



**POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING**  
**United Way of Central Iowa – Leadership Room**  
**Des Moines, Iowa**  
**June 22, 2016**

**Voting Members Present:** Matt Knoll, Sam Carrell, Jem Gong-Browne, Claudia Hawkins, Bryan Huggins, Natali Justiniano Pahl, Josh Mandelbaum, Judy McCoy Davis, Joyce Pingel, Shane Schulte, Tom Slater; Marvin DeJear & Georgia Sheriff arrived at 8:05 a.m., Craig Sieverding arrived at 8:15 a.m., Cindy Elsbernd arrived at 8:40 a.m.

**Voting Members Absent:** Nick Dial, Kimberly Peterson, JoEllen Spriggs-Dixon

**Ex-Officio Members Present:** Brook Rosenberg

**Ex-Officio Members Absent:** Dave Arens, Terry Harrmann

**Staff Present:** Barb Bremner, Jody Kanne

**Guests Present:** Lora Patton, Regional Director, Child Care Resource & Referral

**Welcome and Introductions**

Board Chair Matt Knoll welcomed board members and guests to the Polk County Early Childhood Iowa Board meeting at 8:00 a.m. Quorum was met at this time.

**Approval May Minutes**

The May 25, 2016 minutes were presented to the board. There were no comments or corrections.

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

Marvin DeJear and Georgia Sheriff arrived at 8:05 a.m.

**Monthly Financial Statements**

Barb Bremner presented the financial statements through the end of May. These statements are a cash presentation of financial transactions which took place through May of fiscal year 2016.

**School Ready**

- FY16 Polk County ECI School Ready funding is \$2,695,183.00.
- Carry Forward funds total \$187,155.86. These have been budgeted into contracts and will be expended before FY16 funds.
- Year to date receipts as of end of May total \$2,695,183.00. (All payments received.)
- Additional receipts of \$9,962.79 interest.
- At the end of May, School Ready funds of \$2,026,265.37 had been expended.
- Spending is approximately 70% of total School Ready funds. Last year at end of May 2015 76% of funds had been expended
- 100% of Carry Forward funds, \$187,155.86 have been expended.

## **Early Childhood**

- FY16 Polk County ECI Early Childhood funding is \$1,123,171.00.
- Carry Forward funds total \$190,927.39. These have been budgeted into contract lines within the budget and will be expended before FY16 funds.
- Year to date receipts as of end of May total \$1,123,171.00. (All payments received).
- Additional receipts of \$5,445.50 interest.
- At the end of May Early Childhood funds of \$939,113.57 had been expended.
- Spending is approximately 71% of total Early Childhood funds. Last year at end of May 2015 70% of funds had been expended
- At the end of May \$189,632.01 or 99.3% of Carry Forward funds had been expended.

*A motion to approve the May 2016 financials was made by Judy McCoy Davis and seconded by Sam Carrell. THE MOTION CARRIED UNANIMOUSLY.*

## **Fiscal Agent Agreement**

The board discussed renewing the Fiscal Agent Agreement with United Way of Central Iowa at their March meeting. Knoll reported members were happy with the agreement with United Way of Central Iowa, and there would be no proposed changes in fiscal agent or the agreement for FY17.

*A motion to approve United Way of Central Iowa as the fiscal agent and the FY17 Fiscal Agent Agreement was made by Tom Slater and seconded by Georgia Sheriff. THE MOTION CARRIED UNANIMOUSLY.*

Craig Sieverding arrived at 8:15 a.m.

## **Board Conflict of Interest Forms**

Conflict of Interest forms were presented to board members. Bremner requested members fill out the forms and return to her after today's meeting. Members inquired about how to identify potential conflicts. Knoll requested members use their best judgement and err on side of caution if they believed they have any potential conflicts. Discussion brought up point that forms include "at this time" and also ask members to notify the board if circumstances change. Bremner noted the State ECI's form and United Way's forms were consulted to create Polk County ECI's Conflict of Interest form. This form will be added to the review of governance documents to take place in the next fiscal year.

## **Election of Board Members**

Craig Sieverding reported the Governance Committee contacted board members whose terms end June 30, 2016. After reaffirming member intent to serve, the committee makes the following recommendations:

### **Members serving a second full term:**

- Sam Carrell
- JoEllen Spriggs-Dixon

### **Members serving first full term:**

- Jem Gong-Browne
- Bryan Huggins

*The committee recommendations for board members were approved unanimously.*

### **Election of Board Officers**

Sieverding reported the Governance Committee's recommendations for officers:

- Matt Knoll – Board Chair
- Shane Schulte – Board Vice-Chair

Schulte will replace Rocio Hermosillo.

*The committee recommendations for board officers approved unanimously.*

Currently there are two openings on the board. These do not need to be filled for compliance but will be filled as part of the succession plan. The committee will be reformed next fiscal year and will continue the recruitment and nomination of members.

### **Executive Director Compensation Recommendation**

Knoll reported the Executive Director Compensation Committee recommended at the May meeting the executive director compensation for FY17 be set at a salary of \$79,000; this represents an approximate increase of 3.4%. The professional development dollars totaling \$1,300 not used this fiscal year will be carried forward to be used in next year's budget.

*The committee recommendations for the Executive Director's compensation approved unanimously.*

### **Oak Academy request for funding**

The board had previously approved a funding request from Oak Academy for \$7,000 to help furnish a new infant room. Oak Academy notified Polk County ECI they would not need these funds because Early Head Start reimbursed the center for the furnishings through the Early Head Start Child Care Partnership. Oakridge Neighborhood Services has been working with First Children's Finance to help lay out marketing and financial goals for their child care center. Board members were provided First Children's Finance proposal for Oakridge Neighborhood Services. Oakridge's board approved the plan and is now requesting funding assistance to move forward with the recommendations. Bremner recommends funding one-third of the project out of this year's budget using the dollars that had previously been approved for the infant room funding.

*A motion to approve \$4,167 for Oak Academy was made by Sam Carrell and seconded by Shane Schulte. MOTION APPROVED UNANIMOUSLY.*

Members requested Teree Caldwell-Johnson and Leann Williams with Oak Academy share the project progress with the board this fall. Josh Mandelbaum suggested it might be beneficial to contribute some extra dollars to gain a broader market analysis which would be informative for all supported centers. Members also discussed how beneficial First Children's Finance's services could be for many of our funded programs and if their proposals could be scaled to meet their

needs. The suggestion was made that First Children's Finance present to the board in the next fiscal year.

Cindy Elsbernd arrived at 8:40 a.m.

### **Annual Budget and Program Funding FY17**

Members were presented with a draft FY17 spreadsheet outlining School Ready and Early Childhood budgets. Any funds not used this year can be carried forward to FY17 programming. Estimated carry forward funds are \$68,238 for School Ready and \$200,000 for Early Childhood. Bremner noted these are only estimates until FY16 books are officially closed by our fiscal agent.

An updated draft of the FY17 funding recommendations for currently funded programs was also presented to board members. The document outlines program funding history and member review comments and recommendations. This document reflects the board meeting discussion of May. Carrell reported he and Bremner met with LSI staff regarding the funding reduction for the Respite Options program for FY17. Carrell relayed the board's disappointment with their presentation and that Polk County ECI will be re-examining future funding of respite programming in general. Bremner and Carrell offered suggestions to program managers to increase awareness of the program and other funding options. After this meeting, Carrell and Bremner recommend funding LSI Respite at \$23,500 for FY17, matching what the program will spend this fiscal year.

Jem Gong-Browne and Joyce Pingel departed at 8:45 a.m.

Claudia Hawkins departed at 8:50 a.m.

Marvin DeJear departed at 9:00 a.m.

Bremner reported she met with Des Moines Public Library regarding their funding request for 100's of Stories Make Reading Count! program. She relayed to library staff the boards concerns after their presentation regarding program outreach, especially to underserved populations, as well as pacing a priority on children ages 0-3. Dory Briles will take the board's feedback back to the DMPL staff and rewrite their proposal. A place holder for \$42,000 the DMPL program has been added in School Ready, Other Services for potential future funding of a literacy effort lead by the library.

*A motion to approve the Draft FY17 Early Childhood and School Ready Budget as presented was made by Sam Carrell and seconded by Judy McCoy Davis. MOTION CARRIED UNANIMOUSLY.*

Bremner will submit the budget to the State online along with the approved and signed Fiscal Agent Agreement. Once the proposed contract amounts are approved by the State, contracts will be sent out to each agency.

### **Executive Director Succession Report**

Bremner stated all Polk County ECI documentation is stored on the shared server at United Way of Central Iowa. Administrative Assistant Jody Kanne is familiar with where the Polk County ECI folder is located on the server and how the files are categorized. All hard copies are stored in United Way's storage area in the basement. Any documents filed with the State are archived on the State data base.

### **Proposed FY17 Schedule for Board Meetings**

The proposed FY17 meeting schedule was presented to board members. Monthly meetings will be held at United Way of Central Iowa's office. Meeting times will alternate between morning and mid-day to accommodate member schedules. Bremner will send out electronic Outlook invitations for the upcoming meeting dates.

Knoll will be scheduling another social gathering for board members in August. More details to come.

### **Proposed Board Development and Committees for FY17**

Bremner reported the following committees would be formed in August for work in the new fiscal year:

- Preschool Programming/Child Care Center
- Marketing/Public Awareness
- Governance

Additionally, the Governance Document Review and Executive Director Compensation Committee's will be established during FY17.

Members were asked to consider which committee they would like to sit on for the upcoming year. They will be asked to sign up at the August meeting.

Carrell expressed concern over the transportation issues which seem to be a common obstacle for many of our agencies. Carrell and Schulte agreed to work together to on this issue. United Way's OpportUNITY work currently has a workgroup dedicated to transportation issues; Bremner will provide contact information to Carrell and Schulte for the work group.

Relating to transportation, Bremner reported that Oakridge Neighborhood has purchased a bus and is working with the property owners at Deer Ridge to enroll the children in their preschool program. This is a sustainable solution to the barrier to preschool enrollment posed to children living at the Deer Ridge complex.

### **Administrative Report**

Bremner gave a brief update on the following:

- Bremner attended Dr. Blechman's presentations June 1 and 2<sup>nd</sup> on early brain development in children. Dr. Blechman stressed the importance of advocacy and making early investments in our children's lives.
- The State Board meeting was held June 3<sup>rd</sup>. A committee will be formed to review the Early Childhood grant formula. There will be room for local area ECI board members to sit on the review committee. Please let Bremner know if you would like to sit on the committee.
- Levels of Excellence will not be required after this year. A review committee will be established to revise the accreditation process. Brook Rosenberg reported that he has volunteered to sit on the review committee.

Bremner will share her full Administrative Report electronically.

### **Old Business**

None

### **New Business**

McCoy Davis reported 4 years ago ECI held a candidate forum in the fall that was well attended. Davis and other members agreed it would be beneficial to consider organizing another forum this fall. Bremner will work with community collaborators and provide an update on this next meeting.

Cindy Elsbernd reported Des Moines Public Schools is gathering volunteers for a door knocking campaign aimed at the new 3<sup>rd</sup> Grade Reading. Volunteers are going door-to-door asking for individuals to volunteer 1 hour per week reading to children through the Everybody Wins! program. Their goal is to sign up 500 new volunteers to read to children ages K-3<sup>rd</sup> grade. The door knocking campaign will run through the end of July. Elsbernd will send a link to Bremner to include when she sends out today's minutes. Bremner reminded members who might need a shorter time commitment of the Book Buddy program through United Way's Women's Leadership Connection that targets preschool children. This preschool reading program connects children entering kindergarten the following fall with a book buddy to read with them 30 minutes each week.

Shane Schulte and Brook Rosenberg departed at 9:35 a.m.

McCoy Davis thanked Knoll for his leadership of the board this past year.

Sheriff reported on a two-day workshop the Robert D. and Billie Ray Center will be holding in August for At-Risk Youth and Character Education. The workshops will be held in Des Moines and Cedar Falls. A flyer was handed out to board members with registration details.

### **Public Comment**

None reported

### **Adjourn**

*A motion to adjourn the meeting was made by Sam Carrell and seconded by Judy McCoy Davis. THE MOTION CARRIED UNANIMOUSLY.* The meeting adjourned at 9:38 a.m.