/Wiese) Motion and Second to authorize Chair to sign Annual Report and for its submittal to the State ECI Office. Motion carried unanimously.

Review and Submit Conflict of Interest and Non-Disclosure Forums: Per Linn County ECI Board Policy the members annually review and submit completed Conflict of Interest and Non-Disclosure forms to be placed on file in the ECI Office.

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Board Professional Development:

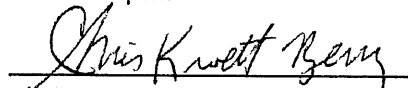
- Board Retreat Planning: Executive Committee members & staff shared brief highlights of the goals for the Retreat. Information on the Facilitator interview process was shared and the Board was asked to enter into an agreement with the recommended facilitator: Dr. Deb Oliver, Iowa Quality Center. Her qualifications were shared and it was noted that 2 references were checked. Dr. Oliver and the other Facilitator (H. Woody) were both deemed excellent options with the main difference being cost and availability. Dr. Oliver stated she would provide Facilitation services at no cost and have good availability this fall.
Board member discussion indicated interest in a financial stipend paid to Dr. Oliver, upon successful conclusion of the Retreat, to offset her travel and material expenses.
- **MSC:** (Houser/Burke) Motion and Second to enter into non-monetary Letter of Agreement with Dr. Deb Oliver. Motion carried unanimously.
- Regional Legislative Forum: Kivett-Berry, Dan Wiese and Tara Carrera-Bauer attended the August 19th ECI Regional legislator forum in Iowa City. Thank you Dan and Tara! Another local participant was Jeanie Wade-Nagle of Grant Wood AEA. In attendance at the forum was 6 legislators (none from Linn County), 9 ECI Board member and 8 ECI Directors. Participants noted that the primary focus was to share impact of flat funding, 3% admin cap and the categorical buckets. Candid discussion with legislators indicated their lack of support for removing the buckets but an interest in establishing a minimum % spent per category. One legislator indicated support of increasing the 3% admin to 5%. Kivett-Berry shared the legislator input with the other ECI Directors on the Work Group and will strive to host conference call or meeting in Sept with them to discuss next steps.

Open Agenda: None noted.


Motion to Adjourn:

- **MSC** (Gardner/ Wiese) Motion and Second to adjourn the meeting. Motion carried unanimously and meeting adjourned at 4:55 pm.

Minutes submitted by:


Chris Kivett-Berry, Recorder

Minutes reviewed by:


Diane Seelau, ECI Board Secretary

NEXT MEETING:

September 27, 2016

3:30pm @ Linn County Community Services