

**POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING**  
**United Way of Central Iowa – Room F**  
**Des Moines, Iowa**  
**November 19, 2014**

**Voting Members Present:** Judy McCoy Davis, Sam Carrell, Marvin DeJear, Claudia Hawkins, Rocio Hermosillo, Bryan Huggins, Natali Justiniano Pahl, Matt Knoll, Shane Schulte, Georgia Sheriff, Craig Sieverding, Tom Slater, JoEllen Spriggs-Dixon; Joyce Pingel arrived at 11:40 a.m.

**Voting Members Absent:** Jem Gong-Browne, Mike Bandstra, Cindy Elsbernd, Kevin McCarthy, Kimberly Peterson

**Ex-Officio Members Present:** Dave Arens

**Ex-Officio Members Absent:** Dave Discher, Brook Rosenberg

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

**Guests:** Annie Wood-Long, VNS 1<sup>st</sup> Five; Mike DeAnda, Des Moines Health Center; Courtney Wolterman, DMHC Smile Squad; Barb Merrill, Iowa AEYC; Susie Guest, DMPS Early Childhood; Stephen Quirk, YESS; Abby Barkley, LSI Respite Options; Elizabeth Presutti, DART; Karen Bougher, YESS; Jeanette Luthringer, VNS Child Care Nurse Consultants; Amy Curtis, Child Care Consultant; Leann Andre, Child Care Resource & Referral; Nick Wuertz, LSI Refugee Services; Dara Madigan, Iowa AEYC; Stacey Walter, Early Child Care Coordinator

**Welcome and Introductions**

Board Chair Judy McCoy Davis welcomed everyone to the Polk County Early Childhood Iowa Board meeting at 11:35 am. Quorum was met at this time.

**Approval of October 2014 Minutes**

The October 2014 minutes were presented to the board. *A motion to approve the October 2014 minutes was made by Craig Sieverding and seconded by Sam Carrell. THE MOTION CARRIED UNANIMOUSLY.*

**Monthly Financial Statements**

Davis reported due to the fact the November meeting was moved one week earlier because of the holiday, the monthly financials were not yet available from our Fiscal Agent. October financials will be presented to the board in December when the meeting will again be a week earlier than is typical; November and December financials will be presented to the board in January.

**Policy and Procedure Additions**

Davis presented the following additions for the policy and procedure manual: Responding to Inquiries from the Public; Responding to Inquiries from the State; Responding to Inquiries from the Media; Use of PCECI Name and Logo; Expense Reimbursement for Board Members; Legal Representation; Annual Review of PCECI Governance Documents; Candidate Endorsement; Program Contracts' Amending Program Contracts; Non-Compliance with Contract Requirements; Program monitoring; Annual Program Review; Fiscal Agent Selection and Agreement; Monthly Invoicing; Invoice Review/Approval/Payment, Staff Expense Reports/Reimbursements; Interest Earned.

Davis noted that with these policy additions the manual was now complete and would be assembled for a final review in December. Discussion followed on how to make sure that the manual gets used and doesn't just end up on the shelf. JoEllen Spriggs-Dixon noted a grammatical correction in the Program Contracts policy.

*A motion to approve the additions to the Policy & Procedures with the correction was made by Tom Slater and seconded by Marvin DeJear. THE MOTION CARRIED UNANIMOUSLY.*

### **Response to Contract Monitoring Review**

Davis presented the cover letter and proposed improvement plan and timeline which will be sent to the Department of Human Services in response to the recent contract monitoring review. Additional documents will be sent to document operational processes: FY15 Fiscal Process and Procedures and Month-End Close Process. These are the final items requiring action from the desk monitoring review conducted by DHS of FY13 Early Childhood Funds. Davis stated that she has asked the state ECI office for assistance so that we can collect the contract information that meets their needs as well as the board's so that we collect the right data and avoid this situation, which was time consuming for both our staff and our contractors, in the future.

*A motion to approve the Contract Monitoring Review documents was made by Claudia Hawkins and seconded by Georgia Sheriff. THE MOTION CARRIED UNANIMOUSLY.*

### **Capitol Park Early Learning Center Update**

Bremner reported Gloria Sears has been hired as the new director at Capitol Park Early Learning Center. Her first day was Monday, November 17<sup>th</sup>. Sears has a strong background in child care and was previously the director at Loving Arms in Johnston. Bremner reported one Capitol Park board member attended Board Launch training offered by the Community Foundation in November. Bremner also reported Capitol Park will present the results of their most recent audit at their December board meeting.

Stacey Walter reported Capitol Park's license was renewed last month and enrollment is up and approaching capacity. Walter stated Sears has jumped into her new role and brings a fresh perspective to the center.

### **Legislative Update**

Davis reminded board members to work on making contact with their legislators. Members were asked to let Bremner know if they have a connection with a specific legislator that we could make contact with before the session begins. Again this year we are not asking for new funding but for the restoration of funding to 2008 levels.

Dave Arens reported the State ECI Board is working on a statement and plan to increase public awareness and to educate about the level of funding for ECI and how the decrease has impacted the numbers areas are able to serve. He and several fellow state board members will discuss this with ECI Directors at a meeting December 3<sup>rd</sup>. The statement and subsequent document will allow for customization by local areas regarding focus areas and goals.

Members engaged in a brief discussion of advocacy and public awareness. This will be an agenda item for December's regular board meeting.

### **Old Business**

None reported.

### **New Business**

None reported.

### **Community Plan Development**

Funded partners and other community service providers were invited to this month's meeting to contribute to the discussion of community needs and priorities for the board for the Community Plan. Davis welcomed the guests to the meeting and asked for introductions around the room. Board members and guests were presented with a printout of the top three indicators for each result area as determined by the board survey, as well as copies of the Parent/Guardian Surveys which had 460 respondents and Service Provider Surveys which had 26 respondents. Davis asked all participants to break into five groups based on the results areas. Using the surveys and additional handouts provided, the groups brainstormed to determine the gaps in service for their particular area along with priorities and strategies for addressing those gaps. The following groups were formed and reported their results:

- **Healthy Children**
  - Mike Knoll-PCECI Board
  - Craig Sieverding-PCECI Board
  - Annie Wood-Long-VNS 1<sup>st</sup> Five
  - Mike DeAnda-Des Moines Health Center
  - Courtney Wolterman-DMHC Smile Squad
- **Children Ready to Succeed in School**
  - Joyce Pingel-PCECI Board
  - Sam Carrell-PCECI Board
  - Barb Merrill-Iowa AEYC
  - Susie Guest-DMPS Early Childhood
- **Safe & Supportive Communities**
  - Shane Schulte-PCECI Board
  - Bryan Huggins-PCECI Board
  - Tom Slater-PCECI Board
  - Stephen Quirk-YESS
  - Abby Barkley-LSI Respite Options
  - Elizabeth Presutti-DART
- **Secure & Nurturing Families**
  - JoEllen Spriggs-Dixon-PCECI Board
  - Claudia Hawkins-PCECI Board
  - Marvin DeJear-PCECI Board
  - Rocio Hermosillo-PCECI Board
  - Jody Kanne-PCECI Staff
  - Karen Bougher-YESS
- **Secure & Nurturing Early Learning Environments**
  - Natali Justiniano Pahl-PCECI Board
  - Georgia Sheriff-PCECI Board
  - Jeanette Luthringer-VNS Child Care Nurse Consultants
  - Amy Curtis-Child Care Consultant
  - Leann Andre-Child Care Resource & Referral
  - Nick Wuertz-Lutheran Services in Iowa Refugee Services
  - Dara Madigan-Iowa AEYC
  - Stacey Walter-Early Child Care Coordinator

Davis requested any additional priorities and strategies that members wish to have included be forwarded to Bremner who will be compiling a draft plan for the December 5<sup>th</sup> meeting. The final copy of the Community Plan will be presented at the regular December meeting.

**Administrative Update**

None provided.

**Public Comment**

None reported.

**Adjourn**

The meeting adjourned at 1:10 pm. A special meeting of the board will be held Friday, December 5<sup>th</sup> at 11:00 a.m. in the Leadership Room at United Way. The next regular board meeting will be held Wednesday, December 17<sup>th</sup> at 8:00 am in the Leadership Room.