



POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING
United Way of Central Iowa – Leadership Room
Des Moines, Iowa
June 24, 2015

Voting Members Present: Judy McCoy Davis, Marvin DeJear, Cindy Elsbernd, Claudia Hawkins, Bryan Huggins, Natali Justiniano Pahl, Kimberly Peterson, Shane Schulte, Georgia Sheriff, Craig Sieverding, Tom Slater, JoEllen Spriggs-Dixon; Mike Bandstra and Sam Carrell arrived at 7:55 am.

Voting Members Absent: Kevin McCarthy, Matt Knoll, Joyce Pingel, and Rocio Hermosillo

Ex-Officio Members Present: Dave Arens, Terry Harrmann, Brook Rosenberg

Ex-Officio Members Absent: none

Staff Present: Barb Bremner, Jody Kanne

Guests Present: Dara Madigan, WAGE\$ Coordinator, Iowa Association for the Education of Young Children; Robert Singer, Executive Director, READ

Welcome and Introductions

Judy McCoy Davis welcomed board members and guests to the Polk County Early Childhood Iowa Board meeting at 7:39 a.m. Introductions were made. Quorum was met at this time.

Approval June 3 2015 Minutes

The June 3, 2015 minutes were presented to the board.

A motion to approve the minutes was made by Claudia Hawkins and seconded by Kimberly Peterson. THE MOTION CARRIED UNANIMOUSLY.

Monthly Financial Statements

Barb Bremner presented the May financial statements. These statements are a cash presentation of financial transactions which took place through May 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 April total \$2,652,567.00.
- Additional receipts of \$8,593.78 interest.
- At the end of May School Ready funds of \$2,092,527.44 had been expended.
- Spending is approximately 76% of total School Ready funds. Last year at this time 79% of funds had been expended.
- Carry Forward funds total \$100,752.07 and represent 4% of FY14 SR funds.
- At the end of March \$100,752.07 or 100% 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 April total \$1,083,691.00.
- At the end of May Early Childhood funds of \$845,782.03 had been expended.
- Spending is approximately 70% of total Early Childhood funds. Last year at this time 66% of funds had been expended.
- Carry Forward funds total \$116,401.59 and represent 11% of FY14 EC funds.
- At the end of May \$112,029.81 in Carry Forward funds had been expended.

A motion to approve the May 2015 financials was made by Tom Slater and seconded by Shane Schulte. THE MOTION CARRIED UNANIMOUSLY.

Des Moines Public School Contact Amendment

Bremner addressed the board's questions from the June 3, 2015 meeting regarding Des Moines Public Schools' request to transfer the \$14,000 balance from their Early Childhood Family Support program to their Preschool Programming Support for Low Income Families program. Bremner explained because the district hired two part-time employees, there are unused funds that were allocated towards benefits for a full-time staff person. The Preschool Programming program determined they were able to fill two full-time preschool classrooms, therefore running over budget for the programs salaries. The board requested in the future programs be required to inform Polk County ECI immediately when these types of circumstances arise. Members also requested Des Moines Public Schools submit a written requested for the amendment to have on record.

A motion to approve the Contact Amendment for Des Moines Public Schools was made by Shane Schulte and seconded by Claudia Hawkins. Cindy Elsbernd abstained. THE MOTION CARRIED UNANIMOUSLY with the one abstention

Orchard Place Contact Amendment

Bremner informed the board she had received a request from Orchard Place's Chief Operating Officer requesting to transfer \$3,075 from their CCR&R CC Consultants & Latino Outreach program to their Reach for the Stars program. Orchard Place stated the CCR&R Region 4 administrator fully expended the funds for the program without including their 5% administrative fees. The COO did not explain why all the consultant funding would not be fully spent. Allowing them to transfer the remaining funds would cover the administrative costs. Davis stated PCECI would stress this would be a one-time occurrence and this is not common practice.

A motion to approve the Contact Amendment for Orchard Place was made by Shane Schulte and seconded by Claudia Hawkins. THE MOTION CARRIED UNANIMOUSLY.

Governance Document Review Committee Report

Craig Sieverding reported on behalf of the committee which also included Sam Carell and Tom Slater. The Bylaws required clarification on filling mid-term vacancies. *A board member appointed to fill a vacancy on the Board will be appointed for the unexpired term of his or her predecessor and then will be entitled to serve two three-year terms* was added to ARTICLE III. This recommendation of the committee will be voted on at the August meeting.

The committee also recommended one policy update, 2.5 and one new policy, 5.10. Policy ID: 2.5, Title: Filling Board Vacancies During the Year was updated to clarify Polk County ECI's current practices just as the by-laws are being updated.

Policy ID: 5.10 Polk County ECI Area Boundaries is being added to reflect changes requested by the State LOE reviewers. The updates ensure services won't drop off when individuals move between counties. In the coming year the board will take a more in-depth look at establishing a documentation and tracking processes as well as who should be involved in the process. Sieverding stated the committee researched other ECI's policies and believes Polk County's policy is now reflective of state-wide policies.

The committee's recommendations for two Policy changes were approved unanimously.

Committee members were thanked for their work.

Fiscal Agent Agreement

A draft Fiscal Agent Agreement for FY16 was presented to board members. Davis stated the draft is based on last year's form and estimated funding until the budget contract is received. Members had questions on two items:

- Item F Records Retention – Is 5 years long enough for fiscal agent to retain records?
- Item G Review of Contract Related Documentation – There is no provision for public access. Does Item E cover this?

Bremner stated the draft documentation comes from the State, however she will confirm wording with the State TA Team.

A motion to approve the draft Fiscal Agent Agreement for FY16 with the exact amount of finally state budgeted dollars to be included, was made by Tom Slater and seconded by Natali Justiniano Pahl. THE MOTION CARRIED UNANIMOUSLY.

Supplement to “Polk County Early Childhood Iowa Fiscal Agent Agreement for Fiscal Year 2015”

A draft of this supplement was presented to board members. Davis indicated that this supplement outlines and clarifies items included in the calculation of Administrative Costs which are used in our FY16 budget. She informed the Board that she has requested some clarification of paragraph two from our Fiscal Agent, in particular the sentence stating that the Polk County ECI Executive Director position is to have indirect reporting responsibility to the United Way Chief Community Impact Officer. This will come back to the Board for a vote in August. Da

Board Conflict of Interest Forms

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.

Election of Board Members

Bryan Huggins presented the Nominations Committee recommendations for the board.

Nominations for Board:

Currently serving first full term, nominated for second term:

- Cindy Elsbernd
- Judy McCoy Davis

Currently serving partial terms, nominated for first term:

- Matt Knoll
- Tom Slater
- Shane Schulte
- Kimberly Peterson
- Rocio Hermosillo

The committee recommendations for board members were approved unanimously.

Nomination for Officers:

- Chair – Matt Knoll
- Vice-chair – Rocio Hermosillo

The committee recommendations for officers were approved unanimously.

Davis stated the board is still in search of a male board member to replace Officer Lor who resigned from the board earlier this year. Board members were asked to let the Nomination Committee know of any potential new members.

Executive Director Succession Report

Bremner stated all Polk County ECI documentation is stored on the shared server at United Way of Central Iowa. Administrative Assistant Jody Kanne is familiar with where the Polk County ECI folder is located on the server and how the files are categorized. In addition, any documents filed with the State are archived on the State data base.

Proposed FY16 Schedule for Board Meetings

A copy of the proposed FY16 board meeting dates and times was presented to members. Monthly meetings will be held at United Way of Central Iowa's office in the Leadership Room. Meetings are scheduled to alternate between morning and afternoon times to accommodate member's schedules.

LOE Designation Level & Appeal

Board members discussed the June 5 ECI Board decision to approve the designation of "compliant" as recommended by the review team. The information conveyed by the reviewers to the state ECI Board was discussed. Davis explained that despite a response from Bremner (included in the appeal) the "Summary and Recommendation" document did not include the most current and accurate documentation of the review of records that was referenced in the matrix for Fiduciary Item Optional-2. Members reviewed a Designation Appeal letter. The appeal outlines the Board objection to the fact the State Board was not made aware of the local area board response nor the of the existence of documentation resolving the issue cited.

A motion to move forward with the LOE Appeal was made by Georgia Sheriff and seconded by Craig Sieverding. MOTION CARRIED UNANIMOUSLY.

Advocacy/Legislative Update

Davis reported she is working on a questionnaire to help board members learn more about our legislators. Davis is requesting board members meet with legislators one-on-one with legislators in the next couple of month's to complete the survey. Davis will be sending out a list of area legislators in the upcoming weeks, and asked each board member who has a preference to sign up to meet with one legislator. It will be done on a first come basis. Those who do not sign up will be assigned a legislator to meet with.

Annual Budget and Program Funding for FY16

A draft FY16 spreadsheet for administrative fees was provided to board members. This spreadsheet outlines total costs for the upcoming year. Bremner indicated a cushion has been built in to cover additional costs that may arise throughout the year. Any funds not used at year end can be carried over to FY17 and used for program funding. Davis stated the Executive Director costs reflects both the 4% salary increase and up to \$5,000 for Professional Development discussed at the June 3, 2015 meeting and the vote on this budget will be taken as an acceptance of that committee recommendation unless changed by the board.

A draft of the FY16 budget and funding recommendations for currently funded programs was presented to the board members. The documents outlined program funding history and committee comments and recommendations. Carry Forward funds are an estimate until the books are closed for FY15. Bremner stated she communicates all comments and concerns with the agencies.

Early Childhood – Programs highlighted in green committee’s approved sight increased funding over FY15. Funding amounts in red indicate a reduction in funding. Public Awareness Efforts to Support Quality funds are used as place holder for future funding requests. Estimated Carry Forward funds are \$160,000 less \$52,000 budgeted for FY16 funding. With the approval of EMBARC’s \$50,000 request Early Childhood has an estimated carry forward balance of \$58,000. Members requested EMBARC’s contract include the need for the program to produce measurable goals.

A motion to approve the Draft FY16 Early Childhood Budget, including EMBARC’s \$50,000 new request, was made by Cindy Elsbernd and seconded by Sam Carrell. MOTION CARRIED UNANIMOUSLY.

School Ready – The Preschool Sub Committee has met during FY14 and FY15 to discuss the school districts funded and potential changes in distribution of funds. This Board work will continue in the next fiscal year. Given these discussions and available funds Bremner recommended slight funding increases for Urbandale and West Des Moines. Two place holders have also been established for future funding requests. A new funding request for Blank Children’s Hospital’s pilot program was approved for \$50,000; new funding requests for Courage League Sports and READ were not approved at this time. Estimated Carry Forward Funds are \$100,000, less \$35,500 budgeted for FY16 funding. With the approval of Blank Children’s Hospital’s pilot program School Ready is estimated to have approximately \$14,500 remaining carry forward.

A motion to approve the Draft FY16 School Ready Budget, including Blank Children’s Hospital’s pilot program for \$50,000, was made by Georgia Sheriff and seconded by Cindy Elsbernd. MOTION CARRIED UNANIMOUSLY.

Administrative Report

Bremner’s June Administrative Report was presented to board members.

Old Business

None.

New Business

Bremner presented out-going Board Chair Davis with a painting made by the children of Bidwell Riverside Early Learning Center. Bremner thanked Davis for all her hard work and guidance these past years. Gifts were also presented to out-going vice-chair Claudia Hawkins and JoEllen Spriggs-Dixon for her 100% board attendance. Davis thank the board for their strong participation and engagement.

Public Comment

None

Adjourn

The meeting adjourned at 9:40 am