



POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING
United Way of Central Iowa – Leadership Room
Des Moines, Iowa
August 28, 2019

Voting Members Present: Ahmed Agyeman, Rob Barron, Deanna Bennigsdorf, Sandy Carter, Marvin DeJear, Nick Dial, Bryan Huggins, Matt Knoll, Eva Morales, Charles Mercer, Marianka Pille, Jana Shepherd, Georgia Sheriff, Emily Westergaard, Mee Yang-Lee; Jeanie McCarville Kerber participated via teleconference; Josh Mandelbaum and Craig Sieverding arrived at 11:40 a.m.

Voting Members Absent: Jem Gong-Browne, Oscar Tavera

Ex-Officio Members Present: Dave Arens

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

Staff Present: Barb Bremner, Jody Kanne

Guests Present: McKinley Bailey, Executive Director, Building Families; Erin Casey, Child Care Consultant, Child Care Resource & Referral; Jillian Herink, Executive Director, Iowa Association for the Education of Young Children; Lora Patton, Regional Director, Child Care Resource & Referral

Welcome

Board Vice Chair Emily Westergaard called the Polk County Early Childhood Iowa Board meeting to order at 11:35 a.m. Quorum was met at this time.

Nomination of Board Member

Governance Committee member Deanna Bennigsdorf reported Lupita Castillo, who was nominated and approved at the June meeting retracted her application after learning she would have a conflict of interest with the Reach For The Stars mini-grant program funded by the board. Bennigsdorf presented the committee's recommendation of Eva Morales' to fill this vacancy and become the twentieth member on the board.

A motion to approve the committee's recommendation to appoint Eva Morales to the Board was made by Nick Dial and seconded by Mee Yang-Lee. THE MOTION CARRIED UNANIMOUSLY.

Welcome of New Members and Introductions

Westergaard welcomed all new members to the board. Introductions were made around the table. Josh Mandelbaum and Craig Sieverding arrived at 11:40 a.m. Westergaard turned the meeting over to Board Chair Sieverding.

Approval June Minutes

Minutes of the June 26, 2019 meeting were presented. There were no comments or corrections.

A motion to approve the June minutes was made by Emily Westergaard and seconded by Ahmed Agyeman. THE MOTION CARRIED UNANIMOUSLY.

Bylaws, Article VIII

The proposed changes to Article VIII which had been presented and tabled at the June meeting were discussed. Proposed new language specified three committees and committee responsibilities. Sieverding noted that advocacy has not been a committee every year. Westergaard noted her organization's bylaws are intentionally general and specificity at this level appears in the policies and procedures. Discussion focused on maintaining bylaws which contain critical operational specifics. A Governance committee which includes review of the Policies and Procedures will be formed and will consider inclusion of specific committees.

A motion to reject the committee recommendations for changes to Bylaws, Article VIII and maintain the original language for Article VIII was made by Nick Dial and seconded by Emily Westergaard. THE MOTION CARRIED UNANIMOUSLY.

FY19 Financial Statements

Bremner presented final financial statements for FY19. Statements are a cash presentation of financial transactions which took place through June 30, 2019 of fiscal year 2019

School Ready

- FY19 Polk County ECI School Ready funding was \$2,740,724.00.
- Carry Forward funds totaled \$76,850.44.
- Total School Ready funds in FY19 budget were \$2,817,572.44.
- Interest accrued at end of fiscal year totaled \$14,071.04.
- At end of fiscal year 2019 School Ready funds of \$2,751,013.44 had been expended.
- Expenditures were 97.64% of FY19 School Ready funds. At end of previous fiscal year 2018 97.63% of total funds had been expended.
- Carry Forward into fiscal year plus the interest accrued totals \$80,629.94.

Early Childhood

- FY19 Polk County ECI Early Childhood funding was \$1,010,158.00.
- Carry Forward funds totaled \$126,061.40.
- Total Early Childhood funds in FY19 budget were \$1,136,219.40.
- Interest accrued at end of fiscal year totaled \$6,530.40.
- At end of fiscal year Early Childhood funds of \$1,003,497.30 had been expended.
- Expenditures were 88.32% of FY19 Early Childhood funds. At end of previous fiscal year 2018 90.23% of total funds had been expended.
- Carry Forward into fiscal year 2020 plus the interest accrued totals \$139,252.23.

FY20 Financial Statements

Members reviewed FY20 School Ready and Early Childhood budgets which included final interest and carry forward funds. School Ready has \$66,368.73 available for Contingency/Emergency Funds. Early Childhood has \$102,215.95 available for Contingency/Emergency Funds. Contract amounts for Stay Bonus eight child care centers was determined by staffing levels and FY19 expenditures. Bremner pointed out School Ready includes \$60,000 of EveryStep Child Care Nurse Consultant contract, and Capacity Building – Quality Support Coalition Centers funding was reduced to \$25,000 this fiscal year.

FY19 Polk County ECI Annual Report (Policy 1.2)

Bremner walked members through FY19 annual report documents which will be uploaded to iowagrants.gov for required annual reporting.

- FY19 School Ready and Early Childhood books were closed July 19th, 2019. Final FY19 expenditure reports have been reviewed by fiscal agent and tied to FY19 expenditures.
- Members received FY19 Annual Report Executive Summary detailing FY19 funding and expenditures for School Ready and Early Childhood funds.
- Members received Community Plan Updates SFY'2019 outlining priorities of the Polk County ECI board, Community-wide Indicator data, and Polk County ECI's funding history.
- Members received FY2019 Early Childhood Iowa Local Board Composition outlining board composition and member attendance for FY19. Bremner congratulated Knoll and Bennigsdorf on their perfect attendance.
- Members received FY2019 Annual Report Performance Measure Data. This document details the funding history and performance measure outcomes for each funded program.

A motion to approve the FY2019 Annual Report for submission was made by Craig Sieverding and seconded by Emily Westergaard. THE MOTION CARRIED UNANIMOUSLY.

Board Member Job Description & Affirmation (Policy 2.2) Member Attendance (Policy 2.10)

Members received Board Member Attendance Policy and Affirmation which outlines board member duties and responsibilities. Sieverding asked members sign and return staff by end of meeting.

Annual Goals Executive Director (Policy 3.4)

Bremner's FY20 Executive Director Goals were discussed. Bremner will explore 501c3 options for the board. Current structure and exclusive state funding do not allow board to receive private donations or fundraise. Westergaard has experience and volunteered to be a resource.

A motion to accept the Executive Director's goals was made by Marianka Pille and seconded by Deanna Bennigsdorf. THE MOTION CARRIED UNANIMOUSLY

Association of ECI Area Boards

McKinley Bailey, Executive Director, Building Families presented information on the Association of Early Childhood Iowa Area Boards. The goal is to bring all 38 ECI areas together to present a consistent message to legislators. Bailey asked for review by the Iowa Ethics Board and received an opinion which supports ECI areas ability to form an association. He reported the advocacy work could be done through the association fees paid by administrative funds, and any lobbying activity

would be paid through private donations. A document detailing membership fees and area ECI's signing on was presented to members. Nineteen of 38 areas have signed on to date. Each participating ECI area would appoint one voting delegate.

Mee Yang-Lee and Marvin DeJear departed at 12:48 p.m.

Josh Mandelbaum raised concerns using administrative dollars to fund the association fees. He suggested the board explore fundraising options to raise the fees.

Josh Mandelbaum departed at 12:50 p.m.

Rob Barron addressed concerns around the fee structure and limited input. Bailey reported a flat fee was considered but that the membership fee was set at 3% after discussions during an ECI regional director's meeting.

Sieverding proposed forming a committee to discuss joining the association and to formulate a recommendation for the board. Timeline is tight for decision.

Administrative Report

- Bremner reported agenda item Stay Bonus Retention Pilot Update will be moved to September meeting which will be held in the EveryStep office on the 3rd Floor of the United Way building.
- Contracts for FY20 are being processed, and only two are left to receive.
- Administrative Report included in meeting materials.

Old Business

None.

New Business

- Westergaard congratulated Agyeman on his acceptance into the Greater Des Moines Leadership Institute.
- Westergaard offered to work with Agyeman to reschedule the social and suggested a breakfast gathering.
- Bremner reported EMBARC is in the running for a \$125,000 Google People's Choice Award. The non-profit with the most votes wins, and members will receive the link after today's meeting to vote.

Public Comment

None reported.

Adjourn

A motion to adjourn the meeting was made by Nick Dial and seconded by Emily Westergaard. THE MOTION CARRIED UNANIMOUSLY. The meeting adjourned at 1:03 p.m.