

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

**Tuesday, April 28, 2015**

**3:30 – 5:00 PM**

**@ Kirkwood Community College, Cedar Hall, Room 1055**

MEMBERS PRESENT:

Bauer, Tara	Ramsey, Dorice
Burke, John	Seelau, Diane
Chadwick, Barbara	Segriff, Mary
Harp, Jennifer	Sondag, John
Houser, James	Spellman, Donna
Johnson, Gloria	Carol Sundberg
Moniza, Caroline	Tesdahl, Sue
O'Donnell, Carol	Weigel, Jody

EXCUSED ABSENCE:

Gardner, Brian	Rogers, John
Griesenauer, Doug	

LEAVE OF ABSENCE:

NA

GUESTS:

Lori Hagg, Horizons	Amy Bruner, Paces
Peggy Linden, PSF	Kathy Schulte, College Comm School District
Jill McKeen, CCRF	Melanie Nollisch, Kirkwood Community College

STAFF:

Kivett-Berry, Chris	Shoop, Jeanette
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Call to Order, Confirm Quorum

- Carol O' Donnell called the meeting to order at 3:35 P.M. Quorum was confirmed (11/19). Five members arrived soon after the meeting was called to order, therefore having 16/19.
- The minutes of the Executive Committee were included in the mailing.
- Information was shared about April's Month of the Young Child events in the area.

Public Comment Period

- There were no Public Comments.

Action: Approval of Minutes from 03/24/15 Board Meeting

- **MSC:** (Ramsey/Weigel) Dorice Ramsey moved to approve the minutes as mailed. Jody Weigel seconded the motion. The motion carried.

Community, Program, and Legislative Engagement Updates

- Two Kirkwood College Students from a Media Tech class provided the Board with a premier screening of the two videos they produced for Linn County ECI. Zach Goodall and Cassem Aossey produced one video giving information about Early Childhood Iowa and the other video was a promotional for the TIES program. Special thanks go to Randy Langel, their instructor, Jody Weigel for his suggestions and connections, and all of the people interviewed for the videos.
- Randy Langel addressed the permitted use of the Kirkwood-ECI Board Videos.
- Jeanette Shoop and Jody Weigel presented the results of the Program Fair survey. Jody suggested a November date for the next Program Fair. It was also suggested the legislators and Board members

participate. Maybe a "speed dating" format could be used in presenting info from each funded program. Another suggestion was the program fair or something like it should be scheduled annually in November.

- The Categorical Stipulations update is at a slowdown in the Senate. Shanell Wagner was asked by legislators to place the topic on the June 5 State ECI Board agenda. The change will not occur this session.
- A Cedar Rapids Gazette article will be forthcoming about the TIES program.

#### Fiscal Review

- Jennifer Harp reviewed the March Financial controls and noted that programs should be 75% utilized. The reason that a program was over or underutilized was briefly discussed. Two programs are underspent because of staffing issues.
- The FY16 allocation estimate is \$1,086,031 which is a 0.3% increase. The increase in Early Childhood funds is based on the # of Linn County families on FIP compared to the state.
- Kivett-Berry explained the FY 16 Bid Score process. Each Board Member would read two FY 16 bid proposals and submit scores to her by noon, May 13. Looking at the Board Priorities, decide whether the client requesting the funds meet the Boards priorities.
- Chris Kivett-Berry shared the Audit Results of the Funded programs FY14. There were no red flags.

#### Board Professional Development

- Carol O'Donnell presented the results of the Board Member Self-Evaluation survey. Overall score is 4.6 out of 5. Ave score for Finance, Board Effectiveness, Committees, and Community & Strategic Planning increased from last year. Board Responsibilities section score declined somewhat.
- Kivett-Berry presented results of Community Input on Board Operations. Highest scores were Community Collaboration and Supporting the Mission. 18 respondents for this survey as compared to 15 in FY14. Since this is the 3<sup>rd</sup> year of the Survey the consensus was to develop a new survey with updated questions and to increase participation.
- Kivett-Berry reported on the April 8<sup>th</sup> Directors State Meeting. Child Care Reauthorization Act of 2014, License-Exempt Child Care, Family Support, and Funding Flexibility were topics discussed.

#### Updates to Police and Procedure Manual

- Jeanette Shoop presented a Publicity Waiver to be added to the Policy Manual.
- MSC (Seelau/Houser) A motion was made to accept the Publicity Waiver by Diane Seelau, and seconded by James Houser. Motion carried.

#### Contract Compliance

- FCHA Dental had a site visit by Barbara Chadwick, Kivett-Berry, and Shoop. The visit was positive and the next full on-site visit will be in FY18.
- Shoop presented a Plan of Action for TIES program on efforts to enroll and recruit low income families. Contacts will be made with Jane Boyd and Family Promise to seek more referrals.

#### Open Agenda

- May 13 Lori Hagg will begin a new job as Clinical Supervisor at Mercy Hospital's Sedlacek Center. The Board thanks her for her efforts with Horizons and her attendance at the Board meetings.

#### Motion to Adjourn

- MSC (Seelau/Chadwick) Diane Seelau made a motion to adjourn the meeting. Barbara Chadwick seconded. Motion carried. Meeting adjourned.

Minutes submitted by:

*OK?*  
Donna Spellman  
Donna Spellman, Board Secretary

**NEXT MEETING: May 26 2015, 3:30 @ Linn County Community Services Building**

*Linn Co ECI Vision: Every child will have access to quality services empowering them to be healthy and successful.*