

POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING
United Way of Central Iowa – Leadership Room
Des Moines, Iowa
September 24, 2014

Voting Members Present: Judy McCoy Davis, Sam Carrell, Marvin DeJear, Cindy Elsbernd, Rocio Hermosillo, Bryan Huggins, Matt Knoll, Joyce Pingel, Georgia Sheriff, Craig Sieverding, Tom Slater, JoEllen Spriggs-Dixon. Shane Schulte arrived at 11:45.

Voting Members Absent: Jem Gong-Browne, Mike Bandstra, Claudia Hawkins, Natali Justiniano Pahl, Doua Lor, Kevin McCarthy, Kimberly Peterson

Ex-Officio Members Present: Dave Discher

Ex-Officio Members Absent: Dave Arens, 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 11:35 a.m. Quorum was met at this time. Davis announced that Don Doudna tendered his resignation to the State Board so he is no longer a member of the PCECI board as well.

Approval of August 2014 Minutes

Judy asked for any changes to the August 2014 Minutes. With none being heard, THE MINUTES WERE APPROVED 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 two months 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 August 2014 FY15 School Ready funds of \$148,236.72 had been expended.

Early Childhood

- FY15 PCECI Early Childhood funding is \$1,083,691.00.
- Year to date receipts total \$270,922.75.
- Carry Forward funds total \$116,401.59 and represent 11% of FY14 EC funds.
- At the end of August 2014 FY15 Early Childhood funds of \$76,179.84 had been expended.

A motion to approve the September 2014 minutes was made by JoEllen Spriggs-Dixon and seconded by Sam Carrell. THE MOTION CARRIED UNANIMOUSLY.

Executive Director Compensation Review

Sam Carrell, chair of the Compensation Review Committee, reported on the committee's recommendations. After careful review of results of Bremner's performance evaluation, current

benefit package and the current United Way benefit package, the committee recommended a 5% salary increase for FY15. The committee did note that Bremner is not taking advantage of the health benefit and would like to inquire about any possible discounts from United Way for this. Bremner's goals and professional development plans for FY15 were presented to the board. The committee recommended budgeting \$1,300 for professional development for the executive director. This would cover all of professional development activities in the proposed plan for the year. Davis noted the salary increase would be retroactive to July 1, 2014. Carrell thanked Shane Schute and Tom Slater for their participation on the committee, and they thanked Carrell for his leadership.

Carrell moved for approval of the committee's recommendations. *THE MOTION CARRIED UNANIMOUSLY.*

Liability Insurance Recommendation

Bremner presented five policy options and recommended going with the Iowa Communities Assurance Pool (ICAP) coverage. ICAP, along with Jester Insurance, is listed on ECI Tool T and has the lowest rates. ICAP provides liability insurance for approximately half of local ECI areas. The policy would begin October 1, 2014, and run for 12 months. In October of 2015 the Board would apply for an extension to have the policy to run through June 30, 2016 (FY16). Thereafter the policy would be for the fiscal year. During the discussion, Carrell inquired if ICAP was rated, Bremner indicated she would check on their rating and get that information back to the board.

A motion to go with the ICAP proposal as presented was made by Joyce Pingel and seconded by Rocio Hermosillo. THE MOTION CARRIED UNANIMOUSLY.

Website Recommendation

Shane Schulte, member of the Website review task force, reported on the website proposals for updates from Flying Hippo. Flying Hippo's recommendations were presented to the board with the priorities identified by the task force for updates highlighted. The task force recommended proceeding with:

- Continue current hosting agreement costing \$660/year (\$55/month)
- Setting a limit of \$5,500 expenditure limit and prioritize updating site by adding/improving:
 - Dropdown to Top Navigation to help users find information faster
 - Minutes & Agenda System to more efficiently present required information
 - Interactive Homepage Component to make site more engaging
 - Testimonials refreshed and connected across pages to more effectively communicate importance of local programs
 - Events System to more clearly present uploaded events

Davis noted the website is a required part of the LOE and the information needs to be current and useful to the public. During the discussion, the question was raised as to who will be responsible for keeping uploaded information updated on the website after the site is updated, and this is yet to be worked out. During the discussion it was noted the highlighted updates are more than the task force recommended \$5,500 expenditure limit, but committee members indicated that Flying Hippo seems willing to work with PCECI on completing as much work as possible once we submit a priority list to them.

Schulte moved for acceptance of the task force's recommendation. THE MOTION CARRIED UNANIMOUSLY.

Preschool Transportation Agreement

Bremner presented a proposed agreement between Visiting Nurse Services of Iowa, United Way of Central Iowa and PCECI in regard to the transportation of preschool children from the Deer Ridge complex off 63rd Street. United Way requested PCECI be included on the Preschool Transportation Agreement which delineates responsibilities between the various organizations. VNS has changed its insurance coverage to be able to transport the children and has issued the necessary parental release forms. For PCECI's part, Bremner will process invoices and submit to United Way for payment. Bremner noted the van is now full with 12 children from Deer Ridge complex enrolled and attending DMPS full-day preschool.

A motion to approve the Preschool Transportation Agreement was made by Slater and seconded by Pingel. THE MOTION CARRIED UNANIMOUSLY.

FY 13 Expenditure Review

Davis informed the board that this year PCECI was one of the ECI areas chosen to be included in contract monitoring of FY13 expenditures. Annually the state team chooses approximately 5 areas to monitor. The expenditures monitored were Early Childhood funds (federal monies). The process was initiated by DHS in May 2013. On September 10th an emailed request was made with a deadline of returning all requested documentation with 10 days of the request. PCECI and 15 PCECI-funded programs have been asked to supply detailed documentation of expenditures. An update on the process and any results will be on the October agenda.

Contract Monitoring Schedule

Davis reminded the board that annually each local board is required to approve a contract monitoring schedule and submit it to the state prior to September 30. Bremner presented a detailed month-by-month proposal to the board for the current year. The proposal includes onsite monitoring of 13 of 37 contracts for the upcoming fiscal year. This proposal would put funded programs on a 3-year cycle for contract monitoring. During discussion Bremner assured the board that more frequent reviews will continue to be done, as they are now, when there are staff changes or questions/concerns. All invoices received are reviewed for appropriate expenditure and accuracy prior to processing. Programs outcomes on performance measures will continue to be evaluated annually.

A motion to approve the Contract Monitoring Schedule was made by Slater and seconded by Pingel. THE MOTION CARRIED UNANIMOUSLY.

Capitol Park Request to Use Funds

Bremner informed the board that the director of Capitol Park Early Learning Center left the center in the second half of August. Capitol Park is one of the coalition centers receiving the services of the Resource Team and with a PCECI contract to receive quality improvement funds. In addition to loss of the director several teaching staff left in August impacting the enrollment numbers. The director of the Little Scarlets program at East High School is acting as interim director at Capitol Park as the Capitol Park ELC board evaluates the situation. While the Capitol Park Board assesses the finances of the center they are requesting permission to use \$31,017.82 of the contracted Capacity Building Funds for payroll and to pay outstanding expenditures from this fiscal year. This is an estimate of the amount the board anticipates they will need to invoice. The exact expenditures would be fully documented when the invoice is submitted

In response to this situation Capitol Park ELC is receiving United Way funds to hire a short-term financial professional to evaluate the financials. Bremner has spoken with the Capitol Park board chair. During the PCECI board discussion concern was expressed that if quality improvement funds were approved for the requested use of meeting these expenditures that there still would be

a need for adequate funding for professional development and support of new staff. It was requested the Capitol Park board develop and share with PCECI a timeline for hiring of a new director and adding board membership. While the critical service provided by this center was acknowledged, PCECI Board members also expressed worries that changes need to be implemented by the board of Capitol Park ELC to ensure that they do not experience repeating crisis events and that there is consistent quality for the children in the care of Capitol Park.

A motion to accept Capitol Park's request to repurpose up to \$31,017.82 of the currently contracted amount of \$39,000 in Capacity Building Funds for meeting payroll and outstanding FY15 expenditures was made by Cindy Elsbernd and seconded by Slater. THE MOTION CARRIED UNANIMOUSLY.

Terry Harrmann Recommendation for State Board

Former board member Terry Harrmann is submitting an application for a position on the Early Childhood Iowa State Board. Davis asked the board to approve submitting the required letter of support for Harrmann.

A motion to submit a letter in support of Terry Harrmann was made by Sheriff and seconded by Slater. THE MOTION CARRIED UNANIMOUSLY.

Policy and Procedures Updates

Davis presented the following personnel and office policy additions for the policy and procedure manual: Hiring process for the executive director; Executive director job description; Orientation for a new executive director; Succession plan for executive director; Executive director compensation; Hiring of additional staff; Staff performance reviews and compensation; Staff expense reports/reimbursements; Property log; Open records; and Record retention and storage.

A motion to approve these additions to the policy and procedure manual was made by Pingel and seconded by Carrell. THE MOTION CARRIED UNANIMOUSLY.

Board Officers Job Descriptions

Following up on a policy approved at the August board meeting, the board reviewed a proposed job description for board officers.

A motion to approve the Board Officer Job Descriptions was made by Hermosillo and seconded by Marvin DeJear. THE MOTION CARRIED UNANIMOUSLY.

Committee Work

Davis indicated she plans to send out information on proposed committees for members to participate in during this fiscal year.

Community Plan Update

Davis informed the board that the committee working on the parent and partners surveys, which will be used to develop our committee plan, has met and is working on a draft that will be sent out to all board members for review. Once the survey design is complete, they will be sent out in hard copy as well as electronically using Survey Monkey. The survey will be sent to all board members and to all funded program partners and other community programs providing services for children ages 0-5. Board members were encouraged to forward the survey to their community contacts as well. Davis asked that any feedback on the draft be sent to Bremner as soon as possible after the board members receive the draft so that the surveys can go out next week.

Communication – Google Drive and Doodle as tools

Bremner requested feedback from members on the use of Google Drive for providing access to board documents. Board members were in agreement Google Drive was working well. Bremner will use Doodle to help convene smaller committees.

Administrative Update

Board members were presented with a hard copy of the administrative update and an electronic version will be sent out.

Old Business

None reported.

New Business

None reported.

Public Comment

None reported.

Adjourn

The meeting adjourned at 12:58 p.m. The next meeting will be held October 22nd at 8:00 a.m. in UWCI Leadership Room.