



POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING
United Way of Central Iowa – Leadership Room
Des Moines, Iowa
September 27, 2017

Voting Members Present: Matt Knoll, Ahmed Agyeman, Bryan Huggins, Marianka Pille, Shane Schulte, Jana Shepherd, Georgia Sheriff, Emily Westergaard, Mee Yang-Lee; Craig Sieverding participated via teleconference; Cindy Elsbernd arrived at 8:05 a.m., Sam Carrell and Josh Mandelbaum, arrived at 8:18 a.m., Marvin DeJear arrived at 8:38 a.m.

Voting Members Absent: Nick Dial, Jem Gong-Browne, Rocio Hermosillo, Judy McCoy Davis

Ex-Officio Members Present: None

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

Staff Present: Barb Bremner, Jody Kanne

Guests Present: Teree Caldwell-Johnson, CEO, Oakridge Neighborhood; Jillian Herink, Executive Director, Iowa Association for the Education of Young Children; Dara Madigan, WAGE\$ Coordinator, Iowa Association for the Education of Young Children; Ashley Otte, T.E.A.C.H. Program Manager, Iowa Association for the Education of Young Children; Leslie Stonehocker, Child Care Consultant Coordinator, Child Care Resource & Referral; Darby Taylor, Healthy Start Director, Visiting Nurse Services of Iowa; Tray Wade, President/Chief Executive Officer, HCI-VNS Care Services of Iowa; Stacey Walter, Early Child Care Coordinator, Iowa Association for the Education of Young Children; Cindy Winn, Healthy Start Team Lead, Visiting Nurse Services of Iowa

Welcome and Introductions

Board Chair Matt Knoll welcomed board members and guests to the Polk County Early Childhood Iowa Board meeting at 8:01 a.m. Guest introductions were made. Quorum was met at this time.

Approval August Minutes

The August 23, 2017 minutes were presented to the board. There were no additional comments or corrections.

A motion to approve the minutes was made by Emily Westergaard and seconded by Georgia Sheriff. THE MOTION CARRIED UNANIMOUSLY.

Cindy Elsbernd arrived at 8:05 a.m.

Monthly Financial Statements

Barb Bremner presented the financial statements for July and August 2017. These statements are a cash presentation of financial transactions which took place through August of fiscal year 2018.

School Ready

- FY18 Polk County ECI School Ready funding is \$2,647,000.
- Carry Forward funds total \$68,842. These have been budgeted into the Healthy Start & Empowerment contract line within the budget and will be expended before FY18 funds.
- Total funds for the School Ready Budget equal \$2,715,842.14.
- Year to date receipts total \$661,750. First quarter payment received in July.
- Additional receipts of \$1,249.40 interest.
- At end of August School Ready funds of \$17,554.11 had been expended.
- Expenditures were 0.65% of total School Ready funds. Last year at end of August 2016 0.70% of funds had been expended.

Early Childhood

- FY18 Polk County ECI Early Childhood funding is \$1,099,883.
- Carry Forward funds total \$124,973. These have been budgeted into the IAAYC EQUIP and the CCRR Consultants contract lines within the budget and will be expended before FY18 funds
- Total funds for the Early Childhood Budget equal \$1,224,856.00.
- Year to date receipts total \$274,970.75. First quarter payment received in July.
- Additional total receipts of \$757.14 interest.
- At end of August Early Childhood funds of \$25,666.03 had been expended. Spending is approximately 2.10% of total Early Childhood funds. Last year at end of August 2016 2.60% of funds had been expended.

Members were presented with a document outlining past Early Childhood Capacity Building funding and the estimated FY18 pilot funding amount broken down by center. Bremner reported the maximum total per center amount is based on each center's full staffing potential for the full year. The maximum total includes employer payroll taxes (Social Security and Medicare) that would be due on the stay bonuses paid to staff. The addition of the tax due brings the maximum total funding of the stay bonus pilot to \$183,650. The Early Childhood Expenditure Report has been adjusted to reflect the new center totals.

A motion to approve the July and August 2017 financials was made by Bryan Huggins and seconded by Ahmed Agyeman. THE MOTION CARRIED UNANIMOUSLY.

Annual Goals for Executive Director (Policy 3.4)

Bremner's FY18 Goals and Professional Development Plan was presented to members. Due to current budget constraints, Bremner will focus her professional development this year on technology skills and training that can be acquired locally. Yang-Lee requested board members be given the opportunity to participate in program site visits again this year. Bremner will notify board members of upcoming site visits. 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 FY18 was made by Shane Schulte and seconded by Mee Yang-Lee. THE MOTION CARRIED UNANIMOUSLY.

Contract Monitoring Schedule

The FY18 Contract Monitoring Schedule was presented to board members. This year 12 contracts (36%) of our funded programs will be monitored. With the board's focus on child care centers and center resiliency this year, it makes sense to include them in the FY18 cycle. Newer investments, EMBARC and Des Moines Public Library will also be included in the FY18 monitoring cycle. Bremner and fiscal agent business services staff will complete site visits and meet with the directors. Any issues that may arise will be reported back to the board.

Bremner will submit the FY18 Contract Monitoring Schedule to the State by the September 30th deadline.

A motion to approve the FY18 Contract Monitoring Schedule was made by Georgia Sheriff and seconded by Mee Yang-Lee. THE MOTION CARRIED UNANIMOUSLY.

Sam Carrell and Josh Mandelbaum arrived at 8:18 a.m.

Recommendation response to Oakridge Request

Bryan Huggins presented the recommendation of original FY17 committee members and board members who met September 12th to discuss Oakridge Neighborhood's request for flexible use of allocated funding of \$30,000. The committee considered the facts presented by Oakridge which included Oak Academy holding a QRS 5 rating and NAEYC accreditation, as well as having a benefits package and low turnover rate. The recommendation is that Oak Academy be granted flexible use with requirements:

1. Oak must use funds in a way that will contribute to a consistent learning environment and must submit a brief statement describing:
 - the intended use for the funds for fiscal year 2018,
 - how this use of funds will contribute to consistency in care and environment,
 - and how these funds will directly impact enrolled children
2. Oak Academy must complete the reporting and surveys required of the centers participating in the stay bonus pilot.

In discussion of the recommendation Emily Westergaard asked if Bidwell and other centers may now request to opt out of the pilot. Huggins pointed out the committee Oak Academy's QRS rating of 5 and NAEYC accreditation were factors contributing to the recommendation and that no other pilot center has either quality indicator. Bremner stated Tim Shanahan, Executive Director of Bidwell Riverside Center, has committed to participating in the pilot, and it has been offered to the classroom staff of Bidwell Early Learning Center.

Josh Mandelbaum stated during the September 12th meeting members had requested flexible use be tied to the original focus of the pilot on staff retention. Mandelbaum requested language be added to the Oakridge Neighborhood flexible use contract indicating the agency receive funding in quarterly payments as all pilot centers and Oak Academy must meet the pilot qualifiers of staff retention to determine their quarterly distribution. Funds will be distributed quarterly to Oakridge, with the amount to be determined by the number of eligible staff retained that quarter as set out in the stay bonus pilot. Bremner will amend the recommendation and the Oak Academy contract to include these requirements. She will communicate the board's recommendation to Oakridge Neighborhood.

A motion to approve the recommendation with amendment to reflect discussed requirements regarding staffing retention was made by Josh Mandelbaum and seconded by Emily Westergaard. THE MOTION CARRIED UNANIMOUSLY.

Formulation of Working Committees for FY18

School Ready and Early Childhood committees were formed last year. Knoll suggested members rejoin the same committee to maintain the momentum on the work. Members were asked to sign up for either the Governance committee or the Advocacy/Fun committee. The Governance committee typically meets one to three times per year to review policies and procedures and for board recruitment. The Advocacy/Fun committee meetings are determined by membership and agenda items. A sign-up sheet was circulated.

Marvin DeJear arrived at 8:38 a.m.

Iowa Association for the Education of Young Children: Iowa's Early Care and Education Workforce Study

Dara Madigan, WAGE\$ Coordinator, Iowa Association for the Education of Young Children presented data from the *2016 Working in Early Care and Education in Iowa report* recently completed by the Child Care Services Association. Responses were received from 250 full-day, licensed child care centers across Iowa for the survey focusing on staff benefits, wages, education, and retention. Survey results indicated centers offering a broader range of employee benefits tend to have lower turnover rates. Statewide turnover rates average 27%. Centers who have directors with a college degree tend to have staff with a higher level of education resulting in higher staff wages. Iowa is one of eight states participating in the Moving the Needle on Compensation project. The project is focusing on policy, advocacy, and funding action plan.

Mee Yang-Lee and Marvin DeJear departed at 9:05 a.m.

Polk County ECI currently funds the WAGE\$ and T.E.A.C.H. programs at IAIEYC which directly impact center staff furthering their child care educational background. The presentation slides and the report will be shared with members.

Marianka Pille departed at 9:32 a.m.

Administrative Report

Administrative Report for September and October to be shared at October meeting.

Old Business

None.

New Business

None.

Public Comment

None reported.

Adjourn

A motion to adjourn the meeting was made by Georgia Sheriff and seconded by Emily Westergaard. THE MOTION CARRIED UNANIMOUSLY. The meeting adjourned at 9:35 a.m.