



**POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING**  
**United Way of Central Iowa – Leadership Room**  
**Des Moines, Iowa**  
**August 22, 2018**

**Voting Members Present:** Craig Sieverding, Rob Barron, Deanna Bennigsdorf, Sam Carrell, Marvin DeJear, Matt Knoll, Jeanie McCarville Kerber, Jana Shepherd, Georgia Sheriff, Emily Westergaard; Nick Dial and Jem Gong-Browne participated via teleconference/ Marianka Pille arrived at 11:44 a.m.; Ahmed Agyeman arrived at 11:46 a.m.; Bryan Huggins arrived at 11:55 a.m.

**Voting Members Absent:** Josh Mandelbaum, Mee Yang-Lee

**Ex-Officio Members Present:** Dave Arens, Terry Harrmann

**Ex-Officio Members Absent:** Brook Rosenberg

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

**Guests Present:** Laura Correa, Pediatric Resident with Blank Children's Hospital; Jillian Herink, Executive Director, Iowa Association for the Education of Young Children; Dara Madigan, WAGES 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

**Welcome and Introductions**

Board Chair Craig Sieverding welcomed board members and guests to the Polk County Early Childhood Iowa Board meeting at 11:37 a.m. Quorum was met at this time. Sieverding welcomed new board members. Members introduced themselves to all in attendance.

Marianka Pille arrived at 11:44 a.m.

Ahmed Agyeman arrived at 11:46 a.m.

**FY19 Board and Staff Activity**

Members were presented with the FY19 Board Membership roster and the Board and Staff Activity document. The activity document details work the board covers on a monthly basis along with state requirements and reporting deadlines. Bremner noted she included state meetings and events this year.

**Board Member Job Description and Affirmation (Policy 2.2)**

The Board Member Role and Responsibilities and Affirmation of willingness to carry out duties document was discussed with members. The document includes the board member description of duties. Members were asked to read the board member job description, sign the affirmation form, and return to staff at the end of the meeting.

### **Member Attendance (Policy 2.10)**

Members received the Board Member Attendance Policy 2.10. Bremner reported all FY18 Polk County ECI meetings met quorum.

### **Approval June Minutes**

The June 27, 2018 minutes were presented. There were no comments or corrections.

*A motion to approve the minutes was made by Emily Westergaard and seconded by Matt Knoll.  
THE MOTION CARRIED UNANIMOUSLY.*

### **FY18 Financial Statements**

Bremner presented final financial statements for FY18. Statements are a cash presentation of financial transactions which took place through June 30<sup>th</sup> of fiscal year 2018.

#### **School Ready**

- FY18 Polk County ECI School Ready funding was \$2,647,000.
- Carry Forward funds totaled \$68,842.
- Total School Ready funds were \$2,715,842.14.
- At end of FY18 School Ready funds of \$2,651,466.66 had been expended.
- Expenditures were 97.63% of FY18 School Ready funds. In FY17 98% of funds were expended.
- Carryforward funds into FY19 total \$76,850.44 (\$64,375.48 carry forward funds plus accrued interest of \$12,474.96)

#### **Early Childhood**

- FY18 Polk County ECI Early Childhood funding was \$1,099,883.
- Carry Forward funds totaled \$124,973.
- Total Early Childhood funds were \$1,224,856.00.
- At end of FY18 Early Childhood funds of \$1,105,163.24 had been expended.
- Expenditures are 90.23% of FY18 Early Childhood funds. In FY17 90% of funds were expended.
- Carryforward funds into FY19 total \$126,061.40 (\$119,692.76 carry forward funds plus accrued interest of \$6,368.64)

Bryan Huggins arrived at 11:55 a.m.

### **FY19 Financial Statements**

Members reviewed FY19 School Ready and Early Childhood financial statements detailing the budgets approved at the June meeting and including actual carry forward amounts. School Ready has \$47,231.44 in non-contracted funds. FY19 Early Childhood's funding was reduced by 8% with the implementation of the new funding formula. Bremner reminded members four FY19 contracts were reduced: CCR&R Reach For The Stars; CCR&R Training; Iowa AEYC T.E.A.C.H. and Iowa AEYC WAGE\$. Early Childhood has a total of \$70,111.40 in non-contracted funds.

### **FY18 Polk County ECI Annual Report (Policy 1.2)**

- Members reviewed FY18 Annual Report School Ready and Early Childhood financial statements. Bremner reported forms were reviewed by the fiscal agent and tied to all Polk County ECI expenditures. Sieverding noted both School Ready and Early Childhood funding and carry forward funding has remained steady year-to-year.
- The Community Plan update which includes updated Indicator Data was reviewed. Bremner included additional data from Child Care Resource & Referral's (CCR&R) child care 5-year trend data, Polk County ECI's funding history, and board priorities and strategies.
- The FY18 Early Childhood Iowa Local Board Composition document was reviewed. The document details meeting quorum, member attendance, gender balance, and community representation.
- The FY18 Annual Report Program Data documents program funding and program outcomes. During spring program meetings and review members received half-year data. This document provides full-year data and is compiled to complete the required annual report.

Dave Arens departed at 12:05 a.m.

- Members were presented with a one-page Annual Report Executive Summary highlighting several program outcomes for each funded program.

### **TEACH and WAGE\$ Funding Request**

Two programs with Iowa Association for the Education of Young Children received 8% funding reductions, T.E.A.C.H and WAGE\$. WAGE\$ is requesting an additional \$7,000 to restore funding to FY18 levels. T.E.A.C.H. is requesting an additional \$10,000 to enroll two coalition center staff on the wait list. If approved funds for both requests would come from the \$70,111.40 non-contracted funds.

Ashley Otte, T.E.A.C.H. Program Manager, outlined T.E.A.C.H., a program providing assistance to individuals working in child care to further their education. Reimbursement is available for tuition, books, time away from work for classes. A counselor helps individuals navigate the process and barriers. T.E.A.C.H. has a wait list of 25 individuals for fall. Seven Polk County residents, with two of those being coalition center staff. A wait list for spring has been started. Otte reported statewide staff turnover rates at child care centers runs about 30%, however center turnover rates for staff in the T.E.A.C.H. program runs about 7%.

Jana Shepherd departed at 12:35 a.m.

Individuals participating in the program are required to complete FASFA forms to determine if they are eligible for additional funding. Program counselors work with the schools to help identify additional funding for participants who are on the wait list. Otte acknowledged most individuals on wait list will put off enrolling until funding becomes available.

Dara Madigan, WAGE\$ Coordinator, outlined WAGE\$, an incentive program that provides salary supplements for child care providers participants relative to their educational level. Eligible center staff must work in centers with a QRS rating of 4 or 5 and serve low-income families. Madigan

noted participants can participate T.E.A.C.H. and WAGE\$ at the same time. She reported the center retention rate with staff participating in the WAGE\$ program runs about 12-15%, as opposed to the 30% state-wide. Currently they have 14 eligible participants on the wait list.

Meeting both requests would leave \$53,111 non-contracted Early Childhood funds for FY19.

*A motion to approve \$7,000 for the WAGE\$ program and \$10,000 for the T.E.A.C.H. program was made by Emily Westergaard and seconded by Matt Knoll. THE MOTION CARRIED UNANIMOUSLY.*

### **Quality Funding for Coalition Centers**

Stacey Walter, ECQuIP Project Manager, Iowa Association for the Education of Young Children, requests funding up to \$8,000 for registration fees for coalition center staff to attend the IAEYC Fall Institute. The budget includes \$50,000 for flexible response to child care needs and requests.

*A motion to approve up to \$8,000 for Fall Institute registration fees was made by Sam Carrell and seconded by Emily Westergaard. THE MOTION CARRIED UNANIMOUSLY.*

### **Annual Goals Executive Director (Policy 3.4)**

Members received Bremner's FY19 goals for review.

*A motion to accept the Executive Director's goals was made by Emily Westergaard and seconded by Sam Carrell. THE MOTION CARRIED UNANIMOUSLY*

### **Administrative Report**

- Bremner has conducted board orientations with all new members.
- Facilitation of bi-monthly meetings with ECQuIP and EHS continue.
- She continues to convene monthly meetings with the Early Literacy Metro Coalition.
- Polk County ECI volunteers logged 207 hours for monthly meetings, 220 including ex officio attendance. Board members logged 144 hours committee work and the investment process with a total of 351 volunteer hours. Bremner thanked members for their time and dedication.
- Bremner reminded members of the Early Childhood Iowa Systems Summit and Celebration October 3<sup>rd</sup>.

### **Old Business**

None reported.

### **New Business**

None reported.

### **Public Comment**

None reported.

### **Adjourn**

*A motion to adjourn the meeting was made by Sam Carrell and seconded by Emily Westergaard THE MOTION CARRIED UNANIMOUSLY. The meeting adjourned at 1:01 p.m.*