

POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING
United Way of Central Iowa – Leadership Room
Des Moines, Iowa
August 26, 2015

Voting Members Present: Matt Knoll, Cindy Elsbernd, Rocio Hermsillo, Bryan Huggins, Natali Justiniano Pahl, Kimberly Peterson, Joyce Pingel, Shane Schulte, Georgia Sheriff, Tom Slater, JoEllen Spriggs-Dixon; Marvin DeJear arrived at 8:10 a.m.

Voting Members Absent: Jem Gong-Browne, Mike Bandstra, Sam Carrell, Claudia Hawkins, Kevin McCarthy, Judy McCoy Davis, Craig Sieverding

Ex-Officio Members Present: Dave Arens, Terry Harrmann, Brook Rosenberg

Ex-Officio Members Absent:

Staff Present: Barb Bremner, Jody Kanne

Guests Present: Abigail Barkley, Program Supervisor, Lutheran Services in Iowa; Dara Madigan, WAGES\$ Coordinator, Iowa Association for the Education of Young Children; Leanne Andre, Child Care Consultant Coordinator, Child Care Resource and Referral; Cathy Wheatcraft, Regional Director, Child Care Resource and Referral

Welcome and Introductions

Matt Knoll welcomed board members and guests to the Polk County Early Childhood Iowa Board meeting at 8:05 a.m. Guest introductions were made. Quorum was met at this time.

Approval June 3 2015 Minutes

The June 24, 2015 minutes were presented to the board.

A motion to approve the minutes was made by Joyce Pingel and seconded by Bryan Huggins. THE MOTION CARRIED UNANIMOUSLY.

Nomination Committee Report

A new board member application for Nicholas Dial was presented. Byran Huggins reported Dial is a local attorney who often represents court-involved adolescents and recent immigrants. Dave Arens and Bremner met with Dial to provide him information and answer his questions. Arens has also served on other boards with Dial. The nomination committee recommended Dial's application be approved to fill the vacancy created with the resignation of Dua Lor. Dial's term would be partial and end June 30, 2017. He would then be eligible for a first full term beginning July 1, 2017.

A motion to approve Nicholas Dial's nomination was made by Shane Schulte and seconded by Cindy Elsbernd. THE MOTION CARRIED UNANIMOUSLY.

Dial will not be able to attend the September board meeting; his first official meeting will be October 28, 2015. Bremner and Knoll will meet with Dial to provide an orientation to the work of the board prior to the October meeting.

Governance Committee Recommended Bylaw Clarification

Revisions to the Bylaws were presented to members at the June 24th meeting. The revisions were discussed at that meeting. The updated document was presented today for Board approval.

A motion to approve the updated Bylaws was made by Tom Slater and seconded by Georgia Sheriff. THE MOTION CARRIED UNANIMOUSLY.

Board Member Job Description - Affirmation

The Board Member Job Description was presented to board members. This document was created and approved as part of the Levels of Excellence process to update the Policy and Procedure Manual. Board Members were asked to sign an Affirmation to acknowledge they had read the description and agreed to uphold the duties of board membership. Members were asked to return the form to staff after the meeting.

Executive Director Goals for FY16

A FY16 Meeting Schedule and Calendar of Board Activities was presented to members. Bremner noted the calendar of events includes State reporting deadlines and required activities laid out in the Policy and Procedure manual. Bremner's Goals and Professional Development Plan FY16 was also presented. These goals will be revisited in the spring to review outcomes.

A motion to approve the Executive Director Goals for FY16 was made by Kimberly Peterson and seconded by Marvin DeJear. THE MOTION CARRIED UNANIMOUSLY.

ECI State Board - Update

Bremner reported the board appeal of the Levels of Excellence recommendation of "compliant." was submitted to the Department of Management on June 24, 2015 and included the meeting minutes from the June 24th board meeting. The ECI TA Team reported a state board committee of four members has been formed to review the PCECI LOE materials and make a recommendation at the next state board meeting on September 11th, 2015. Bremner and Davis will attend the meeting in Council Bluffs and will report on results of the committee recommendation and state board vote at the PCECI September board meeting. This is the first time a local ECI area board appeal has been processed this way. Previously boards directly addressed the state board regarding recommendations. Brook Rosenberg recommended outlining the timeline and process for the State Board to share local perspective on the new process. Bremner will speak with the TA Team again for clarity on why the board cannot address the committee and when the board will learn of the recommendation of the committee.

Bremner is working with Youth Emergency Shelter & Services to resolve an issue regarding collected data for the Blumenthal Crisis Nursery contract. The State ECI Board added demographic information for heads of household for FY15 contracts with crisis/emergency providers. Lutheran Services in Iowa Respite Options and Youth Emergency Shelter & Services are the only two PCECI-funded programs that fall under this reporting category. Because more than half of the children are brought in by the police or DHS, YESS is not able to collect Head of Household information for all children served. YESS is able and willing to collect this information on all parent-admitted children. Bremner is working with YESS and the State TA Team to revise their contract to bring them into compliance with reporting requirements. Bremner will update the board during the September meeting.

Presentation and Approval: PCECI FY15 Annual Report

Bremner presented the annual report for board review and approval.

- Members received FY15 Expenditure Reports for SR and EC indicating final expenditures and carry-forward amounts for each fund. These carry-forward amounts include interest earned. They also received the annual report financial statements. Members walked through these documents for each contract and all other expenditures.
- School Ready Funds FY15 expenditures were \$2,575,473.12 with a 7% carry-forward totaling \$187,155.86.

- Early Childhood Fund FY15 expenditures were \$1,014,680.49 with 18% carry forward totaling \$190,927.39.
- State financial statements for each fund includes FY14 reported numbers and FY15 final numbers, which are the number the FY16 budget was built on. The Fiscal Agent has approved the final FY15 Expenditure Report and State financial statement forms and will sign the required forms before they are submitted online.
- State annual reporting groups like services together making it difficult to evaluate individual programs. Bremner created a report for members to see individual program results; she walked members through this report for each funded program.
- Program deadline for submitting end of year data was July 24. Programs will receive their data reviewed by members. Bremner will begin meeting with programs, focusing on programs where outcome data raises concerns or questions.
- Bremner stated she is meeting monthly with new programs with EMBARC and Blank Children's Hospital and will have an update at the October meeting.
- Cathy Wheatcraft reported the first year of the Bridges to Quality program was very successful and exceeded their expectations. Because of the program's success, they have seen a significant increase in their consulting work with Latino providers. CCR&R is anticipates continued growth in numbers served because of this program.
- Dara Madigan reported the WAGE\$ program did extremely well in FY15 and currently has a waiting list for participants for FY16. The PCECI funds are focused on providers at a level 4 or higher in QRS and with a 10 percent or greater enrollment of subsidized children.
- Dave Arens thanked Bremner for her work presenting complete data and longitudinal outcomes for each funded program. He pointed to the importance of reviewing historical data to evaluate the impacts of funding choices made by the board.

A motion to approve the PCECI FY15 Annual Report was made by Rocio Hermosillo and seconded by Cindy Elsbernd. THE MOTION CARRIED UNANIMOUSLY.

Administrative Report

Bremner's August Administrative Report was presented to board members.

Old Business

None.

New Business

Knoll reported he and Bremner will be setting up dates for informal board get-togethers after work every 4-6 months to allow members to socialize.

Public Comment

None

Adjourn

Knoll asked for a motion to adjourn the meeting at 9:35 am.

A motion to adjourn the meeting was made by Tom Slater and seconded by Shane Schulte. THE MOTION CARRIED UNANIMOUSLY.