

POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING
United Way of Central Iowa – Leadership Room
Des Moines, Iowa
November 14, 2012

Voting Members Present: Dave Arens, Cindy Elsbernd, Misty Hansen, Terry Harrman, Kari Lebeda Townsend, Ka'Meka Lowery, Natali Justiniano Pahl, Judy McCoy Davis, David Stout

Voting Members Present Via Phone: Mary Gesiriech, Becky Miles-Polka, Joyce Pingle, Chaney Yeast

Voting Members Absent: Dave Discher, Claudia Hawkins, Kittie Weston-Knauer

Ex-Officio Members Absent: Donald Doudna

Guests Present: None

Staff Present: Kate Bennett, Vanessa Sedrel

Judy McCoy Davis welcomed everyone to the Polk County Early Childhood Iowa Board meeting at 8:03 a.m. Quorum was met at this time.

Polk County Early Childhood Iowa Director Position Available

Kate Bennett's last day as director of PCECI will be on November 30th. She has accepted a new position with United Way as the Education Director. She will continue to help with PCECI tasks throughout December on a contract basis. United Way will donate Kate's time to help train the new candidate in January.

The board reviewed the provided Job Description for this position. Discussion was held to change the title of the position from Director to Executive Director. A motion to approve the Polk County Early Childhood Iowa Director job description with the change to title of Executive Director was made by Becky Miles-Polka and seconded by Natali Justiniano Pahl. THE MOTION CARRIED UNANIMOUSLY.

Position Salary / Hiring Process

Judy informed the board she had met with United Way and contacted the state of Iowa to confirm any details. The state said that because United Way is the employee of record, hiring guidelines should match the United Way protocol. Because of a shift of responsibilities and programs, this position will now be 100% funded by PCECI, whereas Kate worked 36 hours for PCECI and was partially supported by United Way. A similar position at United Way would have a salary range of \$57,000-86,000. Deanna (United Way HR) suggested a salary of \$65,000 with 3+ years of experience. Salary for the same position around the state ranges from \$57,000 (part time) - \$86,000.

Discussion was held in regards to the salary range that will be offered to the prospective candidate. Board members want to leave enough room for a pay increase for performance reviews as well as making the position attractive to prospective candidates. A motion to approve a salary range of \$60,000-\$70,000 with the exception to flexibility based on experience of the candidate and final approval of the board was made by Cindy Elsbernd and seconded by Terry Harrman. THE MOTION CARRIED UNANIMOUSLY.

Timeline for Hiring

Judy has set an aggressive timeline to fill this position. The timeline is as follows:

November 16th – Job Posted by Deanna (HR) through United Way and Careerbuilder.com

November 30th – posting ends

December 5th – Deanna gets prescreened applicants to Judy McCoy Davis

December 10th week – interviews occur

Dave Arens, Dave Discher, and Mary Gesriech have agreed to be on the interview committee along with Judy McCoy Davis.

December 15th – offer is made

January 1st – start date for the new director

PCECI Director Compensation Discussion

The committee who volunteered to discuss Kate's compensation increase will still meet to discuss the amount owed back to her from July 1st through November 30th. This will be voted on at the meeting in mid- December.

New Business:

None reported

Old Business:

None reported

Public Comment:

None reported

Adjourn:

The meeting adjourned at 8:35 a.m

JMD:vs (11/14/12)