

POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING
United Way of Central Iowa – Leadership Room
Des Moines, Iowa
August 27, 2014

Voting Members Present: Judy McCoy Davis, Jem Gong-Browne, Sam Carrell, Marvin DeJear, Claudia Hawkins, Rocio Hermosillo, Bryan Huggins, Natali Justiniano Pahl, Matt Knoll, Doua Lor, Kevin McCarthy, Kimberly Peterson, Craig Sieverding, Tom Slater, JoEllen Spriggs-Dixon; Joyce Pingel was present via teleconference

Voting Members Absent: Mike Bandstra, Cindy Elsbernd, Shane Schulte, Georgia Sheriff

Ex-Officio Members Present: Dave Arens

Ex-Officio Members Absent: Dave Discher, Don Doudna, Brook Rosenberg

Staff Present: Barb Bremner, Jody Kanne

Welcome and Introductions

Board Chair Judy McCoy Davis welcomed everyone to the Polk County Early Childhood Iowa Board meeting at 8:00 a.m. Quorum was met at this time. The meeting began with brief introductions from returning Board members followed by introductions of the six incoming members. Davis thanked the new members for their 100% participation at orientation.

Election of New Member

Craig Sieverding's application for board membership was presented. Sierverding specializes in health law and will represent the required interest group perspective of health.

A motion to approve Sieverding's application was made by Carrell and seconded by Claudia Hawkins. THE MOTION CARRIED UNANIMOUSLY.

Approval of June 2014 Minutes

A motion to approve the June 18, 2014 minutes was made by Tom Slater and seconded by Marvin DeJear. THE MOTION CARRIED UNANIMOUSLY.

Monthly Financial Statements

Bremner presented the financial statements. These statements are a cash accrual presentation of financial transactions which took place during the first month of fiscal year 2015.

School Ready

- FY15 PCECI School Ready funding is \$2,652,567.00.
- Year to date receipts total \$663,141.75.
- Carry Forward funds total \$100,752.07 and represent 4% of FY14 SR funds.
- At the end of July 2014 FY15 School Ready funds of \$7,010.03 had been expended.

Early Childhood

- FY15 PCECI Early Childhood funding is \$1,083,691.00.
- Year to date receipts total \$0. As of end of July EC funds had not been received.
- Carry Forward funds total \$116,401.59 and represent 11% of FY14 EC funds.
- At the end of July 2014 FY15 Early Childhood funds of \$4,253.10 had been expended.

A motion to approve the July 2014 financial statements was made by Claudia Hawkins and seconded by Marvin DeJear. THE MOTION CARRIED UNANIMOUSLY.

Preschool Transportation Proposal

Bremner presented a transportation proposal for refugee children living at Deer Ridge Apartments (310 units of Section 42 affordable housing for low income residents). Deer Ridge is located in Des Moines along 63rd and Park with no sidewalks, no public transportation and no grocery. Bremner has been working with community members to help find a solution so resident 4-year old children can attend preschool. Fall 2013 34 children from Deer Ridge enrolled in Kindergarten and only 2 of the 34 had a previous preschool experience. The cost for a pilot program for transportation of 12 children would be \$34,380.00. Community partners have committed \$25,000.00.

Carrell moved that the board consent to contributing funds up to the remaining balance of \$9,380.00. The amount will be determined once all contributing entities have finalized their amounts. Discussion followed. It was noted that this is a one time stop gap expenditure. *THE MOTION CARRIED UNANIMOUSLY.*

Policy & Procedure Updates

Davis reminded the board that a few months ago they decided they wanted to get the new revised policies & procedure manual in sections rather than all at once. She presented the first section of the revised PCECI Policies & Procedures for board approval. This section covers Board Operations and Meetings. Davis noted Section 1.6 Officer Roles & Responsibilities includes a job description for officers which we do not currently have. She noted that each policy refers to an Iowa Code or PCECI by-laws reference if there is one.

A motion to approve Part 1 of PCECI Polices & Procedures was made by Slater and seconded by Carrell. THE MOTION CARRIED UNANIMOUSLY.

Davis indicated at the next two meetings the other sections will be presented. At the next meeting the policies relating to Financial and Administrative issues will be presented. Davis asked for member input on setting spending limits for non-contracted amounts. No preference was expressed.

Presentation and Approval: PCECI FY14 Annual Report

Bremner presented the annual report for board review and approval. Some of points noted were:

- This report tracks expenditures and outcomes. Bremner stated that the online submission this year makes the report less useful to us than past versions because programs are not evaluated individually. Bremner noted that the financial reports had been reviewed by the fiscal agent and the state technical assistance team previous to the meeting.
- Board composition and attendance is reported to the state. It was noted that while we never had attendance of less than 50% we did have one meeting where we did not meet quorum and were unable to do any action items. Davis reminded board members to let the staff know if they will be attending a meeting or not as soon after they receive the agenda as possible.
- The transition from Early Childhood Federal Funds to Early Childhood State Funds was noted. The carry forward of federal funds of \$3,221.35 from FY13 plus \$9.63 in interest were required to be reported separately. FY14 resulted in 11% state funds carry-forward.
- School Ready Funds FY14 resulted in 4% carry-forward.
- Administrative Expenses are only State EC and SR funds and include all operating expenses except salary and benefits, which are reported in the director component.
- The reporting for funded programs is different than in the past; members can no longer evaluate programs from these reports since like services are grouped together and the

funding and outcomes reported together. The State selected the Performance Measures they wanted reported on therefore not all measures are represented.

- Davis noted any changes, revisions or corrections to the report would require a telephonic meeting of the board for approval due to the fact the report is due by September 15, which is before the next scheduled meeting.

A motion to approve the PCECI FY14 Annual Report was made by DeJear and seconded by Rocio Hermosillo. THE MOTION CARRIED UNANIMOUSLY.

Website Task Force Formation and Update

Davis informed the board the normal procedure was to have committees/task forces approved and appointed at board meetings, but due to having no meeting in July a task force was formed over the summer to take a look at updating the website. The task force is made up of Gong-Browne, Hermosillo and Shane Schulte. Gong-Browne and Hermosillo reported the task force met with Ryan Rogness at Flying Hippo to make recommendations for changes and upgrades to the website. Gong-Browne reported the suggestions and pricing was received the night before this board meeting, and the task force would have a report on the recommendations next meeting. Flying Hippo did note there may be governmental funding available to help with costs. Davis indicated that if there are other members who want to serve on this task force they should contact her.

One result of the web site meeting was the trial of uploading documents for board members to Goggle Docs. Going forward it is the intent that with the meeting reminder members will be emailed a link to access meeting documents. Responding to questions, Bremner clarified that all board documents are archived on the fiscal agent server, and there is a procedure of updating and storing offsite a daily back-up but at this point those archived documents are not available on the website. Members were encouraged try accessing documents online via the links sent and to share questions or concerns with staff.

Community Plan Update – Timeline and Process

Davis reminded the board that updating the community plan would be a major focus this fall. A list of current indicators included in the *Community Plan 2011* was presented to the board. Board members were asked to begin considering if these are the indicators the board wants to use and if there were others that should be included. During discussion that followed transportation and the mapping of populations of low-income families were mentioned. Davis indicated that surveys will be developed and sent to the board, service providers and families with children 0-5. Board members will then be asked to forward these provider and family surveys to their community contacts. Davis asked for volunteers and Hawkins, DeJear and Sieverding agreed to serve on the community plan task force.

Business Case for Early Childhood Investment in Central Iowa

A copy of the new 2014 Business Case was provided to members' reference. This was produced by the Child and Family Policy Center and was co-funded with United Way. Davis noted that the document includes data on Dallas and Warren counties and also on children older than 5. Members were asked to read the document and let Bremner know what other data they think would be important in order to develop the community plan.

Administrative Update

Bremner will distribute an electronic update. The new board member orientation was held August 20. The member book has been updated. Members received a link to all documents on Google Docs. If a hard copy is preferable members should let staff know. Bremner reported a proposal was submitted August 20th for the Early Head Start Child Care Partnership funding opportunity. It

was a collaboration of Drake University Head Start, PCECI, United Way, Children & Families of Iowa and child care centers within the coalition supported by PCECI. Bremner contributed to the writing of the Community Needs section. Last week's Early Childhood Family Support Forum was well attended by home visiting staff, clients and board members.

Old Business

Davis reminded board members to continue to put early childhood issues in front of candidates for office this fall.

New Business

Getting Ready for Kindergarten 2014-2015 calendars in both English and Spanish were available for board members to look at and take if they desired. Bremner reported that this is the 10th year PCECI and United Way have jointly produced the calendars, and they are always received enthusiastically by our funded partners.

Bremner noted the FY15 Board Meeting schedule, updated member roster, and Legislative Services Agency Overview of ECI is included in meeting materials.

Public Comment

None reported.

Adjourn

The meeting adjourned at 9:32 a.m. The next meeting will be held September 24th at 11:30 a.m. in UWCI Leadership Room.