



POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING
United Way of Central Iowa
1111 9th Street, Conference Room F
August 25, 2021

Voting Members Present: Deanna Bennigsdorf, Kevin Abler, Sandy Carter, Tabitha Choquette, Suzanne Cohrs, Sam Early, Bryan Huggins, Matthew Klemme, Adam Montufar, Eva Morales, Marianka Pille, Eric Tubbs, Emily Westergaard; Rob Barron arrived at 12:06 p.m.

Voting Members Absent: Ahmed Agyeman, Dave Arens, Jem Gong-Browne, Charles Mercer, Jana Shepherd

Ex-Officio Members Present: None

Ex-Officio Members Absent: Terry Harrmann, Aaron Johnson, Barb Merrill

Staff Present: Barb Bremner, Jody Kanne

Guests Present: Leanne Andre, Child Care Consultant Supervisor, Child Care Resource & Referral

Welcome

Board Vice Chair Deanna Bennigsdorf called the Polk County Early Childhood Iowa Board meeting to order at 11:31 a.m. Quorum was met at this time.

Bennigsdorf welcomed new board members. Introductions were made.

Member Resignation/New Member Nomination

Nick Dial submitted his resignation from the board in July. Sam Early's application for membership was included in the meeting materials for board's review and vote. Chair Agyeman and Vice Chair Bennigsdorf submit Early to fill the spot available because of Dial's resignation.

A motion to approve Sam Early's board nomination was made by Bryan Huggins and seconded by Emily Westergaard. THE MOTION CARRIED UNANIMOUSLY

Approval June Minutes

Minutes of June 23, 2021 meeting were presented. There were no comments or corrections.

A motion to approve the June 2021 minutes was made by Emily Westergaard and seconded by Bryan Huggins. THE MOTION CARRIED UNANIMOUSLY.

Update – Executive Director Compensation Committee

The Executive Director Compensation Committee (Westergaard, Huggins, Morales, Agyeman, Tubbs) convened in spring to review the Executive Director's performance and provide a compensation recommendation for FY22. After providing the recommendation committee collected additional information. Westergaard presented a summary of information collected. This

information highlights considerations for strategic planning and information for consideration spring 2022. Presentation of this update concludes work of the committee.

FY21 Financial Report

In planning for FY22 Chair Agyeman and Vice Chair Bennigsdorf established an ad hoc Audit Committee to review financial reports and present highlights or areas of concern at monthly board meetings. Members will continue to receive monthly expenditure spreadsheets in meeting materials. Bennigsdorf presented the new Audit Committee Financial Report which provides 5-year trends of annual state funding, expenditures, and carry forward.

- FY21 & FY22 School Ready had higher Carry Forward amounts due to COVID impacts on programs' ability to deliver services.
- Early Childhood trend year-to-year shows a decline in annual allocations due to implementation of a new funding formula. During the four-year roll out of the new formula the board gradually increased carry forward to minimize impact on program funding.

Members requested that reporting continues to include contract-specific information. Invoicing levels, highlights, and areas of concern will continue to be reported monthly.

FY21 Polk County ECI Annual Report (Policy 1.2)

Bremner reviewed annual report documents due September 15, 2021:

- FY21 Annual Report Executive Summary – Provides a summary of School Ready and Early Childhood expenditures and program outcomes data.
- FY21 Annual Report Financial Reports were included in the previous financial report agenda item
- Polk County Early Childhood Iowa Community Plan Update – Annual Report SFY21 – Updates board indicators.

Rob Barron arrived at 12:06 p.m.

- Indicator data includes CCR&R 5-year trends child care which shows a decrease in child care providers and substantial decrease in providers accepting CCA. DHS COVID-19 support (federal funds) supported enrollment of CCA by reimbursing unlimited absences for CCA children but expires August 31st.
- FY21 Early Childhood Iowa Local Board Composition –. Bremner thanked the board for their participation in meetings. All meetings reached quorum. Bremer recognized perfect attendance of Deanna Bennigsdorf, Matt Knoll, Matthew Klemme, Jana Shepherd and Eric Tubbs.

A motion to approve the Polk County ECI Annual Report was made by Marianka Pille and seconded by Eric Tubbs. THE MOTION CARRIED UNANIMOUSLY.

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

Members received Board Member Job Description and Board Member Attendance policies. Members were asked to complete the Affirmation form and return to staff by the September 22, 2021 meeting.

Association of Early Childhood Iowa Area Boards and Advocates

An overview of the Association, annual membership fees, association benefits and legislative successes was presented. Polk County ECI board voted to join the Association when it formed in FY20. Association area members are charged a membership fee based on a percentage of the administrative allocation. The board has prioritized fundraising to cover as much of the fees as possible. Any remaining balance will be paid with administrative funds. Donations are voluntary, anonymous and tax deductible. They are processed by the board fiscal agent United Way of Central Iowa.

Polk County ECI will receive two tickets to the first Annual Conference on November 4th. Bremner will ask if the board can receive additional tickets given the size of the board. Association members are required to appoint a delegate annually, in the past this has been Bremner. The delegate needs to be appointed by November 1, 2021.

FY22 Executive Director Annual Goals (Policy 3.4)

Bremner's FY22 Executive Director Goals were presented to members. Members will refer to these goals at the end of the year during Bremner's compensation review. Members discussed the value of the Twitter feed. Bremner will remove this item.

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

Administrative Report

- All FY22 contracts have been issued and received back via DocuSign.
- Programs have submitted data on Performance Measures for Bremner's review and inclusion in the FY21 Annual Report to the state. Programs submit data using Scorecard, an online reporting system administered by United Way. Bremner has begun meetings with programs and United Way to revise measures to align with the updated state required measures and additional measures to best document outcomes.

Old Business

- Huggins asked for clarification of movement of \$14,000 in FY21 School Ready end of year expenditures to Dental Connections and \$116,059.40 in FY21 Early Childhood budget to the Quality Support Pilot Centers.
 - Dental Connections contract is based on a charge per site visit for the mobile clinic. Initially the contract was issued for \$1,000 not knowing if they would be able to provide services due to COVID-19. In early 2021 they were able to start visiting child care sites. As a result, funds were moved from non-contracted to this contract to support site visits.

- In the Early Childhood end of year expenditure report Child Care Resource and Referral informed Bremner they would not be fully expending their Consultants/Latino Outreach contract due to staffing turnover. March 2021 the board voted to provide supported child care centers with operational grants using the unused funds of this contract in addition to the projected unspent funds budgeted for thank you bonuses.

New Business

None

Public Comment

Leanne Andre, Child Care Resource & Referral reported consultants are conducting in-person visits and trainings as well as virtual when requested by providers. CCR&R Region 4 received 139 applications totaling over \$14 million in requests for the Invest in Iowa Child Care grant program. The allocated \$2.7 million for Region 4 has been awarded.

The City of Des Moines has a new grant for home providers and child care centers in Des Moines. The grant, which totals \$90,000, will be administered through CCR&R. In-home providers can apply for up grants to \$1,000 and child care centers up to \$3,000 to cover allowable reimbursements.

Adjournment

Morales made a motion to adjourn the meeting, Westergaard seconded. THE MOTION CARRIED UNANIMOUSLY. The meeting was adjourned at 12:46 p.m.