



POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING
United Way of Central Iowa – Leadership Room
Des Moines, Iowa
March 27, 2019

Voting Members Present: Craig Sieverding, Rob Barron, Deanna Bennigsdorf, Bryan Huggins, Matt Knoll, Josh Mandelbaum, Jeanie McCarville Kerber, Georgia Sheriff, Emily Westergaard, Mee Yang-Lee; Ahmed Agyeman and Jem Gong-Browne participated via teleconference

Voting Members Absent: Sam Carrell, Marvin DeJear, Nick Dial, Marianka Pille, Jana Shepherd

Ex-Officio Members Present: None

Ex-Officio Members Absent: Dave Arens, 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; Juliane Elwell, Community Development Specialist, Child Care Resource and Referral; Adriana Flores, Healthy Start Manager, EveryStep; Cindy Winn, Healthy Start Director, EveryStep

Welcome and Introductions

Board Chair Craig Sieverding welcomed board members and guests to the Polk County Early Childhood Iowa Board meeting at 8:06 a.m. Quorum was met at this time.

Approval January Minutes

Minutes of the January 16, 2019 meeting were presented. There were no comments or corrections.

A motion to approve the minutes was made by Emily Westergaard and seconded by Jeanie McCarville Kerber. THE MOTION CARRIED UNANIMOUSLY.

FY19 Financial Statements

Bremner presented financial statements for December 2018, January 2019, and February 2019. Statements are a cash presentation of financial transactions which took place through February 2019 of fiscal year 2019.

School Ready

- FY19 Polk County ECI School Ready funding is \$2,740,722.00.
- Carry Forward funds total \$76,850.44.
- Total School Ready funds in FY19 budget are \$2,817,572.44.
- Third quarterly payment of \$685,181.00 received in January.
- Interest accrued \$8,133.28
- At end of February 2019 School Ready funds of \$1,375,953.73 had been expended.
- Expenditures are 49% of FY19 School Ready funds. In previous fiscal year 2018 by end of February 45% 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 \$1,136,219.40.
- Third quarterly payment of \$252,539.50 received in January.
- Interest accrued \$4,168.71.
- At end of February Early Childhood funds of \$553,286.43 had been expended.
- Expenditures are 49% of FY19 Early Childhood funds. In FY18 at end of February 44% of funds had been expended.

A motion to approve the financial reports for both grants was made by Emily Westergaard and seconded by Deanna Bennigsdorf. THE MOTION CARRIED UNANIMOUSLY.

Iowa AEYC Funding Request

Bremner reported she met with Jillian Herink, Executive Director, Iowa Association for the Education of Young Children on March 22nd. Herink requested a \$500 sponsorship from Polk County ECI to support the Iowa AEYC Spring Institute. The institute is a statewide professional development opportunity for child care providers. The Spring Institute will focus on Inclusive Environments. In addition to the sponsorship Henrik requested Polk County ECI pay registration fees for staff of coalition child care centers, as was done for the Iowa AEYC Fall Institute. A total of \$8,000 was spent of the Early Childhood, Capacity Building-Quality Support Pilot Centers funds in November to cover registration. Currently \$18,800 of the \$50,000 Early Childhood, Capacity Building-Quality Support Pilot Centers funding has been expended and \$31,200 remains. Bremner reported the ECQuIP team has not identified additional expenses for these funds.

A motion to approve up to \$5,000 for Spring Institute registration assistance plus \$500 in sponsorship was made by Matt Knoll and seconded by Emily Westergaard. THE MOTION CARRIED UNANIMOUSLY.

Members suggested requests for funding for events already calendared early in the fiscal year.

Appointment of Governance Committee (Policy 2.4)

Sieverding asked for members to serve on the Governance Committee. This committee is charged with recruiting new board members. Sam Carrell will complete his second full term on June 30, 2019. At the end of FY19 the board will consist of eight men and eight women. Bryan Huggins and Jem Gong-Browne will complete their first full terms and Emily Westergaard and Rob Barron will be completing their partial terms. Four new members, two men and two women, would be bring the board to full membership of 20.

Jem Gong-Browne joined the meeting via teleconference at 8:20 a.m.

Deanna Bennigsdorf volunteered to chair the committee. Emily Westergaard and Rob Barron volunteered to serve on the committee. Bremner will set a date for the committee to meet.

Members were asked to contact Bremner with any potential candidates or if they wish to serve on the committee.

A motion to approve the Governance Committee members was made by Josh Mandelbaum and seconded by Rob Barron. THE MOTION CARRIED UNANIMOUSLY.

Designation Site Visit Follow Up

The ECI Designation Summary and Recommendation completed by Shanell Wagler, State Early Childhood Iowa, after her February 27, 2019 site visit was presented to members. The summary and recommendation documents summarized Wagler's meetings with the board and funded partners. In comments Wagler noted the board met legislated responsibilities, has dedicated members with a diversity of perspectives and is well-organized with clear priorities. The form notes no additional technical assistance needed. Wagler made a note encouraging community partner input when updating the Community Plan. Bremner will ask for feedback from community partners on how they use the plan in their work to provide direction for the next revision. Cindy Winn, EveryStep, reported her organization uses the Polk County ECI Community Plan when applying for other grants. Wagler will present the ECI Designation Summary and Recommendation at the next State ECI Board meeting. The next site visit with the State TA Team will be in two years for mid-cycle contract reviews.

Fiscal Agent Agreement (Policy 4.3)

Members were presented with the FY19 Fiscal Agent Agreement and supplement documents. Sieverding reported these documents are updated and reviewed by the board annually. Bremner reported the Fiscal Agent Agreement document is provided by the State Board. The supplemental document was created to address the operational expenses the board pays the fiscal agent. Members were asked to read through the agreement and forward any questions or changes they have to Bremner. Approval of the Fiscal Agent Agreement will be at the June meeting.

Association of ECI Area Boards

A document "Association of Early Childhood Iowa Area Boards – Advocating for Iowa's Future" was presented to members. This proposal drafted by McKinley Bailey, former legislator and current director of ECI area Building Families, was created with the intent of creating an association to increase ECI area advocacy efforts.

Members discussed the potential for loss of Early Childhood funding if local ECI's use state dollars to pay for association fees which are then used to lobby legislators. Members agreed there is power in pulling people together to create one common voice, however this is an issue broader than just local ECI areas. Members discussed local board fundraising to support advocacy efforts. Georgia Sheriff volunteered to work with Bremner on creating an Advocacy Committee to lay out a plan to address advocacy. Josh Mandelbaum agreed to provide feedback and advice to the committee.

Community Indicators

Members were presented with the most recent data for indicators tracked by the board. Members also received with data from Child Care Resource and Referral, State of Babies 2019 from Zero to

Three, and Iowa Kids Count data for Polk County. The documents are a resource when reviewing funded programs.

Program Reviews

A sample program report and program review rubric spring 2019 was provided to members. Bremner pointed out FY19 data for review is only through December 2018 on all program reports. Annualized data is expanded so members can review past year's performance. Programs provide budget information with their written reports and should include additional funding sources received. With estimates for both grants Bremner estimates the upcoming fiscal year funding to be approximately \$44,000 less than the current fiscal year. The review schedule, link to folder containing all program reports, rubric, and a funding history of all programs has been emailed to all members. All members are welcome to review all programs and to participate in any program review meetings. School Ready program meetings: April 2nd, 1:15 – 3:15 p.m. and April 11th, 10:00 – 11:30 a.m. Early Childhood program meetings: April 5 – 9:30 – 11:30 a.m. and April 12 – 8:30 – 11:00 a.m.

Administrative Report

- Bremner reported a committee has continued to meet with Capitol Park Early Learning Center on a monthly basis. The committee includes Capitol Park's director Whitney Taylor and board chair Norton Hatlie, Kate Bennett, Community Impact Officer – Education, United Way of Central Iowa, Lynn Graves representing Women United, Barb Bremner, Executive Director and Mee Yang-Lee representing Polk County ECI and Stacey Walter of the Iowa Association of Education ECQuIP team. The center recently had air quality tests done to check for mold. There is a water seepage issue they will have to remediate in the near future. Bremner reports the center has the highest enrollment they have had in years. The committee will continue to meet on a regular basis with the intent to address issues as they arise and work towards a proactive facility and sustainability plan.
- Bremner will be attending two upcoming events:
 - Breakfast and Coffee with the Iowa Women's Foundation Friday, March 29th
 - Early Childhood Brain Science: Nurturing Strong Mental Health, Monday, April 8

Old Business

None.

New Business

Mee Yang-Lee was selected as a Forty under 40 honoree by the Business Record. Emily Westergaard was selected as a Confidence Award Finalist for Inspiring Women of Iowa 2019.

Public Comment

None reported.

Adjourn

A motion to adjourn the meeting was made by Emily Westergaard and seconded by Jeanie McCarville Kerber. THE MOTION CARRIED UNANIMOUSLY. The meeting adjourned at 9:09 a.m.