



POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING
United Way of Central Iowa
1111 9th Street, Conference Room F
June 22, 2022

Voting Members Present: Ahmed Agyeman, Kevin Abler, Rob Barron, Sam Early, Jem Gong-Browne, Bryan Huggins, Matthew Klemme, Adam Montufar, Marianka Pille, Jana Shepherd, Emily Westergaard: Participation via teleconference: Dave Arens, Deanna Bennigsdorf, Suzanne Cohrs
Eric Tubbs

Voting Members Absent: Sandy Carter, Tabitha Choquette

Ex-Officio Members Present: Aaron Johnson

Ex-Officio Members Absent: Barb Merrill

Staff Present: Barb Bremner, Jody Kanne

Guests Present: Lora Patton, Regional Director, Child Care Resource and Referral; Bobbie Montilla, Intern, Iowa/Minnesota Campus Compact

Welcome

Board Chair Ahmed Agyeman called the Polk County Early Childhood Iowa Board meeting to order at 11:32 a.m. Quorum was met at this time.

Teleconference and guest introductions were made.

Agyeman thanked outgoing board members Bryan Huggins and Jem Gong-Browne. Each have served eight years. Bremner thanked both for sharing their knowledge and contributions over the years. She presented each with an orchid as appreciation for their work and commitment to the early childhood work.

Approval May Minutes

Minutes of the May 25, 2022, meeting were presented. There were no comments or corrections.

A motion to approve the May 2022 minutes was made by Emily Westergaard and seconded by Sam Early. THE MOTION CARRIED UNANIMOUSLY.

Financial Report May 2022

Adam Montufar presented the Audit Committee report. Expenditures for both grants are in line with historical expenditures. Expenditures of the new contracts are on track. Bremner continues to communicate with partners regarding the year-end deadline of July 8th for all invoices.

Westergaard asked if the additional financial work presented a burden on committee members or staff. Montufar reported the committee reassessed the process every few months. Feedback has

been positive on the new process; the committee welcomes member feedback. Bremner shared meetings efficient and include info she would process regardless. Committee members have an opportunity to develop expertise in the finances and both grants.

School Ready

- FY22 Polk County ECI School Ready funding is \$2,865,988.00
- Carry Forward funds total \$337,907.95
- Total School Ready funds in FY22 budget are \$3,203,895.95
- Interest accrued through May 2022 totals \$5,014.57
- Expended School Ready funds at end of May 2022 total \$2,147,149.24
- At the end of May 2022 67% of School Ready had been expended. FY21 at end of May 2021 66% of funds had been expended.

Early Childhood

- FY22 Polk County ECI Early Childhood funding is \$947,808.00
- Carry Forward funds total \$118,891.75
- Total Early Childhood funds in FY22 budget are \$1,066,699.75
- Interest accrued through May 2022 totals \$1,594.69
- Expended Early Childhood funds at end of May 2022 total \$826,109.98
- At end of May 2022 78% of Early Childhood had been expended. FY21 at end of May 2021 76% of funds had been expended.

A motion to approve the May 2022 financials was made by Kevin Abler and seconded by Adam Montufar. THE MOTION CARRIED UNANIMOUSLY.

FY23 Budget Drafts v3 (final) (Policy 4.1)

The draft FY23 School Ready and Early Childhood budgets were presented. The budgets meet funded partner requested amounts.

Knock and Drop, Mary's Helping Hands, Shalom Community Preschool Program and Friends of YJI Power Play are new programs being funded from the School Ready budget. Shalom Community and Friends of YJI will be on 6-month contracts; the budget includes full-year funding. These two contracts are funding salary positions. Committee members wanted to be sure the number of children being served meets expectations.

The Early Childhood child care center Capacity Building budget includes an increase in quarterly stipends amounts from \$400 to \$500.

Bremner will submit the budget to the state for review. Contracts will be issued July 1st, or after state approval of the budget.

A motion to approve the FY23 funding recommendations was made by Emily Westergaard and seconded by Sam Early. THE MOTION CARRIED UNANIMOUSLY. Emily Westergaard abstained from voting on the contract with Oak Academy.

Fiscal Agent Agreement (Policy 4.3)

Members received the SFY23 Fiscal Agent Agreement and Supplement to “Polk County Early Childhood Iowa Fiscal Agent Agreement for Fiscal Year 2023.” The documents detail the responsibilities of United Way of Central Iowa as board fiscal agent. The documents are reviewed annually by the board, and board then votes on continue the agreement.

A motion to approve United Way of Central Iowa as fiscal agent and the SFY23 Fiscal Agent Agreement and Supplement was made by Dave Arens and seconded by Kevin Ablor. THE MOTION APPROVED UNANIMOUSLY.

Election of Officers: Chair and Vice Chair

Agyeman reported the following FY23 nominations of board positions:

- Deanna Bennigsdorf - Board Chair
- Dave Arens - Vice Chair

A motion to approve the Chair and Vice Chair nominations was made by Emily Westergaard and seconded by Jem Gong-Browne. THE MOTION APPROVED UNANIMOUSLY.

Conflict of Interest (Policy 2.9)

Members received the Board Member Conflict of Interest & Annual Disclosure FY23 form. Agyeman asked members to complete the form and return to Bremner or Kanne.

Committee Status (Policy 2.13)

Agyeman reported all standing committees will be disbanded following today’s meeting. He thanked members for their work on the committees throughout this year. New Chair Bennigsdorf will reset committees in the upcoming year.

Schedule FY23 Board Meetings

Members received the FY23 Board Meeting Schedule. After much consideration, we will continue with the same meeting schedule of the 4th Wednesday of the month, alternating morning and lunch time slots. Bremner will send out calendar invitations for the dates and times. She is hoping to schedule some of the meetings onsite with funded partners.

Previous members shared this was helpful in getting to know the programs we support. Members were encouraged to forward Bremner agencies they would like to visit.

Administrative Report

Bremner’s full Administrative Report was included in today’s packet.

- Bremner is expecting a full written summary from the Association of this year’s work. She will forward the report to members once she receives. The Association worked to address child care bills as they were introduced and provided feedback. They are anticipating a lot of negotiating in the upcoming year with the Early Childhood Iowa move from the Department of Management to the new Department of Health and Human Services.
- Oak Academy received a Level 5 QRS rating.
- Bremner and Kanne have been working on FY23 contracts. They will be sent out electronically via DocuSign.

- Fiscal Agent closes the books on July 8th. Exact Carry Forward dollars will be reflected in the FY23 budget in expenditure reports reviewed at August's board meeting.

Old Business

None

New Business

None

Public Comment

- Aaron Johnson, State board Chair and PCECI Board Ex-Officio member, supported the importance of in-person board meetings and site visits to program locations. The State ECI Board is looking at a better way to do that, it's always good to be out in the field
 - He has been involved in meetings to assure a smooth transition from the Department of Management.
 - He reported the State Board has begun their Strategic Planning process.

Adjournment

Gong-Browne made a motion to adjourn the meeting; Huggins seconded. THE MOTION CARRIED UNANIMOUSLY.

Agyeman adjourned the meeting at 12:04 p.m.