



**POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING**  
**United Way of Central Iowa – Leadership Room**  
**Des Moines, Iowa**  
**April 24, 2019**

**Voting Members Present:** Craig Sieverding, Deanna Bennigsdorf, Nick Dial, Matt Knoll, Josh Mandelbaum, Jeanie McCarville Kerber, Georgia Sheriff, Marianka Pille, Jana Shepherd; Mee Yang-Lee and Jem Gong-Browne participated via teleconference

**Voting Members Absent:** Ahmed Agyeman, Rob Barron, Sam Carrell, Marvin DeJear, Bryan Huggins, Emily Westergaard

**Ex-Officio Members Present:** None

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

**Staff Present:** Barb Bremner

**Guests Present:** Adriana Flores, Healthy Start Manager, EveryStep; Darby Taylor, Vice President of Community Health Services, EveryStep; Tray Wade, President and CEO, EveryStep; Cindy Winn, Healthy Start Director, EveryStep

**Welcome and Introductions**

Board Vice Chair Matt Knoll welcomed board members and guests to the Polk County Early Childhood Iowa Board meeting at 8:10 a.m. Quorum was met at this time.

**Approval January Minutes**

Minutes of the March 27, 2019 meeting were presented. There were no comments or corrections.

*A motion to approve the minutes was made by Jeanie McCarville Kerber and seconded by Deanna Bennigsdorf. THE MOTION CARRIED UNANIMOUSLY.*

**FY19 Financial Statements**

Bremner presented financial statements for March 2019. Statements are a cash presentation of financial transactions which took place through March 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 \$9,406.09.
- At end of March 2019 School Ready funds of \$1,525,897.27 had been expended.
- Expenditures are 54% of FY19 School Ready funds. In previous fiscal year 2018 at end of March 53% 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 \$4,725.44.
- At end of March Early Childhood funds of \$618,487.54 had been expended.
- Expenditures are 54% of FY19 Early Childhood funds. In FY18 at end of March 49% of funds had been expended.

*A motion to approve the financial reports for both grants was made by Josh Mandelbaum and seconded by Marianka Pille. THE MOTION CARRIED UNANIMOUSLY.*

### **Governance Document Review Committee (Policy 2.15)**

Annually the Bylaws and Policy and Procedure Manual are reviewed. Last year the committee did a very close review. This year there are no additions to be made. Georgia Sheriff, who reviewed the documents volunteered to review her notes and to also review the internal references to policy within the manual. Deanna Bennigsdorf volunteered to review both documents. They will also review the board survey used for the board's self-evaluation and revise for use next year.

### **Appointment of Executive Director Compensation Committee (Policy 3.6)**

Annually a committee of Board Chair and two other members review the results of the board evaluation of the executive director and prepare a recommendation for compensation for the upcoming fiscal year. Mee Yang-Lee and Marianka Pille volunteered to work with Chair Sieverding.

### **Healthy Start & Empowerment Presentation**

Cindy Winn, Healthy Start Director, led a presentation of the program and outcomes in calendar year 2018. Tray Wade, President and CEO, and Darby Taylor, Vice President of Community Health Services participated as well. Healthy Start & Empowerment is the board's largest contract and all members will score the program. Presentation slides were shared with board members.

Craig Sieverding arrived at 8:35 a.m.

Healthy Start has received renewed federal funding for the next five years. These funds are to focus on six zip codes and include Altoona area for the first time. The program will be focusing on outreach in the new zip codes contacting schools, medical offices and other potential referral sources. EveryStep Literacy specialist, Katie McKenzie, is coaching the case managers in ways to integrate the 5 Simple Steps in home visits. The program is also focusing on widening partners to participate in their weekly intake materials.

Nick Dial left at 8:45 a.m.

Healthy Start has partnerships with Broadlawns, UnityPoint, Mercy, Primary Health Care, and the Polk County Health Department. Currently there are three subcontracts with Orchard Place, Lutheran Services in Iowa, and Oakridge Neighborhood.

Josh Mandelbaum left at 8:47 a.m.

Healthy Start is expanding their fatherhood programming led by Larry Young. He is using the 24-7 Dad curriculum and doing outreach to involve young fathers.

Program staff participated in a national Healthy Start training focused on domestic violence. There are currently two case managers out on medical leave, and because of increased referrals they have a wait list.

Program challenges include having enough interpreters in the right languages, developing staff internally, and hiring staff who are as diverse as the clients served. McCarville Kerber suggested working with DMACC to develop current staff, and to provide program cost efficiencies to develop case managers and interpreters as paraprofessionals. McCarville Kerber offered to be a resource.

Mee Yang-Lee left at 9:00 a.m.

### **Program Reviews**

Committees have completed meeting with programs. Members were asked to score the Healthy Start & Empowerment and their committee programs and return to Bremner by Monday, April 29<sup>th</sup>.

School Ready and Early Childhood committees will meet for approximately one hour prior to May 10<sup>th</sup> to review scores, comments, budgets, and devise funding recommendations for the May board meeting. Bremner will survey members in order to schedule the two committees.

### **Governance Committee Update**

Bennigsdorf shared progress to date made by the committee which includes Rob Barron and Emily Westergaard. All current board members have agreed to renew membership. Sam Carrell will complete his second term.

The committee hopes to recommend the nomination of four new members: two men and two women. Attributes sought include Spanish-speaking, from areas of county not represented including West Des Moines, Altoona, Bondurant, north east Des Moines. Committee members have identified a few potential candidates, all women. Members are encouraged to send suggestions to the committee and/or Bremner. McCarville Kerber made the suggestion of Charles Mercer, executive director, Grubb YMCA and will contact him.

### **Administrative Report**

Bremner encouraged members to visit the Science Center exhibit Mental Health Mind Matters before it closes April 28<sup>th</sup>. Legislative update: the House had budgeted an additional one million dollars in the education appropriations. The Senate removed this funding.

Bremner will send out survey links for the board self-evaluation and also the board evaluation of her performance. Results will be discussed at the May meeting.

**Old Business**

None.

**New Business**

None.

**Public Comment**

None reported.

**Adjourn**

*A motion to adjourn the meeting was made by Matt Knoll and seconded by Marianka Pille. THE MOTION CARRIED UNANIMOUSLY. The meeting adjourned at 9:18 a.m.*