



POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING
United Way of Central Iowa – Leadership Room
Des Moines, Iowa
September 26, 2018

Voting Members Present: Craig Sieverding, Ahmed Agyeman, Deanna Bennigsdorf, Jem Gong-Browne, Bryan Huggins, Matt Knoll, Josh Mandelbaum, Marianka Pille, Georgia Sheriff, Emily Westergaard, Mee Yang-Lee; Jana Shepherd arrived at 8:10 a.m.; Jeanie McCarville Kerber arrived at 8:11 a.m.; Marvin DeJear arrived at 8:31 a.m.

Voting Members Absent: Rob Barron, Sam Carrell, Nick Dial

Ex-Officio Members Present: Dave Arens

Ex-Officio Members Absent: Terry Harrmann, Barb Merrill, Brook Rosenberg

Staff Present: Barb Bremner, Jody Kanne

Guests Present: Leann Andre, Child Care Consultant Coordinator, Child Care Resource and Referral; Marian Godwin, Research Associate, United Way of Central Iowa; Jocee Kelly, WAGES Counseling Specialist, Iowa Association for the Education of Young Children; Dara Madigan, WAGES Coordinator, Iowa Association for the Education of Young Children; Lynette Nelson, Healthy Start Outreach Manager, Visiting Nurse Services of Iowa

Welcome and Introductions

Board Chair Craig Sieverding welcomed board members and guests to the Polk County Early Childhood Iowa Board meeting at 8:05 a.m. Quorum was met at this time.

Approval August Minutes

The August 22, 2018 minutes were presented. Sieverding asked for any comments or changes. No comments or changes were presented. *THE MINUTES APPROVED UNANIMOUSLY*

FY19 Financial Statements

Barb Bremner presented the financial statements for July and August 2018. These statements are a cash presentation of financial transactions which took place through August of fiscal year 2019.

School Ready

- FY19 Polk County ECI School Ready funding is \$2,470,722.00.
- Carry Forward funds total \$76,850.44.
- Total School Ready funds in FY19 budget are \$2,668,330.27.
- First quarterly payment of \$685,181.00 received in August.
- Interest accrued \$904.24.
- At end of August 2018 School Ready funds of \$149,242.17 had been expended.

- Expenditures are 5.3% of FY19 School Ready funds. In previous fiscal year at end of August .65% of funds had been expended.

Early Childhood

- FY19 Polk County ECI Early Childhood funding is \$1,010,158.00.
- Carry Forward funds total \$126,061.40.
- Total Early Childhood funds in FY19 budget are \$1,075,797.88.
- First quarterly payment of \$252,539.50 received in August.
- Interest accrued \$670.12.
- At end of August Early Childhood funds of \$60,421.52 had been expended.
- Expenditures are 5.32% of FY19 Early Childhood funds. In FY18 2.1% of funds had been expended.

Jana Shepherd arrived at 8:10 a.m.

Jeanie McCarville Kerber arrived at 8:11 a.m.

Sieverding asked for any comments or changes to the July and August 2018 financials. No comments or changes were presented. *THE FINANCIALS WERE APPROVED UNANIMOUSLY.*

Contract Monitoring Schedule (Policy 5.7)

The FY19 Contract Monitoring Schedule was presented to board members. This year 10 of 32 contracts (32%) of funded programs will be monitored. Bremner will conduct site visits to meet with agency staff and review backup documentation. Bremner and the fiscal agent continually review documentation submitted with monthly invoices for all contracts. She plans to complete site visits by the end of December and report back to the board before the annual investment process.

Sieverding asked for any comments or changes to the Contract Monitoring Schedule. No comments or changes were presented. *THE CONTRACT MONITORING SCHEDULE WAS APPROVED UNANIMOUSLY.*

Bremner will submit the FY19 Contract Monitoring Schedule to the state prior to the September 30th deadline.

Working Committees

The FY19 Committee membership document was presented to board members. All committees are requiring additional members. Members were asked to sign up for either the School Ready or Early Childhood committee. These committees review all applications in their funding area during investment season. Additionally members were asked to sign up for either the Governance or Advocacy and Fun Committee. The Governance Committee is responsible for seeking out additional board members. The board currently has three seats open for recruitment. The Advocacy and Fun committee determines advocacy focus and board activities.

Members were asked to contact Bremner or Sieverding with committee preferences. Committee membership will be finalized at the October meeting.

Marvin DeJear arrived at 8:31 a.m.

Stay Bonus Pilot Update

Marian Godwin, Research Associate, United Way of Central Iowa, presented data from the first year of the Child Care Stay Bonus Pilot program. The pilot established in FY18 targets child care center staff and supplements their income through a quarterly retention bonus. The program has completed its first year, and the board renewed funding for a second year. Godwin analyzed staffing data to determine retention and turnover percentages. The data was presented, along with the national data of 30% turnover and the Iowa Workforce data of 27% turnover statewide.

Jem Gong-Browne asked about the previous year turnover data. This data was collected and had been presented as the board was considering the pilot by Stacey Walter, Early Child Care Coordinator, Iowa Association for the Education of Young Children. Bremner stated they hadn't included these percentages in meeting materials because there were large differences between those percentages for FY18 and the percentages documented by Bremner for the fiscal year. Bremner has contacted Walter requesting information about her calculation of annual turnover percentages but has not received an answer yet. Walter's data was printed for members during the meeting. Gong-Browne pointed out for fiscal year 2017 to 2018 the data provided by Walter is trending consistently in the right direction and supports the pilot funding. Bremner and Godwin will meet with Walter to review Walter's data. Members suggested additional information is important to consider:

- What is the "ideal" staffing level for each center?
- What is the turnover rate by position?
- Is the same position turning over multiple times? Lead teacher position versus assistant.
- What are centers quarterly needs and staffing levels?

The Early Childhood Committee will meet to determine additional data and information useful in evaluating the impacts of the stay bonus and also factors impacting turnover and retention.

FY19 Community Plan DRAFT

At the August meeting board members reviewed and approved FY18 financials and program outcomes for the FY18 Annual Report. Bremner submitted the approved documentation to the state prior to the September 15th deadline for the Annual Report.

Bremner stated the new 3-year accreditation process requires Polk County ECI to submit an updated *Community Plan* by October 31st. As part of this process the state TA Team will conduct a site visit in the spring to meet with staff, board members, and programs. A draft *Community Plan* was included in meeting materials. Bremner highlighted areas of the document. She pointed out data from the United Ways of Iowa's ALICE (Asset Limited, Income Constrained, Employed) referenced. This data highlights the struggles of working individuals earning above the federal poverty level but living pay check to pay check. Deann Cook, Executive Director, United Ways of Iowa, has been invited to present on ALICE at the November board meeting. The *Community Plan* is a tool used to guide the work of the board. Dave Arens provided state ECI Board perspective on the importance of each area's *Community Plan* to focus on the needs of the local community.

Members were asked to forward any updates or changes to Bremner. The *Community Plan* will be reviewed again at the October meeting. Bremner will submit the approved plan to the state prior to the October 30th deadline.

Administrative Report

- Bremner submitted the Annual Report prior to the September 15th deadline.
- She convened a meeting of Central Iowa advocates with Clare Sanford, Director of Government & Community Relations for New Horizons Academy. This company's first Iowa for-profit center opened on SW 9th in Des Moines with plans to open additional sites in West Des Moines, Johnston, and Ankeny. Through communication with them over the summer they agreed to enroll up to 10 children receiving Iowa's Child Care Assistance at the first location.
- Bremner reminded members of the Early Childhood Systems Summit and ECI Celebration October 3rd. There will be presentations throughout the day. The ECI 20th Anniversary celebration will be held from 5-7 p.m.

Old Business

Mandelbaum reminded members of the past review of building codes which restricted permitted numbers for in-home child care providers. He stated the City of Des Moines is currently reviewing zoning codes. As with the work on the building codes this has potential to impact in-home child care providers. It will be important to provide information throughout the process to those working on the zoning codes to make sure decisions are made with an understanding of factors that might have the unintended consequence of having fewer in-home providers participate in registration and quality initiatives.

New Business

None reported.

Public Comment

Leann Andre reported DHS will be releasing new tiered reimbursements based on QRS ratings beginning January 1, 2019. She will share information with Bremner and the board.

Dara Madigan thanked the board for approving increases in the WAGE\$ and T.E.A.C.H. contracts at the August meeting. Due to the funding increase, both programs have been able to enroll additional individuals into the programs.

Adjourn

A motion to adjourn the meeting was made by Mee Yang-Lee and seconded by Emily Westergaard THE MOTION CARRIED UNANIMOUSLY. The meeting adjourned at 9:26 p.m.