



POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING
United Way of Central Iowa
Conference Room F
March 22, 2023

Voting Members Present: Deanna Bennigsdorf, Sandy Carter, Alicia Chilton, Sam Early, Matthew Klemme, Jana Shepherd. Participating via teleconference: Dave Arens, Eva Morales, Adam Montufar, Eric Tubbs; Emily Westergaard arrived at 8:06 a.m.

Voting Members Absent: Kevin Abler, Ahmed Agyeman, Rob Barron, Tabitha Choquette, Suzanne Cohrs, Marianka Pille

Ex-Officio Members Present: None

Ex-Officio Members Absent: Aaron Johnson, Barb Merrill

Staff Present: Barb Bremner, Jody Kanne

Guests Present: Brianne Emunah, Healthy Start & Empowerment Coordinator, EveryStep; Tammy Engebretson, ECQIP Manager, Iowa Association for the Education of Young Children; Lora Patton, Region 4 Director, Child Care Resource & Referral; via teleconference Cindy Winn, Healthy Start Director, EveryStep

Welcome

Board Chair Deanna Bennigsdorf welcomed members and called the Polk County Early Childhood Iowa Board meeting to order at 8:01 a.m. Quorum was met at this time. Guest introductions were made.

Approval February Minutes

Minutes of board meeting February 22, 2023 were presented. There were no comments or corrections.

A motion to approve the February 2023 minutes was made by Sam Early and seconded by Matthew Klemme. THE MOTION CARRIED UNANIMOUSLY.

February FY23 Financial Report

The audit committee held their monthly meeting March 20th. Sam Early presented financials through February FY23, or 67% through the fiscal year. Administrative and program expenses are tracking as expected and aligning with past fiscal year expenditures. There are no concerns for either grant. Program meetings in April will include discussion of contract expenditures.

Emily Westergaard arrived at 8:06 a.m.

School Ready

- FY23 School Ready funding \$2,980,513
- Carry Forward funds total \$293,103.61
- FY23 Total School Ready funds \$3,273,616.61
- Interest accrued through February 2023 totals \$6,265.37
- Expended School Ready funds end of February 2023 total \$1,655,264.29
- At the end of February 2023 51% of School Ready had been expended. End of February 2022 51% of funds had been expended.
- 100% of carry forward expended

Early Childhood

- FY23 Early Childhood funding is \$970,864
- Carry Forward funds total \$96,154.88
- FY23 Total Early Childhood funds \$1,067,018.88
- Interest accrued through February 2023 totals \$2,261.56
- Expended Early Childhood funds at end of February 2023 total \$538,857.73
- At end of February 2023 51% of Early Childhood had been expended. End of February 2022 47% of funds had been expended.
- 100% of carry forward expended

A motion to approve the February FY23 Financial Report was made by Alicia Chilton and seconded by Jana Shepherd. THE MOTION CARRIED UNANIMOUSLY.

Audit

Bennigsdorf welcomed Danielle Martin, Finance Officer, United Way of Central Iowa and Jake Roberts, Senior Accountant, United Way of Central Iowa. As Senior Accountant, Roberts works with Bremner process all Polk County ECI's expenditures. Martin presented the annual FY22 audit completed by BerganKDV.

Martin reported United Way of Central Iowa exceeded the Federal Grant Funds threshold of \$750,000, so were required to submit a single audit. Due to clean single audits the past few years, UWCI is designated a low-risk auditee. The audit addresses United Way of Central Iowa being Polk County ECI's fiscal agent and includes an evaluation of Polk County ECI's financials.

Bremner reported Polk County ECI follows the same fiscal procedures as United Way. The audit will be uploaded to the state via iowagrants.gov as part of required reporting.

State ECI Board Letters of Support

Citizens who apply for membership to the state ECI Board are required to include a letter of support from their local ECI area. Two individuals from Polk County applied for membership: Stacey Walter and Nicole Merrill. Aaron Johnson is renewing his term on the State board. Bremner and Bennigsdorf met with Nicole Merrill to discuss her interest in ECI and membership on the state board. Stacey Walter worked as child care director and consultant for the coalition

child care centers which involved interaction with the board. Drafts of support letters were included in meeting materials. The board is asked to approve these letters for inclusion with the applications for membership and for renewal.

Dave Arens shared the state ECI Board currently has thirteen citizen members. The current bill to consolidate agencies would reduce citizen membership to nine. There has been no direction on how this decrease would be implemented.

A motion to approve the State ECI Board letters of support was made by Emily Westergaard and seconded by Jana Shepherd. THE MOTION CARRIED UNANIMOUSLY.

Appointment Governance Committee (recruiting/nominating new members)

Bennigsdorf would like to appoint Early, Westergaard, Tubbs, and Klemme to the Governance Committee. Bennigsdorf will serve as committee chair.

Committee will review board composition and determine needs to maintain a diversified board. There will be a maximum of five open positions: three men and two women. Shepherd and Agyeman will complete their second terms June 30, 2023. Committee will reach out to Arens, Choquette, Klemme, Montufar and Tubbs to determine if they will renew for a second term.

New legislation regarding public board membership eliminates the requirement for gender balance. Total membership number is established in board bylaws as 15-20 and will not be affected.

Shepherd and Agyeman have been asked to provide replacement suggestions. Bremner shared she has received one new member application. Members were asked to refer potential candidates to Bremner or Kanne for the application.

A motion to approve the Governance Committee appointments was made by Sandy Carter and seconded by Alicia Chilton. THE MOTION CARRIED UNANIMOUSLY.

Program Review Process

Program Meetings and Review Schedule are included with today's materials. Review meetings will be held in-person with agency staff. Calendar invitations have been sent for meetings which begin April 5th. There are six new applications included in this year's process. All review materials are uploaded on Google Drive by committee. Folders are accessible to all board members if you wish to review applications for all funded programs. Bremner reviewed LSI's application detailing how programs submitted data, narrative, success story and budget information via Results Scorecard. Members were asked to review program materials prior to meetings and come to the review meetings with questions for program staff. Members will complete the rubric following the investment meetings and submit to Bremner. Members were encouraged to provide comments for each program. Bremner will compile scores and comments and reach out to agencies for clarification if needed. Members wanting hard copies should contact staff.

Discussions:

- Is there a more formal process for programs that do not score well from our board?
 - Each committee comes up with funding recommendations. Followed by a full board discussion of the committee recommendations; questions may come up from those discussions which Bremner will go back to the program for clarification before final board approval.
 - In the past there have been programs which the board decided were not meeting expectations or need and contract was not renewed or they were transitions of funding. Programs can also be put on a six-month contract to see if there is an improvement of outcomes.
- How does the board evaluate organizational infrastructure/functioning?
 - Primarily in meetings with them, we do not capture data in the written process. Do ask for 990.

All preschool programs were asked to submit an application this year. This is a new process for the districts.

Dave Arens departed the meeting at 9:00 a.m.

Polk County Data, Indicators

Bremner reported on the I2d2 Data System. This is a free public resource of statewide child and family data. Indicator data can be viewed by county. Bremner will share the website link.

Administrative Report

Bremner's full report was included in today's board packet.

- The government reorganization bill is awaiting the Governor's signature. This bill officially combines the Department of Management and DHS to the Department of Health and Human Services. Shanell Wagler retired as ECI Director the end of January. Dr. Ann Lebo has been selected to lead Early Childhood Iowa. Dr. Lebo was previously the Director of Education for the state of Iowa.
- Received draft FY24 allocation numbers from the State. School Ready funding is slightly down from last year.
- Three child care bills are still being considered in legislature.
- Bremner invited Dental Connections to a meeting with Shalom Community Impact Center in January. In February Dental Connections was able to provide services to preschool children and adults participating in their financial literacy and ELL classes.
- Bremner visited Mary's Helping Hand at their new location. Demand is great and program is serving high numbers. Members were encouraged to reach out to Bremner if they would like to tour the facility.
- Healthy Birth Day was featured in the Business Record for their focus on Black Maternal Health.
- Johnson county has created a wage boost pilot for child care workers. This pilot will be funded through federal dollars, the local United Way, Community Foundation, and area employers. A link to the article is included in the full report.

Old Business

- Members were invited to the ECI Association Day on the Hill breakfast March 29th from 7 a.m. – 9 a.m. Members were asked to reach out to Bremner if interested.

New Business

None

Public Comment

- Brianne Emunah invited members to EveryStep's second annual Baby Bloom event May 13th from 11 a.m. – 2:30 p.m. at Hiatt Middle School. She will send Bremner a flyer to share.

Adjournment

Westergaard made a motion to adjourn the meeting; Klemme seconded. THE MOTION CARRIED UNANIMOUSLY.

Bennigsdorf adjourned the meeting at 9:34 a.m.