

**POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING**  
**United Way of Central Iowa – Leadership Room**  
**Des Moines, Iowa**  
**January 28, 2015**

**Voting Members Present:** Judy McCoy Davis, Mike Bandstra, Jem Gong-Browne, Sam Carrell, Claudia Hawkins, Rocio Hermosillo, Natali Justiniano Pahl, Matt Knoll, Kevin McCarthy, Georgia Sheriff, JoEllen Spriggs-Dixon, Craig Sieverding, Tom Slater; Joyce Pingel arrived at 11:38 a.m.; Cindy Elsbernd arrived at 11:40 a.m.

**Voting Members Absent:** Marvin DeJear, Bryan Huggins, Kimberly Peterson, Shane Schulte

**Ex-Officio Members Present:** None

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

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

**Guests Present:** Dave Opie, Finance Director, United Way of Central Iowa; Janelle Schlosser, Diana Mead and Matt Romanin, UnityPoint Health La Clinica de la Esperanza

**Welcome and Introductions**

Judy McCoy Davis welcomed board members and guests to the Polk County Early Childhood Iowa Board meeting at 11:35 a.m. Quorum was met at this time. All in attendance introduced themselves.

**Approval December 17, 2014 Minutes**

The December 17, 2014 minutes were presented to the board. *A motion to approve the minutes was made by Georgia Sheriff and seconded by Claudia Hawkins. THE MOTION CARRIED UNANIMOUSLY.*

**Monthly Financial Statements**

Barb Bremner presented the financial statements. These statements are a cash presentation of financial transactions which took place through December of fiscal year 2015.

**School Ready**

- FY15 Polk County ECI School Ready funding is \$2,652,567.00.
- Year to date receipts as of end of December total \$1,326,283.50.
- Additional receipts of \$4,475.49 interest.
- At the end of December School Ready funds of \$1,017,409.53 had been expended.
- Spending is approximately 37% of total School Ready funds. Last year at this time 37% of funds had been expended.
- Carry Forward funds total \$100,752.07 and represent 4% of FY14 SR funds.
- At the end of December \$93,526.39 in Carry Forward funds had been expended.

Administrative expenses: Quality Improvement Board Support line expenses are for food for 4 board meetings (2 breakfast and 2 lunch).

**Early Childhood**

- FY15 Polk County ECI Early Childhood funding is \$1,083,691.00.

- Year to date receipts as of end of December total \$541,845.50.
- At the end of December 2014 FY15 Early Childhood funds of \$368,143.99 had been expended.
- Spending is approximately 31% of total Early Childhood funds. Last year at this time 34% of funds had been expended.
- Carry Forward funds total \$116,401.59 and represent 11% of FY14 EC funds.
- At the end of December \$94,129.84 in Carry Forward funds had been expended.

*A motion to approve the November & December 2014 financials was made by Rocio Hermosillo and seconded by Claudia Hawkins. THE MOTION CARRIED UNANIMOUSLY.*

### **Midyear financial report**

The board was presented with Polk County ECI's midyear financial report. This is a required reporting document. Bremner stated the document had been verified by fiscal agent and was submitted to the State prior to the January 15<sup>th</sup> deadline.

### **Presentation of Audit**

Dave Opie, Finance Director, United Way of Central Iowa, reported on the United Way audit which includes the audit of Polk County ECI. He noted that an AI33 audit is no longer required and is not allowed since the board does not receive federal funds; the Agreed-Upon Procedures (AUP) takes its place. Brooks Lodden, PC completed the audit and reported that everything looks clean. The full audit is available on United Way of Central Iowa's website in the *Financials* section of the *Other* tab. Opie stated the 990 would also be available on the website once it is approved by the United Way of Central Iowa Board.

### **Conmigo Early Education Center**

A letter from Conmigo addressing the questions the board had at the December meeting was presented. Stacey Walter and Bremner have met with Conmigo twice since the December Board meeting. Bremner stated Conmigo does participate in the CACFP; however, the center used those reimbursement funds to pay past due bills other than the DMPS bills for the lunch program. There is concern use of CACFP funds to address cash shortfalls in this way may result in negative audit comments and may also impact the center's participation in CACFP in the future. Georgia Sheriff stated CACFP may provide training and technical assistance. Bremner will explore technical assistance available for Conmigo.

Bremner stated along with the letter, Conmigo also provided documentation of past due bills that were paid with these funds. The fiscal agent reviewed the documentation. Dave Opie stated the provided documentation was clear and adequate. The center has seen enrollment climb to 67 with a goal of 90; their current breakeven is 60. They are in the process of adding classrooms for infants and toddlers to participate in the new Early Head Start Child Care Partnership. Approving the request to repurpose \$19,339.15 in contracted funds for use to pay four months of the past due Des Moines Public Schools account would leave the center with a balance adequate to meet anticipated wage stipends and professional development through the end of the fiscal year.

*A motion to repurpose \$19,339.15 of Conmigo's Quality Improvement Funds was made by Sam Carrell and seconded by Joyce Pingel. THE MOTION CARRIED UNANIMOUSLY.*

### **UnityPoint Health La Clinica de la Esperanza**

Janelle Schlosser and Diana Mead presented on behalf of La Clinica de la Esperanza. The clinic provides primary and preventative health care for women and children, prenatal classes and adult mental health services that serve Polk County's growing Latino population as well as refugees,

homeless and those who do not have insurance. Currently only the two Nurse Practitioner Providers are not bilingual; all other staff are fluent in English and Spanish: LPN, RN's, Mental Health Provider and billing/office staff. The clinic is in the process of filling a Physician's Assistant position, and the identified candidate is bilingual. A breakdown of Polk County ECI fund expenditures was provided for the board.

Schlosser and Mead stated although the clinic is housed at Des Moines University, the partnership is strictly educational with DMU students allowed to work in the clinic. A letter from UnityPoint was presented to the board, thanking Polk County ECI for their funding support of the clinic and requesting continued funding. The letter expressed UnityPoint's commitment to the clinic's success.

### **UnityPoint Contract**

Bremner gave the board a brief background on why La Clinica de la Esperanza was issued a 6-month contract. After their move to the Des Moines University location their numbers served dipped. Later their director left, and the priority and direction of the clinic did not seem to be as clear. During the review process last year the board had questions again on their direction and around their vaccination process.

Mike Bandstra stated because of the bilingual aspect of the clinic there is not a lot of overlap in services and they serve a community need. Hermosillo agreed, adding her own family experience with La Clinica, sharing that the bilingual staff builds a level of trust and confidence with patients. Sheriff suggested the clinic provide some clarity on their vision and goals. Sheriff noted there seems to be a growing need for their services as the Latino population grows and asked how the clinic plans to expand services to meet those needs. Davis noted on the provided budget were funds used to purchase Reach Out and Read books. Bremner indicated she would continue conversations with the administrators of La Clinica.

*A motion to approve the remaining 6-month contract for La Clinica de la Esperanza, with the agreement the funds would not be spent on Reach Out and Read books, was made by Rocio Hermosillo and seconded by Natali Justiniano Pahl. THE MOTION CARRIED UNANIMOUSLY.*

### **Program Review and RFP Process**

A timeline for the upcoming program review and documents covering the RFP process were distributed to board members. Davis asked everyone to look at the draft committee assignments attached to the timeline which were designed to mix returning and new members. She asked members to let her or Bremner know if they wished to serve on a committee different than the one to which they had been assigned. Davis stated that Polk County ECI Bylaws indicate that committees and task forces end at the end of the fiscal year unless otherwise noted; last year two committees were carried forward, one looking at the funding of preschool programs and the other dealing with child care funding. The board received updated lists with new board members added to these two committees. Davis noted Matt Knoll will continue as chair of the preschool group, and Bremner has recommended JoEllen Spriggs-Dixon as the chair of the other, replacing Terry Harrmann who retired from the board last June. Bremner informed the board she has asked Healthy Start & Empowerment, the board's largest contractor, to address the full board at the February meeting. Davis stated the proposed timeline date of April 27<sup>th</sup> for board members to begin meeting with programs will be changed to April 15<sup>th</sup>.

There was discussion over the rubric used to score programs and how criteria should be weighted. Bremner will distribute a survey to board members requesting their input. Board members will be asked to respond quickly so materials can go out to programs.

### **Committee Appointments**

Davis asked for volunteers for two committees, the Governance Document Review Committee and the Nominations Committee. Tom Slater, Craig Sieverding and Sam Carrell volunteered for the Document Review committee, with Slater and Sieverding nominating Carrell to chair.

Davis noted that there is no one on the board ending their second term in June so currently the only board opening to be filled is the one that had been held by Doua Lor, who resigned in the fall. The committee will have to nominate board members for the Chair and Vice Chair positions, and she noted that she will retire as chair. Members are asked to let Davis know if they are available to serve on the Nominations Committee.

### **ECl Day on the Hill & Advocacy**

Davis reminded the board that ECl's Day on the Hill will be held March 5<sup>th</sup>, 2015 at the Capitol. She asked Kevin McCarthy if he would provide the board with some tips for the day at the February meeting. Davis also reminded members to stay in touch with legislators, attend coffees and meetings they are holding. Members are asked to keep Bremner informed of any meetings they have with legislators.

### **Levels of Excellence Site Visit**

Our site visit has been scheduled for March 10<sup>th</sup>. Board members are scheduled to meet with the team from 11 a.m. – 12 p.m. in the Leadership Room. Bremner indicated the review team will also be meeting with funded partners and the fiscal agent throughout the day.

### **Administrative Report**

A copy of Bremner's January Administrative Report was presented to board members.

### **Contact Monitoring Update**

Bremner informed the board that programs are in the process of entering data; she is working programs to make sure everything needed is being entered. She is scheduling onsite visits for February to review documentation relating to invoices and contracts.

### **Old Business**

Davis reminded the board that during the discussion of the Policies and Procedure Manual several members expressed concern about how the board would make sure the procedures listed would get done each year when they should. Davis volunteered to put together an annual calendar that would reflect times for actions as laid out in the approved policies and procedures. She informed the board that the calendar was now complete and would be sent to them along with the minutes of this meeting. The calendar will be available on the website for easy access, along with the Policy and Procedure Manual, Bylaws and Community Plan.

### **New Business**

Davis reported she met with Cyndi Fisher, the executive director of EDGE, Education Drives our Great Economy, and gave her lots of information on Early Childhood. Fisher suggested that Polk County ECl be represented on her committees. Davis and Bremner will be meeting with Fisher again in the next couple of weeks.

### **Public Comment**

None reported.

### **Adjourn**

The meeting adjourned at 1:05 p.m. The next board meeting will be February 25<sup>th</sup> at 8:00 a.m.