



**POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING**  
**United Way of Central Iowa – Leadership Room**  
**Des Moines, Iowa**  
**September 28, 2016**

**Voting Members Present:** Matt Knoll, Jem Gong-Browne, Sam Carrell, Nick Dial, Cindy Elsbernd, Bryan Huggins, Natali Justiniano Pahl, Josh Mandelbaum, Judy McCoy Davis, Kimberly Peterson, Joyce Pingel, Georgia Sheriff, Tom Slater, JoEllen Spriggs-Dixon, Mee Yang-Lee; Craig Sieverding arrived at 8:10 a.m.

**Voting Members Absent:** Marvin DeJear, Claudia Hawkins, Shane Schulte

**Ex-Officio Members Present:** Terry Harrmann

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

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

**Guests Present:** Barb Merrill, Executive Director, Iowa Association for the Education of Young Children; Leslie Stonehocker, Child Care Consultant Coordinator, Child Care Resource & Referral; Stacey Walter, Early Child Care Coordinator, Iowa Association for the Education of Young Children

**Welcome and Introductions**

Board Chair Matt Knoll welcomed board members and guests to the Polk County Early Childhood Iowa Board meeting at 8:08 a.m. Quorum was met at this time. Guest introductions were made. Knoll and Bremner welcomed new board member Mee Yang-Lee to her first board meeting.

Craig Sieverding arrived at 8:10 a.m.

**Approval August Minutes**

The August 24, 2016 minutes were presented to the board. There were no comments or corrections.

*A motion to approve the minutes was made by Judy McCoy Davis and seconded by Jem Gong-Browne. THE MOTION CARRIED UNANIMOUSLY.*

**Monthly Financial Statements**

Barb Bremner presented the financial statements through the end of July. These statements are a cash presentation of financial transactions which took place through July of fiscal year 2017.

## **School Ready**

- FY17 Polk County ECI School Ready funding is \$2,731,452.00.
- Carry Forward funds total \$84,345.64. These will be expended before FY17 funds.
- Year to date receipts as of end of July total \$682,863.00. (First quarter payment received.)
- Additional receipts of \$250.08 interest.
- At the end of July, School Ready funds of \$9,486.66 had been expended.
- Spending is approximately 0.34% of total School Ready funds. Last year at end of July 2015 0.18% of funds had been expended

## **Early Childhood**

- FY17 Polk County ECI Early Childhood funding is \$1,202,320.00.
- Carry Forward funds total \$215,459.24. These have been budgeted into contract lines within the budget and will be expended before FY17 funds.
- Year to date receipts as of end of July total \$300,580.00 (First quarter payment received).
- Additional receipts of \$304.87 interest.
- At the end of July Early Childhood funds of \$4,610.64 had been expended.
- Spending is approximately 0.33% of total Early Childhood funds. Last year at end of July 2015 0.36% of funds had been expended

*A motion to approve the July 2016 financials was made by Sam Carrell and seconded by JoEllen Spriggs-Dixon. THE MOTION CARRIED UNANIMOUSLY.*

## **Review of Annual Goals for Executive Director (Policy 3.4)**

Bremner's FY17 Goals and Professional Development Plan was presented to members. Under goal area Board Relationships Bremner has been working with Darby Taylor from Visiting Nurse Services to provide interested board members the opportunity to accompany case managers of the Healthy Start and Empowerment program on home visits. Bremner will arrange a site visit to one of the Early Head Start classrooms. As part of ongoing professional development, Bremner will attend the Zero to Three Annual Conference in New Orleans the first week of December. The board will be updated on her goal progress in spring as part of the annual review of the executive director.

*A motion to approve the Executive Director Goals and Professional Development Plan for FY17 was made by Nick Dial and seconded by Joyce Pingel. THE MOTION CARRIED UNANIMOUSLY.*

## **Review of Contract Monitoring Schedule (due 9/30/16)**

The FY17 Contract Monitoring Schedule was presented to board members and includes 13 contracts selected for monitoring this fiscal. Agencies will be given advance notice and have three weeks to prepare requested documentation for the site visit.

Sieverding asked if the format and outline presented came from the State. Bremner reported that submitting the contract monitoring schedule is required of all areas but that the structure is locally determined. She reported that Department of Management staff Shanell Wagler and Jeff Anderson provided guidance during the LOE site visit that there was not an expectation that Polk County ECI would monitor all contracts annually but that monitoring approximately one-third of the contracts would meet State expectations. Members requested the fiscal year's new contract with the Des Moines Public Library for Pre-Literacy Awareness Campaign, be added to the FY17 monitoring list.

Members asked about the status of Capitol Park Early Learning Center. Stacey Walter provided an update on the center. A new director has been hired by the Capitol Park Board and will start October 17<sup>th</sup>. Enrollment has increased significantly over the last several weeks and a few of previous staff have been hired back. All of these things should help the center in its goal to reach a Level 5 QRS this spring.

Bremner mentioned that Walter, Barb Merrill and Kate Bennett of United Way had met earlier in the month and received an update then from Walter regarding Capitol Park. There continues to be concern that the Capitol Park ELC board be strengthened by adding more board members, meeting more frequently and proactively being involved in more oversight. Joyce Pingel added the United Way Education Cabinet is monitoring the Capitol Park contract as well. Members requested Capitol Park Early Learning Center also be added to the FY17 monitoring list. Bremner asked Walter to provide an update to the board at the December meeting regarding the center.

Bremner will update the Contract Monitoring Schedule to include the addition of the Des Moines Public Library contract and the Capitol Park ELC contract and submit to the State prior to the September 30<sup>th</sup> deadline.

Georgia Sheriff suggested the board consider drafting a policy outlining the process of how the contract monitoring schedule and the included contracts are determined year-to-year. Members requested Bremner schedule a technical assistance meeting with Shanell Wagler midyear to review the documentation programs are submitting for invoices and contract monitoring to be sure these meet the Department of Management reporting expectations.

*A motion to approve the FY17 Contract Monitoring Schedule with the addition of DM Public Library and Capitol Park Early Learning Center was made by Craig Sieverding and seconded by Georgia Sheriff. THE MOTION CARRIED UNANIMOUSLY.*

### **WAGE\$ Request for Additional Funding**

Barb Merrill, Executive Director of Iowa Association for the Education of Young Children presented a request for \$28,000 in additional funds for the WAGE\$ program. This program provides wage stipends to staff working in child care centers based on the individual's education level and length of employment with the center. To participate centers must have a QRS of 4 or 5 or be NAEYC accredited and enroll a minimum of 10% of Child Care Assistance children. Even with the funding the program receives from United Way of Central Iowa, the Iowa Department of Management and the W. K. Kellogg Foundation grant, Merrill reported they still have a waiting list for the program. The additional \$28,000 requested would help cover payments for current participants and some of the applicants currently on the waiting list. Merrill indicated that the Kellogg Foundation grant expires September 30, 2016, but it appears it will be renewed for an additional 3 years.

Although this program didn't not receive their full funding request during investment reviews, the program did receive an increase in funding from \$75,000 in FY16 to \$97,000 in FY17. Bremner will email members notes from the investment review cycle. Members will vote on the funding request at the October meeting. Bremner indicated Early Childhood currently has \$53,605.70 in non-contracted funds available for FY17 that could be used to fund this additional request.

Nick Dial departed at 9:00 a.m.

### **Formulation of Working Committees for FY17**

Knoll reported the following committees are being formed for FY17:

- Marketing/Public Awareness/Events/Advocacy
- Governance
- Preschool Programming Support
- Child Care Center Quality Improvement

Members were asked to sign up for two committees they would like to serve on. The Preschool and Child Care Center committees will review the funding allocations and evaluate if changes need to be made. Bremner and Knoll will work to organize and schedule the committees. Documents with background information regarding the child care centers and the preschool districts were passed out for members to review.

### **Administrative Update**

Bremner's Administrative Report will be shared electronically. Briefly discussed:

- Dave Arens was elected chair of the State ECI board at the state board meeting September 9<sup>th</sup>.
- Bremner met with Wagler for technical assistance regarding the budget. Wagler and Bremner walked through the FY17 expenditure report. Wagler was impressed with the diversity of programs and leveraging of community resources to meet needs. Wagler expressed opinion that legislators would be interested in seeing how efficiently the funds are budgeted by the board.
- Members were reminded of the upcoming forums with local candidates and incumbents focused on children and families and co-sponsored by many local agencies, including Polk County ECI:
  - October 5<sup>th</sup> from 6:00 – 7:30 p.m. at the West Des Moines Library
  - October 6<sup>th</sup> at 6:00-8:00 p.m. in Ankeny
- Bremner is a lead for the OpportUNITY work focusing on Education: Early Childhood through Grade 12. The Education workgroup has a performance measure focused on increasing enrollment of at-risk children in Statewide Voluntary Preschool Programs. Participants have decided to create a legislative ask of funding for funding of children living at or below 200% of federal poverty level at 1.0 to allow districts to provide all-day preschool opportunities for these children. Currently children are funded at .5 per child and required to provide 10 hours per week of instruction. The legislative ask includes a request for increased flexibility for use of funds as well.
- Members are invited to the upcoming OpportUNITY Summit being held at the Des Moines Botanical Gardens October 25<sup>th</sup> from 3:30 – 5:00 p.m. This summit will focus on the Child Care Cliff Effect which adversely impacts families striving for economic self-sufficiency.
- DHS has started rolling out the proposed changes for the Child Care Development Block Grant. Leslie Stonehocker reported essential trainings have begun. Stonehocker feels more time is needed before they will really know how the changes are going. Walter reported she has started seeing 12-month extensions issued for parents receiving Child Care Assistance.

**Old Business**

None.

**New Business**

Natali Justiniano Pahl invited members to the United Way Women's Leadership Connection event Thursday, September 29<sup>th</sup> at the Temple for Performing Arts. Guest speaker Erin Gruwell, author of "The Freedom Writers" will present at 7:00 p.m.

**Public Comment**

None reported.

**Adjourn**

*A motion to adjourn the meeting was made by Sam Carrell and seconded by Josh Mandelbaum. THE MOTION CARRIED UNANIMOUSLY.* The meeting adjourned at 9:31 a.m.