



POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING
United Way of Central Iowa – Leadership Room
Des Moines, Iowa
August 24, 2016

Voting Members Present: Matt Knoll, Jem Gong-Browne, Cindy Elsbernd, Natali Justiniano Pahl, Judy McCoy Davis, Joyce Pingel, Kimberly Peterson, Georgia Sheriff, Craig Sieverding, Tom Slater, JoEllen Spriggs-Dixon; Marvin DeJear arrived at 11:47 a.m.

Voting Members Absent: Sam Carrell, Nick Dial, Claudia Hawkins, Bryan Huggins, Josh Mandelbaum, Shane Schulte

Ex-Officio Members Present: Terry Harrmann, Brook Rosenberg

Ex-Officio Members Absent: Dave Arens

Staff Present: Barb Bremner, Jody Kanne

Guests Present: Karen Bougher, Compliance/Project Manager, Youth Emergency Services and Shelter; Hilary Burbank, Refugee Community Services, Program Supervisor, Lutheran Services in Iowa; Erin Casey, Child Care Consultant for Polk County Homes, Child Care Resource & Referral; Kelly Hanson, Farm to Early Care and Education Program Specialist, Iowa Association for the Education of Young Children; Gary Krob, Coordinator, State Data Center, State Library of Iowa; Dara Madigan, WAGE\$ Coordinator, Iowa Association for the Education of Young Children; Ashley Molzen, Librarian, Forest Avenue Library; Lora Patton, Regional Director, Child Care Resource & Referral; Linda Roe, Deputy Director, Des Moines Public Library; Mee Yang-Lee, board member applicant

Welcome and Introductions

Board Chair Matt Knoll welcomed board members and guests to the Polk County Early Childhood Iowa Board meeting at 11:35 a.m. Guest introductions were made. Quorum was met at this time.

Approval June Minutes

The June 22, 2016 minutes were presented to the board. There were no comments or corrections.

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

Board Member Job Description, Board Member Attendance and Affirmation

The Board Member Job Description and Board Member Attendance Policy 2.10 were presented to board members. These documents outline board member job responsibilities along with attendance policies. Board members were asked to sign the affirmation to acknowledge they had

read the Board Member Job Description and agreed to uphold the duties of board membership as required by Policy 2.2. Knoll stressed the importance of meeting attendance and encouraged members to participate in all meetings. Knoll informed members that the attendance policy will be enforced. Members were asked to return the signed affirmation form to ECI staff after the meeting.

Governance Committee Nomination

Craig Sieverding presented a new board member application from Mee Yang-Lee. Sieverding reported Joyce Pingel recommended Yang-Lee to the Governance Committee to fill one of the recently vacated seats. Sieverding reminded members that the current board membership is in compliance with bylaws regarding number, representation and gender balance but that the committee had decided to actively recruit new members to keep membership close to the maximum of 20. Yang-Lee moved to Iowa from Minnesota in 2015, is the mother of five boys ages 4 to 16 and is employed as Sr. Enterprise Project Manager with Kum & Go Corporation. Yang-Lee's family were Hmong refugees who settled in Minneapolis in the early 1990's. Yang-Lee and her family were recipients of many support services and programs, giving her an understanding of and commitment to the importance of resources for healthy children and families. In July Bremner met with Yang-Lee to provide information on Polk County ECI and answer any questions she had. Yang-Lee was also able to attend the August board social event to meet members. The Governance Committee recommended Yang-Lee's application be approved to fill the open vacancy left by Rocio Hermosillo's resignation.

The board unanimously approved Mee Yang-Lee's nomination.

Marvin DeJear arrived at 11:47 a.m.

Financial Statements

Financial records for FY16 were closed in mid-July. The final FY16 expenditure reports for School Ready and Early Childhood were presented and reviewed. Previous to the meeting the financial statements were reconciled by both Bremner and the fiscal agent to the final GL accounting. The statements represent actual expenditures and actual carry forward funds for both grants at close of FY16. These statements were used to create the final FY17 budget and expenditure reports and are the statements used to create the required FY16 financial statements for the FY16 annual report.

School Ready

- FY16 Polk County ECI School Ready revenue was \$2,695,183.00.
- Carry Forward funds from FY15 into FY16 were \$187,155.86. These funds were fully expended during FY16.
- At end of FY16 the interest earned totaled \$\$10,898.38. This amount will be applied to programs in the FY17 SR budget.
- At the end of FY16 School Ready funds of \$2,808,891.60 had been expended.
- FY16 spending was approximately 93% of total School Ready funds. In addition to the earned interest, Carry forward funds of \$187,155.896 will be utilized in the FY17 SR budget.

Early Childhood

- FY16 Polk County ECI Early Childhood revenue was \$1,123,171.00.
- Carry Forward funds total \$190,927.39 were fully expended by the end of FY16.

- At the end of FY16 interest earned totaled \$5,855.19. This amount will be applied to programs in the FY17 EC budget.
- At the end of FY16 Early Childhood funds of \$1,104,494.34 had been expended.
- Spending is approximately 81% of total Early Childhood funds. In addition to the earned interest, Carry Forward funds of \$215,459.24 will be utilized in the FY17 EC budget.

FY2016 Polk County ECI Annual Report Review

- Members utilized the FY16 Expenditure Reports for School Ready and Early Childhood indicating final expenditures and carry forward amounts for each fund to review the required annual report financial statements. Members received the FY16 annual report financial statements. Bremner walked through these documents for each grant, discussing all contract and other expenditures.
- School Ready Funds FY16 expenditures were \$2,808,891.60 with a 3% carry-forward totaling \$84,345.64.
- Early Childhood Fund FY16 expenditures were \$1,104,494.34 with 19% carry forward totaling \$215,459.24.
- After board review and approval board fiscal agent will approve and sign the required financial forms before they are submitted online via iowagrants.gov.
- Members received and reviewed FY17 Expenditure Reports for School Ready and Early Childhood indicating budgeted contract amounts. These reports reflect the actual expenditures, interest earned and carry forward dollars. Invoices are starting to come in for reimbursement; July and August billing will be reviewed in the September meeting.
- Members received the FY16 Early Childhood Iowa Local Board Composition form that is also part of the annual reporting. This matrix lays out the board composition and meeting attendance. Bremner noted board members volunteered a total of 272 hours this past fiscal year attending meetings, investment reviews and site visits. She thanked members for their time and commitment.
- Bremner reviewed with members the FY16 Annual Report Performance Measure Data & Investment History report for each funded program. This document lays out the Performance Measures and funding history for each program. This information is also part of the required annual report submission.

Georgia Sheriff departed at 12:17 p.m.

A motion to approve the FY2016 Annual Report for submission to the State was made by Joyce Pingel and seconded by Craig Sieverding. THE MOTION CARRIED UNANIMOUSLY.

Des Moines Public Library Presentation of Revised Proposal

Linda Roe, Deputy Director, Des Moines Public Library and Ashley Molzen, Librarian, Forest Avenue Library presented their funding request for a Pre-Literacy Awareness Campaign to promote the importance of early literacy. This public awareness campaign will target low-income and underserved families with young children. DMPL will also work with school districts and community partners to share all materials that are developed and to distribute materials and the message. Materials will be created in both English and Spanish, with the intent to expand to other languages. A marketing video was played for members that gave a brief history of the library and the different services they provide. Roe and Molzen expressed a desire to participate in ongoing

conversations with community partners to help develop the campaign and outreach. Tom Slater suggested the creation of a small advisory group to work with library staff as they develop materials and the roll-out of messaging. Bremner will work with library to include community stakeholders and funded partners in this group.

A motion to approve the Des Moines Public Library Pre-Literacy Awareness Campaign funding request for \$42,000 was made by Tom Slater and seconded by Judy McCoy Davis. Craig Sieverding abstained. THE MOTION APPROVED.

Bremner will keep the board apprised of the library timeline and progress. Roe offered to provide updates to the board at any time.

Polk County Population Trends

Gary Krob, Coordinator, State Data Center, State Library of Iowa presented information on population trends in Iowa and Polk County. Krob had provide his slides and an excel file of data for members prior to the meeting for their review. His data included Polk County census tract data of race/ethnicity, poverty, education, employment and rental property. Krob is available to supply data and can be reached at gary.krob@lib.state.ia.us with any questions or additional data requests.

Administrative Report

Bremner's Administrative Report was included in meeting materials and will be emailed out with meeting minutes. She provided a brief update on the following:

- Contracts have been issued to all funded partners for the FY17 cycle. Most of the contracts have been received, with only two child care centers and six school districts remaining out.
- Fiscal Agent auditors Brooks Lodden were onsite in July to begin their review of Polk County ECI's FY16 financial records. Auditors are onsite again this week to continue review of all documentation for randomly selected invoices. Fiscal Agent Finance Director Danielle Johnson and Bremner have decided to conduct an internal audit of randomly selected invoices quarterly during FY17.
- Bremner received communication from the Evelyn K. Davis Early Learning Academy's board chair regarding the status of the center. He reported that after many conversations within the community and visits to potential new locations the board has decided at this time they will not be relocating and reopening the center.

Old Business

None

New Business

None

Public Comment

None reported

Adjourn

A motion to adjourn the meeting was made by Cindy Elsbernd and seconded by Joyce Pingel. THE MOTION CARRIED UNANIMOUSLY. The meeting adjourned at 1:28 p.m.