

**POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING**  
**United Way of Central Iowa – Room 200**  
**Des Moines, Iowa**  
**September 26, 2012**

**Voting Members Present:** Dave Arens, Dave Discher, Cindy Elsbernd, Mary Gesiriech, Misty Hansen, Terry Harrman, Claudia Hawkins, Becky Miles-Polka, Natali Justiniano Pahl, Joyce Pingel, David Stout, Kari Lebada Townsend, Kittie Weston-Knauer

**Voting Members Absent:** Ka'Meka Lowery, Chaney Yeast

**Ex-Officio Members Present:** Judy McCoy Davis

**Ex-Officio Members Absent:** Donald Doudna

**Guests Present:** Amy Curtis, Stacey Walter

**Staff Present:** Kate Bennett, Linda Dahlman, Vanessa Sedrel, Terrie Taylor-Wolf

Dave Arens welcomed everyone to the Polk County Early Childhood Iowa Board meeting at 11:33a.m. Quorum was met at this time.

**Approval of August 2012 Minutes:**

A motion to approve the minutes was made by Kittie Weston-Knauer and seconded by Becky Miles-Polka. THE MOTION CARRIED UNANIMOUSLY.

**Monthly Financial Statements:**

Linda Dahlman reported the August 2012 financial statements to the board.

**Early Childhood**

- Several programs have begun turning in their billing sheets.
- \$36,672.17 has been spent for August. This includes administrative fees and also includes earned interest.

**School Ready**

- With it still being in the beginning of the school year, there has not been a lot of activity. Most expenses in August have been administration fees.
- \$150 of carry forward money has been spent from Woodward Granger Preschool.
- Total expenses for August were \$11,715.37.

We have received the first quarterly payment and the cash flow looks good.

With Vanessa being new to the team, it is a good opportunity to re-evaluate the financial process. UWCI and PCECI are working closely together to build a process flow map to better document PCECI spending.

Linda and Kate both noted the Annual Report has been sent to the state and has passed the technical review.

Dave Arens asked how UWCI formulates to get the interest. Linda said it is the average of a 12 month rolling interest rate.

### **Approval of Monthly Financial Statements (August)**

A motion to approve the minutes was made by Becky Miles-Polka and seconded Dave Dishcher. THE MOTION CARRIED UNANIMOUSLY.

### **Administrative Update:**

Kate shared she has been working on preparing the PCECI Director Performance Assessment Survey and will discuss further details when she presents the survey.

### **Fiscal Year 2012 PCECI Program-Results Scorecard**

Terrie Taylor-Wolf informed the board on the results of the end of year data. She explained that each program funded has a scorecard and they are responsible to enter the data by using this program designed by PCECI and United Way of Central Iowa. Michelle and Stacey (Preschool Quality Coaches funded by PCECI) ensure these reports are properly being documented.

These program scorecards have been aggregated to make seven scorecards to reflect the goals of the community action plan. Terrie briefly explained the results from FY12.

Result Scorecard, the program used, is now being used by the Council Bluffs ECI. State ECI is looking into this tool and is impressed. Terrie also sits on the State ECI board to give her input from Polk County.

UWCI can use results from PCECI's programs (and vice versa) to show collectively changes that are being made in Polk County.

### **PCECI Director Performance Assessment Survey:**

Kate handed out a copy of the electronic survey via Survey Monkey. She apologized for the layout and font, as it they program is difficult to work with. Kate went through each goal with the board to better explain her accomplishments from the year. She followed up with the goals she has set for FY13.

Highlights from Kate's year include:

- Convened and facilitated multiple groups with a focus on the four priority areas of the PCECI Community Plan, including multiple convening of all PCECI contractors in preparation for the Levels of Excellence.
- Partnered with UWCI and State Public Policy Group to inventory out of school time.
- 100% of state required documents were reported and submitted on time.

- PCECI was one of 7 boards to complete the Levels of Excellence and was one of four to receive compliant, as the other received probationary status.
- Worked with UWCI (fiscal agent) to continue to make improvements and streamline the financial process.
- Polk County is represented at statewide events and demonstrates a high level of performance.
- Has continued to strengthen the use of Results Scorecard to collect, report, track, and analyze the performance measure data that local ECI boards are required to collect.

### **Des Moines Early Childhood Coalition**

Stacey Walter and Amy Curtis, both Child Care Consultants, informed the board about the GOLD assessment that is being used in all 18 centers funded by PCECI. GOLD focuses on six areas of development: Social-Emotional, Physical, Language, Cognitive, Literacy, and Mathematics. Last year was the first year they used the GOLD assessment and there has been definite improvement in the children's developmental tracking. This tool requires a baseline check (within the first month of fall), a winter checkpoint (mid- year), and a final check point (at the end of the school year). This tool also allows teachers and administrators to track development and plan lessons according to child's needs. Stacey and Amy developed a plan for the 2012/2013 school year. They plan to offer on-site training with some of the centers. They will meet monthly to offer training in professionalism, interactions or partnerships with families and coworkers. They will also look to their 'master teachers' and model classrooms to help implement GOLD as well as a positive learning environment.

### **New Business:**

Dave Arens announced this would be his final meeting as Chair. Judy McCoy Davis offered to be elected to Chair.

A motion to approve the Judy McCoy Davis as new Chair was made by Mary Gesiriech and seconded by Kittie Weston-Knauer. THE MOTION CARRIED UNANIMOUSLY.

### **Old Business:**

None reported

### **Public Comment:**

None reported

### **Adjourn:**

The meeting adjourned at 1:05pm

DA:vs (9/27/12)