



POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING
United Way of Central Iowa
1111 9th Street, Leadership Room
August 24, 2022

Voting Members Present: Deanna Bennigsdorf, Kevin Abler, Sandy Carter, Tabitha Choquette, Suzanne Cohrs, Sam Early, Matthew Klemme, Marianka Pille, Eric Tubbs; Participation via teleconference: Dave Arens, Rob Barron, Adam Montufar, Eva Morales; Jana Shepherd arrived at 11:34 a.m.; Ahmed Agyeman arrived at 12:03 p.m.

Voting Members Absent: Emily Westergaard

Ex-Officio Members Present: None

Ex-Officio Members Absent: Aaron Johnson, Barb Merrill

Staff Present: Barb Bremner, Jody Kanne

Guests Present: Stephanie Appleby, Program Monitor, Polk County Health Department; Jillian Herink, Executive Director, Iowa Association for the Education of Young Children; Lal Muani, Parent Navigator, EMBARC; Lora Patton, Regional Director, Child Care Resource and Referral; Abigail Sui, Family Focus Director, EMBARC

Welcome

Board 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.

Guest and board member introductions were made

Jana Shepherd arrived at 11:34 a.m.

Approval June Minutes

Minutes of the June 22, 2022, meeting were presented. There were no comments or corrections.

A motion to approve the June 2022 minutes was made by Sam Early and seconded by Marianka Pille. THE MOTION CARRIED UNANIMOUSLY.

New Member Nominations

Ad Hoc Governance Committee met in August to review two applications for board membership. Committee was comprised of Mathew Klemme, Tabitha Choquette, and Suzanne Cohrs. Klemme summarized the applications. Alicia Chilton is Director of Marketing at the Greater Des Moines Partnership. Jessica Trinidad is the proprietor of Jessicat Inc. providing English/Spanish voice over services for a variety of clients. Committee members and Bremner met to discuss the applications. Klemme shared the committee recommendation that both applicants be approved for board membership.

A motion to approve the Governance Committee Board Member Nominations was made by Marianka Pille and seconded by Kevin Abler. THE MOTION CARRIED UNANIMOUSLY.

Bennigsdorf reminded members new board members are added annually with membership of 15-20 members. Members serve 3-year terms. Members should take note of potential members throughout the year. The Governance committee will be formed in January to begin the recruitment of new members.

Final FY22 Financial Report

Sam Early presented the FY22 year-end review. Trends in total funding and expenditures are similar to previous years. Administrative totals are ticking closer to the 5% cap. Carry Forward funds have been trending closer to 10% the last few years and are still well below the 20% limit.

- Early Childhood expenditures remain consistent. The slight changes are due to the previous funding allocation changes.
- School Ready expenditures showed a dip in FY20 due to the pandemic. Many programs had difficulty spending funding due to closures and reduction in services. The higher carry forward funding was expended the following year.
- The Association ECI Area Boards & Advocates membership fee started in FY20 when the board voted to join the Association in its first year. The annual fee is based on 3% of the administrative allocation for each ECI area. The board voted to ask board members to make donations to offset a portion of the fees, the remainder is paid out of administrative funds.

A motion to approve the final FY22 Financial Report was made by Kevin Abler and seconded by Suzanne Cohrs. THE MOTION CARRIED UNANIMOUSLY.

FY22 Polk County ECI Annual Report (Policy 1.2)

Bremner presented the ECI Annual Report documents to be submitted by September 15, 2022:

- Financial information for Early Childhood and School Ready State Funds. These reports have been reviewed by our fiscal agent and tied to the expenditure reports for FY22.

Ahmed Agyeman arrived at 12:03 p.m.

- FY22 Executive Summary - This report provides a high-level breakdown of expenditures and outcomes by program.
- FY22 Community Plan Update – This report presents trend data for Polk County ECI indicators.

A motion to approve the Polk County ECI Annual Report was made by Suzanne Cohrs and seconded by Sam Early. THE MOTION CARRIED UNANIMOUSLY.

Board Member Job Description and Affirmation (Policy 2.2)

Member Attendance Policy (Policy 2.10)

Board Member Conflict of Interest

Members received the Board Member Job Description and Board Member Attendance documents. Members were asked to complete the Affirmation of willingness to carry out duties of Board Member document and return to staff. Bennigsdorf reminded members to notify Bremner prior to a meeting if they will not be attending or will be attending via teleconference.

The Board Member Conflict of Interest & Annual Disclosure FY23 was included in today's packet. Members were asked to complete that document and return to staff if they haven't already done so.

The Robert's Rules of Order Cheat Sheet for Nonprofits is included in today's packet for members to review. Polk County ECI follows these rules in order to stay on task and run productive meetings.

FY23 Executive Director Annual Goals (Policy 3.4)

Bremner submits her goals annually for the board to review. Members use these goals in spring when conducting her annual performance review. Bremner reviewed her FY23 goals.

Dave Arens stated Bremner is a great advocate for Polk County ECI. Statewide ECI areas have experienced high levels of turnover of directors in the last year. The Polk ECI board benefits from Bremner's experience and expertise developed over her nearly ten-year tenure.

A motion to approve the Executive Director FY23 Goals was made by Marianka Pille and seconded by Suzanne Cohrs. THE MOTION APPROVED UNANIMOUSLY.

Association of Early Childhood Iowa Area Boards & Advocates

Bennigsdorf reported advocacy is an area the board chose to focus on and during FY20 the board voted to join the Association.

Bremner reported 34 ECI areas are now Association members; there are 38 ECI areas. Membership fees are used to hire lobbyists Eide and Walton for daily representation at the Capitol during the session and continued work outside of legislative sessions. There is also a one-day conference for area directors. An added benefit are monthly topical meetings led by members focused on professional development needs of ECI area directors. Early Childhood struggled statewide to share a unified message with legislators.

The move of the Early Childhood Iowa state office into DHS/HHS and the merger of DHS and Public Health into the new Health and Human Services will advocacy for ECI as a local decision-making structure.

Bennigsdorf and Bremner will be emailing regarding voluntary donations to help offset the cost of the membership fee. Donations will be made to United Way of Central Iowa and are tax deductible.

Administrative Report

- The Des Moines City council approved a \$4.9 million child care and preschool support grant. More information to come.
- Bremner will be working with the Association to finalize the FY23 Legislative Agenda.
- Bremner will meet with new members to provide a board orientation prior to the next board meeting.

Old Business

None

New Business

- Bennigsdorf would like to reinstate board networking events which the board held pre-COVID. Possibly scheduling a breakfast, lunch, or evening event.
 - Early suggested limiting to one event to get more of members together at one time.
 - Bremner and Bennigsdorf will send a survey to determine a time that will work best for most.

Dave Arens departed at 12:27 p.m.

Public Comment

- Jillian Herink with IAEYC shared they are conducting a workforce study through iPower. This is a statewide study targeting all providers of child care. She will share the link with Bremner and asked members to share the link within their networks.
- Herink shared IAEYC will be holding their fall conference September 30 – October 1st with Keynote speaker Rachel Giannini on Friday and Dr. Adolph Brown, III on Saturday.
- Abigail Sui thanked the board for their funding and mentioned the success they have had educating parents about preschool and how to enroll their children.

Adjournment

Agyeman made a motion to adjourn the meeting; Tubbs seconded. THE MOTION CARRIED UNANIMOUSLY.

Bennigsdorf adjourned the meeting at 12:42 p.m.