

POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING
United Way of Central Iowa – Leadership Room
Des Moines, Iowa
December 17, 2014

Voting Members Present: Jem Gong-Browne, Sam Carrell, Claudia Hawkins, Rocio Hermosillo, Bryan Huggins, Natali Justiniano Pahl, Joyce Pingel, Georgia Sheriff, JoEllen Spriggs-Dixon; Cindy Elsbernd arrived at 8:07 a.m., Marvin DeJear arrived at 8:30 a.m.

Voting Members Absent: Judy McCoy Davis, Mike Bandstra, Matt Knoll, Kevin McCarthy, Kimberly Peterson, Shane Schulte, Craig Sieverding, Tom Slater

Ex-Officio Members Present: Dave Discher

Ex-Officio Members Absent: Dave Arens, Brook Rosenberg

Staff Present: Barb Bremner, Jody Kanne

Welcome and Introductions

Board Vice Chair Claudia Hawkins welcomed everyone to the Polk County Early Childhood Iowa Board meeting at 8:05 am. Quorum was met at 8:07 am.

Approval of November 19 and December 5, 2014 Minutes

The November 19, 2014 minutes and December 5, 2014 minutes were presented to the board. A motion to approve both minutes was made by Sam Carrell and seconded by Rocio Hermosillo. *THE MOTION CARRIED UNANIMOUSLY.*

Monthly Financial Statements

Barb Bremner presented the financial statements.

These statements are a cash accrual presentation of financial transactions which took place during through October of fiscal year 2015. Bremner noted that because of the Board meeting taking place on the third Wednesday of November and December rather than the fourth the financials for these months will be presented during the January meeting.

School Ready

- FY15 Polk County ECI School Ready funding is \$2,652,567.00.
- Year to date receipts as of end of October total \$1,326,283.50.
- At the end of October School Ready funds of \$857,411.77 had been expended.
- Spending is approximately 31% of total School Ready funds. Last year at this time 21% of funds had been expended.
- Carry Forward funds total \$100,752.07 and represent 4% of FY14 SR funds.
- At the end of October \$66,281.31 in Carry Forward funds had been expended.

Early Childhood

- FY15 Polk County ECI Early Childhood funding is \$1,083,691.00.
- Year to date receipts as of end of October total \$541,845.50.
- At the end of October 2014 FY15 Early Childhood funds of \$205,451.54 had been expended.

- Spending is approximately 17% of total Early Childhood funds. Last year at this time 19% of funds had been expended.
- Carry Forward funds total \$116,401.59 and represent 11% of FY14 EC funds.
- At the end of October \$65,982.66 in Carry Forward funds had been expended.

Approval of October 2014 Financial Statements:

A motion to approve the October 2014 financials was made by Cindy Elsbernd and seconded by Sam Carrell. THE MOTION CARRIED UNANIMOUSLY.

Conmigo Request for use of Quality Funds

The board was presented with a letter from Conmigo Early Education Center Board requesting \$19,339.15 of their contracted Quality Improvement Funds to for accounts payable with documentation showing this to be for their food program contract with Des Moines Public Schools. This center has a QRS rating of 5. The center director reported to Bremner that enrollment fell this fall because of staffing issues. Enrollment is now up to 67, above a break-even enrollment number of 60, and a new Family Development Coordinator has been hired. Bremner reported the center contract is for \$33,000, with \$27,000 remaining. These funds are generally used for salary stipends and professional development. If the request is granted the remaining funds would cover the average monthly invoicing for stipends and professional development.

Georgia Sheriff asked if Conmigo was utilizing the Child and Adult Care Food Program (CACFP). This federal program would reimburse the cost of meals; only uneaten meals would not be reimbursed. Questions were also raised about the details of the past due invoices and the numbers reflected. The Board discussion raised the need for more information. The Board requests Conmigo provide Bremner with details of the expenditures indicating they are for food or approved quality expenses for this fiscal year. Bremner will meet with the center to gather more details and will provide an update to the request for Board review at the January meeting.

A motion to accept Conmigo's request to repurpose the Quality Improvement Funds up to \$19,339.15, dependent on supporting provision of supporting documentation provided, was made by Sam Carrell and seconded by Rocio Hermosillo. THE MOTION CARRIED UNANIMOUSLY.

Polk County ECI Community Plan FY2015

A final draft of the Community Plan was presented to the board for their approval. Bremner highlighted the additions and changes made after the last Board meeting to reflect members' suggestions.

Carrell requested increased emphasis on transportation because this is a need expressed at most meetings with providers. He suggested that Board recognition of this as a community need and a board priority be stressed. Carrell recommended transportation should be addressed in the Priorities and Strategies. Bremner indicated she would review places throughout the Plan to add emphasis, including the Board Priorities and Strategies.

A motion to approve the Community Plan with the transportation addition(s) was made by Cindy Elsbernd and seconded by Georgia Sheriff. THE MOTION CARRIED UNANIMOUSLY.

Bremner stated once the transportation addition is made the Community Plan will be posted to the Polk County ECI website, Google docs and sent to our funded partners in January.

Levels of Excellence Update

As at November meeting LOE materials were submitted for member review. Bremner reported all required and optional materials are now included in the LOE binder. The updated Community Plan will be inserted, and Bremner will deliver it to the Department of Management Office by Monday, December 22nd. The next step will be to schedule an onsite visit with the state ECI technical assistance team. This onsite visit will involve the team meeting with the Board and with funded programs. The team will also conduct contract monitoring of Polk County ECI contracts.

Joyce Pingel thanked Bremner for all her hard work preparing the documentation needed for the LOE portfolio, and members collectively concurred.

Administrative Report

Bremner reported Drake Head Start received the federal grant for Early Head Start Child Care Partnerships. This will be approximately \$5,000,000 over the next five years. In addition to the care for infants through age 3 the grant will provide support for the centers participating through start-up costs, revenue, professional development, family support staff, among other resources. Bremner clarified that the grant will be administered by Drake Head Start, with funding going directly to them as grantee. Funding is expected to begin February 1. Bremner will provide an update at the January meeting.

Legislative Update

Bremner reported ECI's Day on the Hill will be March 5, 2015. More details of the day's events will be available at the January meeting.

Members were also encouraged to include their representative in holiday correspondence. Dave Discher concurred advocacy by local boards is important, stating the best influence on legislators comes from local board members and will not be from the state ECI Board.

Lutheran Services in Iowa Refugee Child Care Provider

A short video was shown of an interview with a graduate of the LSI Refugee Child Care Provider Training program. The program is in its third year of providing cohorts of refugees with formal training to become child care providers. The interviewee described her in-home day care business and the successes she has had. The LSI program applied for and was granted ECI funds for the first time for this fiscal year.

Old Business

None reported.

New Business

None reported.

Public Comment

None reported.

Adjourn

A motion to adjourn the meeting was presented by Sam Carrell and seconded by Rocio Hermosillo. The meeting adjourned at 9:10 a.m.

The next board meeting will be held Wednesday, January 28th at 11:30 a.m. in the Leadership Room.