

**POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING**  
**United Way of Central Iowa – Leadership Room**  
**Des Moines, Iowa**  
**March 25, 2015**

**Voting Members Present:** Judy McCoy Davis, Jem Gong-Browne, Marvin DeJear, Cindy Elsbernd, Rocio Hermsillo, Bryan Huggins, Natali Justiniano Pahl, Matt Knoll, Joyce Pingel, Georgia Sheriff, Tom Slater, JoEllen Spriggs-Dixon; Claudia Hawkins was present via teleconference; Shane Schulte arrived at 11:50 a.m.; Sam Carrell arrived at 12:00 p.m.

**Voting Members Absent:** Mike Bandstra, Kevin McCarthy, Kimberly Peterson, Craig Sieverding

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

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

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

**Guests Present:** Kristie Vasey, Child Care Consultant, Child Care Resource and Referral; Cathy Wheatcraft, Regional Director, Child Care Resource and Referral

**Welcome and Introductions**

Judy McCoy Davis welcomed board members and guests to the Polk County Early Childhood Iowa Board meeting at 11:40 a.m. Introductions were made around the table. Quorum was met at this time.

**Approval February 2015 Minutes**

The February 25, 2015 minutes were presented to the board.

*A motion to approve the minutes was made by Rocio Hermsillo and seconded by Cindy Elsbernd.  
THE MOTION CARRIED UNANIMOUSLY.*

**Monthly Financial Statements**

Barb Bremner presented the February financial statements. These statements are a cash presentation of financial transactions which took place through February 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 February total \$1,989,425.25.
- Additional receipts of \$5,775.37 interest.
- At the end of February School Ready funds of \$1,299,360.94 had been expended.
- Spending is approximately 47% of total School Ready funds. Last year at this time 47% of funds had been expended.
- Carry Forward funds total \$100,752.07 and represent 4% of FY14 SR funds.
- At the end of February \$100,752.07 or 100% in Carry Forward funds had been expended.

Administrative expenses: None in February other than salary and benefits.

**Early Childhood**

- FY15 Polk County ECI Early Childhood funding is \$1,083,691.00.
- Year to date receipts as of end of February total \$812,768.25.
- At the end of February Early Childhood funds of \$536,739.07 had been expended.

- Spending is approximately 45% of total Early Childhood funds. Last year at this time 45% of funds had been expended.
- Carry Forward funds total \$116,401.59 and represent 11% of FY14 EC funds.
- At the end of February \$98,089.83 in Carry Forward funds had been expended.

*A motion to approve the February 2015 financials was made by Georgia Sheriff and seconded by Joyce Pingel. THE MOTION CARRIED UNANIMOUSLY.*

### **EMBARC Request for Funds**

A letter from EMBARC (Ethnic Minorities of Burma Advocacy and Resource Center) requesting funding to attend professional development was presented to the board. EMBARC is a non-profit serving the Burmese refugee community. They initiated a new parent education program November 2014. They are requesting funding for two staff members to attend “Parents as Teachers” training in Indianola. This training will increase staff knowledge to better serve the parents they are working with in the Burmese community. Sheriff commented “Parents as Teachers” is a statewide state-funded program in Missouri. Guest Cathy Wheatcraft, CCR&R, reported materials are available at two reading levels to allow for accessibility for trainers and parents with limited literacy skills. Wheatcraft noted in the past only those who attend the training were approved to teach the program; she was not sure if this is still the practice. Programs currently funded by Polk County ECI are not utilizing this program but there are other ECI areas providing funding for implementation of “Parents as Teachers.”

Bremner stated the request could be paid with School Ready funds. The School Ready budget has a line item for Parenting Initiatives and Public Awareness Campaigns; these are uncommitted funds and were budgeted for these types of requests.

*A motion to approve EMBARC’s funding request of \$2,094.00 for professional development was made by Joyce Pingel and seconded by Rocio Hermosillo. THE MOTION CARRIED UNANIMOUSLY.*

### **Fiscal Agent and Operational Agreements**

Davis provided an update on work to prepare for next fiscal year’s fiscal agent agreement and operational expenses. Davis reported on a meeting she and Bremner had with fiscal agent staff during the first week of March. Work is underway to create a Memorandum of Understanding to clearly identify and articulate operational expenses. Alternative consultation for Capitol Park ELC is being negotiated to conduct work with Capitol Park so that the two staff contracts executed with Capitol Park will not present a conflict of interest. Fiscal agent discussions have also included consideration of creating a contract to clarify the administrative specialist position currently shared with United Way of Central Iowa because UWCI control’s salary and benefits for this position.

### **Reapplication by currently funded programs**

To familiarize members with the program materials they will have for program reviews, Bremner walked board members through VNS’s Healthy Start & Empowerment program information submitted for the program review process; VNS program staff presented to the board at February’s board meeting. Prior to submitting all programs received two documents: Program Review – Guidance for Narrative Component and Program Review Evaluation Rubric. Programs filled out narrative and data for the first half of the fiscal year online in Results Scorecard. Year-to-year data for each program has been compiled in a spreadsheet to simplify tracking annual trends. Bremner noted the Performance Measures are specified for all programs statewide by ECI. Programs were asked to submit a program budget with their reapplication request. These materials: narrative and data, annual performance measure data and budget details will be included in member review packets. Bremner will send out each review group’s documents in the upcoming weeks.

### **Program Meeting Schedule**

The tentative program review schedule was presented. Board members in attendance confirmed their availability for scheduled dates or made arrangements to review programs on a day that would work for them. Bremner will confirm dates with members not present. The meetings will be held offsite this year; location is yet to be determined.

### **May Board Meeting**

Davis requested the board move the May meeting currently scheduled for May 27, 2015 to June 3, 2015 at 11:30 a.m. This is the annual meeting and budget decisions will be made at this meeting. Davis indicated that she will be out of town on the 27<sup>th</sup> and would like to participate in the discussion on the budget. Tom Slater noted that the May 27 falls right after Memorial Day which makes attendance more difficult.

*A motion to move the May 27<sup>th</sup> meeting to June 3<sup>rd</sup> at 11:30 a.m. was made by Tom Slater and seconded by Matt Knoll. THE MOTION CARRIED UNANIMOUSLY.*

### **Preschool Program Support and Child Care Center Work Groups**

Members broke into two work groups to discuss members' work last year to review the funding support for preschool programs and for child care centers. Members discussed the site visits last year, the history of funding for programs and brainstormed on ways to continue to learn about programs and set funding priorities.

### **Advocacy/Legislative Report**

Davis and Bremner gave a report on the ECI's Day on the Hill. Bremner participated in a pilot this year with other area ECI members in which legislators were invited to attend 20 minute presentations. The sessions were well attended.

Davis reported the legislative session is likely to go long this year which would mean that the budget for ECI may not get set until just before the beginning of the fiscal year. As a result we may be setting our budget based on the ECI's estimate of our funding and approval of a finally budget would be late.

Davis asked Dave Arens if the ECI State Board has had discussions on encumbering funds for areas. Arens reported the State Board has not addressed this but would keep Polk County ECI updated on any decisions.

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

Bremner thanked all board members who were able to attend the LOE meeting March 10. Davis asked for a round of applause for all the hard work Bremner put into the Level of Excellence process. A written response and the recommendation for accreditation level are expected by mid-May.

### **Contract Monitoring Update**

Bremner reported she will have materials compiled to share with members prior to budget discussions. Her report will be available for the May meeting.

### **Administrative Report**

None.

### **Old Business**

Davis reported Dave Arens, Cindy Elsbernd, Bryan Huggins and Rocio Hermosillo have volunteered to participate on the Nominating Committee.

**New Business**

Sheriff reported she had information regarding nominations for the Drake University Iowa Character Awards 2015. Members were encouraged to contact her for more information. Davis reported there are 2000 Days buttons available.

**Public Comment**

None reported.

**Adjourn**

The meeting adjourned at 12:55 p.m. The next board meeting will be April 22<sup>nd</sup> at 8:00 a.m.