

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

LINN COUNTY EARLY CHILDHOOD IOWA GOVERNANCE BOARD MINUTES

3:30 pm, Tuesday, October 24, 2017

Linn County Community Services Building @ 1240 26th Avenue Ct SW, Cedar Rapids, IA



Members Present

| | | | |
|------------------|---------------------|----------------|--------------|
| Bigley, Linda | Carrera-Bauer, Tara | Dagit, Wyatt | Lewis, Karen |
| Loy, David | Moniza, Caroline | Ramsey, Dorice | Rogers, John |
| Scheumann, Nancy | Spellman, Donna | Tesdahl, Sue | Weigel, Jody |
| Wiese, Dan | Wu, Jasmine | | |

Excused Absence:

Harp, Jennifer Rogers, Ben Sondag, John

Un-Excused Absence: O'Donnell, Carol

Guests: Boniface, Morgan (PEC) Bruner, Amy (PACES)
Muters, Stephanie (PSF) Ott, Kim (FCHA) Craig Meskimen (TIES)

Staff:

Kivett-Berry, Chris Shoop, Jeanette

Call to Order: Dave Loy, Chair, with quorum (14/18), called the meeting to order at 3:30 pm.

- a. Loy noted in the ECI Board Packet the Minutes from the following committees: Executive, Community Awareness, Finance, and Futures.
- b. Kivett-Berry passed out the 'Business Notes Section' from the *Cedar Rapids Gazette*, 10/1/17, Sunday paper, in which the new ECI Board Officers photos were published.
- c. Kivett-Berry provided a brief overview of the meeting she attended entitled, "Professionalizing the Early Childhood Workforce."

Public Comment Period: All guests were welcomed and introduced themselves. Kim Ott invited members to the 1/27/18 Child & Family Health Screening at CR Public Library.

Action:

Minutes of 9/26/17 Board Meeting

- **MSC:** (Tesdahl, Ramsey) Motion and Second to approve minutes. Motion carried unanimously.

Proposed November and December Board Meeting Schedule: Loy reported the Executive Committee looked at Nov & Dec Board Meeting dates and recommends 11/28/17 and 12/19/17, due to the holidays. These dates were approved by consensus.

Program Updates:

- a. Kivett-Berry noted the "On-Site Contract Review Visits for FY 18" was in the Board Packet, and invited all Board Members to contact her if they are interested in attending any of the site visits.
- b. Kivett-Berry reported that College Community Early Childhood Program asked for an amendment to correct an error in their FY 18 contract. The contract was incorrectly written for 5 slots.

Mission: *To provide and support quality education, health and social services through community partnerships and collaborations, for children prenatal-age 5 and their families, resulting in healthy, safe, school ready children.*

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- **MSC:** (Rogers, Moniza) Motion and Second to amend the College Community FY 18 Contract to support up to 4 slots. Motion carried unanimously.

FY 18 Board Operations and Strategic Goals:

a. Operations

- i. Mid-Cycle Review: Kivett-Berry reported Linn County ECI had an abbreviated designation site visit on 10/12/17. Tammy Foley performed the site visit and sent an e-mail after stating "No follow up needed." This was a 'strengths' based visit and comments included: consider using a weighted point system for bids, consider specifying in contracts how records will be handled (locked file, disposal method), and the ECI Board Chair should be the last signature on all contracts. The next full site visit will be in 10/2019.
- ii. SWOT: Kivett-Berry reported that 3 of the 4 sub-committees have complete the SWOT exercise. She will bring the results back from all the sub-committees at the December meeting.
- iii. Board By-Laws 1st Review: The Executive Committee reviewed the By-Laws and provided their proposed changes. The proposed changes were reviewed by Board Members. The proposed changes will be reviewed again in November, and action taken to approve or disapprove.

*The Board Members agreed by consensus to alter the agenda due to time restraints.

b. Strategic Goals:

Annual Charitable Event: Discussion was held regarding the Annual Charitable Event. It was agreed by consensus to survey funded programs in order to determine if they have a specific need. ECI Staff will survey programs and bring information to the November meeting.

Fiscal Review:

- a. Update: Financial Controls were provided in the Board Packet for review. Revenue Estimating Conference indicates less revenue than expected for FY 18. ECI anticipates reduction in FY 18 funds.
- b. TIES Program: Craig Meskimen presented information on the TIES program and the need for a budget revision that exceeds 5%. The Budget Revision Request Form was provided and reviewed by Board Members.
 - **MSC:** (Tesdahl, Scheumann) Motion and Second to approve the requested budget revision for the TIES program. Motion carried unanimously.

Open Agenda: N/A

Action: Motion to Adjourn

- **MSC:** (Wiese, Tesdahl) Motion and Second to adjourn. Motion carried unanimously and meeting adjourned at 4:36 pm.

Minutes submitted by:

Reviewed by:

 Jeanette Shoop, Recorder +CKB
 Tara Carrera-Bauer, Secretary

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