

POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING

United Way of Central Iowa – Leadership Room

Des Moines, Iowa

October 22, 2014

Voting Members Present: Judy McCoy Davis, Jem Gong-Browne, Marvin DeJear, Claudia Hawkins, Bryan Huggins, Natali Justiniano Pahl, Matt Knoll, Kimberly Peterson, Joyce Pingel, Shane Schulte, Craig Sieverding, Tom Slater, JoEllen Spriggs-Dixon; Rocio Hermosillo arrived at 8:06 am.

Voting Members Absent: Mike Bandstra, Sam Carrell, Cindy Elsbernd, Kevin McCarthy, Georgia Sheriff

Ex-Officio Members Present: Dave Arens

Ex-Officio Members Absent: Dave Discher, Brook Rosenberg

Staff Present: Barb Bremner, Jody Kanne

Guest: David Opie, Finance Director, United Way of Central Iowa

Welcome and Introductions

Board Chair Judy McCoy Davis welcomed everyone to the Polk County Early Childhood Iowa Board meeting at 8:04 am. Quorum was met at this time.

Davis reported Doua Lor tendered his resignation from the board. Lor's resignation does not affect compliance with the required gender balance or representative of the required interest groups, therefore his position will be filled at the end of the fiscal year.

Approval of Amended August 2014 and September 2014 Minutes

August minutes were re-presented because of the omission of the action item for the monthly financials. The amended August 2014 minutes and September 2014 minutes were presented to the board. *A motion to approve both minutes was made by Joyce Pingel and seconded by Tom Slater. THE MOTION CARRIED UNANIMOUSLY.*

Monthly Financial Statements

Barb Bremner presented the financial statements. She noted the revisions made to these documents to itemize the expenditures approved at last month's meeting.

These statements are a cash accrual presentation of financial transactions which took place during the first three 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.
- At the end of September School Ready funds of \$357,271.53 had been expended.
- Spending is approximately 13% of total School Ready funds. Last year at this time 14.7% of funds had been expended.
- Carry Forward funds total \$100,752.07 and represent 4% of FY14 SR funds.
- At the end of September \$58,080.37 in carry forward funds had been expended.

Early Childhood

- FY15 PCECI Early Childhood funding is \$1,083,691.00.
- Year to date receipts total \$270,922.75.
- At the end of September 2014 FY15 Early Childhood funds of \$149,894.28 had been expended.
- Spending is approximately 12.5% of total Early Childhood funds. Last year at this time 16.8% of funds had been expended.
- Carry Forward funds total \$116,401.59 and represent 11% of FY14 EC funds.
- At the end of September \$43,241.72 in carry forward funds had been expended.

Approval of September 2014 Financial Statements:

A motion to approve the September 2014 financials was made by Shane Schulte and seconded by Bryan Huggins. THE MOTION CARRIED UNANIMOUSLY.

Amended Annual Budget FY14

Bremner presented for board approval the Amended Budget FY14 that will be submitted to the State. This budget reflects the revisions shown on the financial statements which were revised after the September board meeting.

A motion to approve the Amended Budget FY14 was made by Bryan Huggins and seconded by Claudia Hawkins. THE MOTION CARRIED UNANIMOUSLY.

Introduction of Dave Opie, Finance Director, United Way of Central Iowa

Bremner introduced Dave Opie, Finance Director for fiscal agent UWCI to the board. Six months ago Opie joined the Business Services team of UWCI. Bremner has been working with Opie and staff to comply with the Contract Monitoring. He is creating a response to the final report on the specific items which include comments or recommendations for the fiscal agent. Opie stated he is working with Sarah Roy, Chief Operating Office, on some line items that specifically address United Way as fiscal agent.

DHS Contract Monitoring of FY13 EC Funds Update

Bremner stated that the final report was received October 1st. The report and a letter of resolution have been uploaded for member review. Bremner noted that of the three items requiring responses, comment #10 claiming overbilling by Orchard Place has been addressed and a letter of resolution for that item has been received from DHS acknowledging full documentation of the expenditures billed. The other two review comments requiring response will be addressed in revisions to policies and procedures.

Many of the comments made in the report relate to the language and specifics of the contracts. Davis told the board that we are asking for clarification on just what they want in the contracts as the contracts in place were created using the state provided template, and our policies re: contracts are the same as other area board policies we have seen. Bremner stated this year's contracts do not need to be amended but changes will be incorporated in next year's contracts. During discussion it was pointed out that contract language has focused on outcomes versus time put in and cost expended by out contractors. As a response to the review Bremner is working with programs regarding the expected documentation for expenditures. The Improvement Plan and timeline will be an item for the November meeting. These are due to DHS by Friday, December 5th.

Policy and Procedure Additions

Davis presented the following additions for the policy and procedure manual: Annual Report; Community Plan; Signature Authority; Public Input; Setting of Annual Budget; Amending the Annual Budget; Program Funding, RFP Process; Program Funding Appeals Process; Performance Measure Reports; and Liability Insurance.

A motion to approve the additions to the Policy and Procedures was made by Craig Sieverding and seconded by Kimberly Peterson. THE MOTION CARRIED UNANIMOUSLY.

Davis reminded the board that they had been sent a list of the remaining policies to be addressed which will be discussed and voted on at the November meeting. If there was a policy they thought we needed to add to the list, they should let Davis know as soon as possible. Following the November meeting, all the policies and procedures will be put together in manual form with index and numbers. One final review by the board will occur in December.

Capitol Park Early Learning Center Update

Bremner reported she attended the October 2nd board meeting at Capitol Park where she addressed some of PCECI's concerns and presented the Capitol Park Board with some additional suggestions and resources. Capitol Park has hired an interim director, and PCECI Consultant Amy Curtis is providing consultant services with staff and the interim director. Bremner requested a plan and timeline be provided for hiring a permanent director and strategies and timeline for adding board members. She noted that they are in need of board members, and asked our board to let her know if they knew of anyone who might be willing to serve.

Bremner reported within the last week Capitol Park has invoiced for payroll funds but to date, no operational expenses have been requested. During discussion, Bremner reported that United Way has provided funding for external bookkeeping training.

Community Plan: Data and Indicators

Davis opened the discussion of the Community Plan. She noted the November meeting will be moved to a larger space to allow for funded programs and community partners to attend and provide input. A special meeting will be scheduled in early December to review and discuss the Community Plan draft so revisions can be incorporated and presented for approval at the regular December meeting.

Discussion then focused around the indicators currently used and others the board might want to consider. Members raised issues to consider: should we be doing more in the community; focusing more on advocacy; what are the most important drivers; what can we invest in to affect the outcomes. Bremner was thanked for the manner she presented the indicators. It gave the board an easy visualization of the fact that health statistics are readily available but indicators in other areas are not as easy to obtain.

Bremner will send a Survey Monkey for members to prioritize the top three indicators for each result area. Davis reminded everyone that the focus is on what data will be most meaningful to them, as board members, when making funding decisions. Davis also noted the results of the two Community Plan surveys will be available for the November meeting discussion.

Administrative Report

Board members were presented copies of September and October's Administrative Update.

Old Business

None reported.

New Business

None reported.

Public Comment

None reported.

Adjourn

The meeting adjourned at 9:35 a.m. The next meeting will be held Wednesday, November 19th at 11:30 am. Location is to be determined.