

POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING
United Way of Central Iowa – Leadership Room
Des Moines, Iowa
June 18, 2014

Voting Members Present: Judy McCoy Davis, Sam Carrell, Terry Harrmann, Matt Knoll, Natali Justiniano Pahl, Shane Schulte, Georgia Sheriff, Tom Slater, JoEllen Spriggs-Dixon

Voting Members Absent: Mike Bandstra, Marvin DeJear, Cindy Elsbernd, Claudia Hawkins, Terri Henkels, Joyce Pingel

Ex-Officio Members Present: Dave Arens

Ex-Officio Members Absent: Dave Discher, Don Doudna, Brook Rosenberg

Staff Present: Barb Bremner, Jody Kanne

Welcome and Introductions

Board Chair Judy McCoy Davis welcomed everyone to the Polk County Early Childhood Iowa Board meeting at 11:40 a.m. Quorum was not met at this time. The meeting began with discussion item Early Head Start/Child Care Partnership FOA.

Early Head Start/Child Care Partnership FOA

This is a new funding opportunity for a \$3.3 million Federal Grant targeting newborn to 3-year-old children in child care. Funding is through Health and Human Services for centers to expand partnerships and improve quality staffing. Bremner has been meeting this week with United Way staff and centers that are interested in pursuing the funding. August 20, 2014 is the deadline to submit applications. Because applications are due before the next board meeting, a special meeting may be called if the board decides to pursue funding.

Quorum Met

Natalie Justiniano Pahl and Shane Schulte arrived at 11:43 a.m. Quorum was met at 11:43 a.m. Sam Carrell arrived at 12:10 p.m.

Approval of May 2014 Minutes

A motion to approve the May 28, 2014 minutes was made by Terry Harrmann and seconded by Natali Justiniano Pahl. THE MOTION CARRIED UNANIMOUSLY.

Monthly Financial Statements

Bremner presented the financial statements. These statements are a cash accrual presentation of financial transactions which took place during the first 11 months of fiscal year 2014.

School Ready

- FY14 PCECI School Ready funding is \$2,610,557.00.
- Year to date receipts total \$2,610,557.00. The fourth quarter (final) installment of \$652,639.25 was received in April, resulting in 100% of annual funding being received.
- At the end of May 2014 FY14 School Ready funds of \$2,145,643.50 were expended.
- This amount represents 79% of FY14 School Ready funding.
- Unspent funds at end of May were \$555,477.88.

- Allowable carry forward is 20% of total or \$522,111.40. At end of May all contracts were on track to be fully expended by end of fiscal year. Carry forward anticipated to be approximately \$50,000 at end of fiscal year.

Early Childhood

- FY14 PCECI Early Childhood funding is \$1,040,015.00.
- Year to date receipts total \$1,040,015.00. The fourth quarter (final) installment of \$260,003.75 was received in April, resulting in 100% of annual funding being received.
- At the end of May 2014 FY14 Early Childhood funds of \$684,803.97 were expended.
- This amount represents 66% of FY14 Early Childhood funding.
- Unspent funds at end of May were \$355,211.03.
- Allowable carry forward is 20% of total or \$208,003. At end of May all contracts were on track to be fully expended by end of fiscal year. Carry forward anticipated to be approximately \$80,000 at end of fiscal year.

Approval of May 2014 Financial Statements

A motion to approve the May 2014 financials was made by Tom Slater and seconded by Shane Schulte. THE MOTION CARRIED UNANIMOUSLY.

Election of Board Members

Schulte presented the Nomination Committee slate for board member election for fiscal year 2015 (July 1, 2014 - June 30, 2015):

For second full term:

Claudia Hawkins
Joyce Pingel
Natali Justiniano Pahl

For first full term:

Georgia Sheriff
Marvin DeJear
Kevin McCarthy
Doua Lor

For two year partial term:

Jem Gong-Browne
Bryan Huggins

For one year partial term:

Rocio Hermosillo
Kimberly Peterson

Nominations made by the committee were approved unanimously.

Approval of new members brings the board membership to 19 and meets the gender balance requirements. Davis indicated there was one additional man on the slate of nominees but that he asked to have his name withdrawn because of other commitments. This individual was to have filled the "health" requirement being vacated by Terri Henkels. A nominee to fill this requirement will be presented at the August meeting. To keep the board gender-balanced the nominee will need to be male.

Election of Board Officers

Schulte presented the Nomination Committee slate for board officers:

Nominations for officers:

Chair -- Judy McCoy Davis

Vice-chair -- Claudia Hawkins

The committee recommendations for chair and vice-chair were approved unanimously.

Davis indicated she wanted to see the board through the Levels of Excellence process but would not serve as chair beyond the coming year. She encouraged members to consider stepping into the role. Schulte thanked Davis for her leadership and the work she has done to set the board up for a strong future.

Outgoing board member Terry Harrmann was thanked for his years of service. Bremner presented Harrmann with a portrait drawn by a child enrolled at the CFI CDC. Center children created drawings of Terry and made a mat for the drawings with their handprints on it.

Bylaws Proposed Change

A copy of the proposed Bylaws change was presented for approval. JoEllen Spriggs-Dixon noted Article II of the mission portion should read: The Polk County Early Childhood Iowa Board's mission is to work with community partners to make investments **in** programming to achieve long-term positive results for children.

The proposed change was approved unanimously with the correction.

Fiscal Agent Agreement

A copy of the 2015 Fiscal Agent Agreement was presented to the board. Bremner noted this agreement is the same as the current agreement with changes only in funding amounts and dates. One percent of the budget is paid to United Way of Central Iowa as Fiscal Agent. Bremner has met with Sarah Roy of UWCI to review the agreement. UWCI has requested PCECI retain Board Liability Insurance but the board will be covered by UWCI in the meantime. Staff is researching policies at this time and will have a report for the board at the August meeting.

A motion to approve the Fiscal Agent Agreement was made by Terry Harrmann and seconded by Natali Justiniano Pahl. THE MOTION CARRIED UNANIMOUSLY.

Board Member Conflict of Interest Form

Conflict of Interest forms were presented to the board members. Bremner requested members fill out the forms and return to her after today's meeting. Georgia Sheriff inquired about potential conflicts, Bremner requested any potential conflicts be noted and that the agreement could be amended at a later date if necessary due to changing circumstances. Special note was made to include possible conflicts of interest due to spouse employment. Those in attendance filled out their forms and turned them in.

Board Member Job Description

A copy of the Board Member Job Description was presented for approval. Dave Arens noted under *Responsibilities of Board as a Whole* section, Item 12, sentence 2 should read: Regularly **assess** his/her performance.

A motion to approve the Board Member Job Description with the correction was made by Sam Carrell and seconded by Tom Slater. THE MOTION CARRIED UNANIMOUSLY.

Executive Director Job Description

A copy of the Executive Director Job Description was presented for approval.

A motion to approve the Executive Director Job Description was made by Shane Schulte and seconded by Terry Harrmann. THE MOTION CARRIED UNANIMOUSLY.

Board Self-Evaluation Results

The results of the Board Self-Assessment completed by 12 members were presented. One item suggestion from the survey involved the board getting together socially. Bremner requested input and ideas for a gathering. Schulte noted although he has learned a lot over the last year he feels there is much more to learn. Carrell agreed and thanked Bremner for her constant contact with the programs and keeping the board up-to-date on the programs.

Board members were asked to let Davis or Bremner know their preference if they would like to receive the board book in print or electronic form.

Executive Director Evaluation Results

The results of the Executive Director Evaluation completed by 11 members were presented. Davis and Bremner have been meeting and are working on setting goals for the coming year, those goals will be shared with the board at the August meeting. Members gave Bremner high marks in all areas.

Budget and Contracts for FY15

A final draft of the FY15 budget was presented along with a handout showing the total amount of the Administration costs that are split between School Ready and Early Childhood. Director and Administrative Support reflects salary and benefits for executive director and .3 FTE administrative assistant. Davis noted a review of Bremner's salary will need to be done and asked for volunteers to make recommendations in August. Schulte, Slater and Carrell volunteered for this task. Davis also noted the administrative assistant wages are set by United Way and they have indicated they are looking at 3% raises this year. In the future it may be necessary to discuss a contract for the Administrative Assistant position.

The board was given a spreadsheet showing the totals for administrative costs that are partially covered by Early Childhood and School Ready budgets. Staff salaries are also in Quality Improvement Funds. Davis told the board that the state ECI staff has been asked if there is a limit on how much of this fund can be used for staff but an answer has not yet been received.

Bremner indicated the School Ready contract amounts had not changed since the May meeting. LaClinica has been separated into two 6-month contracts due to ongoing reviews of outcomes and meetings with the program. A 6-month contract will allow the board to review outcomes and administration of the program mid-year prior to extending their contract.

There have been no changes in the Early Childhood contract amounts since the May meeting as well. These numbers will be used to complete the State annual budget template and shared with the board electronically.

A motion to approve the FY15 Budget, with the possibility of some Administrative adjustments, was made by Tom Slater and seconded by Terry Harrmann. THE MOTION CARRIED UNANIMOUSLY.

State Board Update

Dave Arens presented an update on ECI State Board activity. He reported approximately one-third of the areas in the State have been approved for Levels of Excellence. Arens also indicated the State would not be applying for the Early Head Start Grant but would provide technical assistance to anyone submitting an application. Carrell inquired if the State Board encounters some of the same issues and barriers to providing services, i.e., transportation, as encountered in Polk County. Arens affirmed some issues are a common thread throughout Iowa. Arens also reported the Red Cap System has not been working properly and the State Board has been keeping pressure on the State to get the system operating properly.

Administrative Update

Bremner presented an update of administrative and program activities. She has met with 12 programs this month. She also attended the NAEYC Institute. A highlight was hearing Art Rolnick speak about early childhood investments as economic development with high public return. She also reported VNS Healthy Start & Empowerment has completed the required process to receive the Iowa Family Support Credential. Peer reviewers completed an on-site review last week and were complimentary during the exit meeting. Results will be available soon.

Old Business

None reported.

New Business

Davis congratulated member Matt Knoll on his 100% board attendance. Harrmann thanked everyone on the board for all their support and all the work they do for the community.

Public Comment

None reported.

Adjourn

The meeting adjourned at 1:00 p.m. The next meeting will be held August 27th at 8:00 a.m. in UWCI Leadership Room.