



POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING
United Way of Central Iowa
Conference Room F
August 23, 2023

Voting Members Present: Sam Early, Kevin Abler, Jessica Bruning, Sandy Carter, Alicia Chilton, Tabitha Choquette, Eva Morales, Marianka Pille, Christian Ramirez, Shay Scholtes, Emily Westergaard, Stephen White. Participating via teleconference: Dave Arens, Deanna Bennigsdorf, Suzanne Cohrs, Eric Tubbs; Adam Montufar joined via teleconference at 11:34 a.m.

Voting Members Absent: Rob Barron, Matthew Klemme

Ex-Officio Members Present: None

Ex-Officio Members Absent: Aaron Johnson, Barb Merrill

Staff Present: Barb Bremner, Jody Kanne

Guests Present: Leann Andre, Child Care Consultant Supervisor, Child Care Resource & Referral; Brianne Emunah, Healthy Start & Empowerment Coordinator, EveryStep

Welcome

Board Chair Sam Early welcomed members and 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.

Adam Montufar joined the meeting via teleconference at 11:34 a.m.

Approval June Minutes

Minutes of board meeting June 28, 2023, were presented. There were no comments or corrections.

A motion to approve the June 2023 minutes was made by Emily Westergaard and seconded by Marianka Pille. THE MOTION CARRIED UNANIMOUSLY.

Final FY23 Financial Report

Early and Bremner presented the final FY23 financial statements for School Ready and Early Childhood. FY23 books closed July 10th. For both funds most contracts were fully expended. Both funds Carry Forward stayed below the 20% cap. School Ready Carry Forward was 10 percent; including interest amount rolling into FY24 is \$304,473.51. (\$311,864 was estimated as board worked on FY24 School Ready budget). Early Childhood Carry Forward was 15 percent; including interest earned amount rolling into FY24 is \$141,469.91. (\$130,100 was estimated as board worked on FY24 Early Childhood budget.)

The final expenditures and revenue (including interest earned) are reported via an Annual Report spreadsheet. The fiscal agent has reviewed and signed off on the final financial report which will be submitted to the state in the Annual Report.

A motion to approve the Final FY23 Financial Report was made by Tabitha Choquette and seconded by Kevin Abler. THE MOTION CARRIED UNANIMOUSLY.

FY23 Polk County ECI Annual Report (Policy 1.2)

Bremner reviewed the FY23 Polk County Early Childhood Iowa Annual Report Executive Summary and Community Plan update documents. These documents will be submitted to the State.

- FY23 Executive Summary - This report provides a high-level breakdown of expenditures and outcomes by program.
- FY23 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 Jessica Bruning and seconded by Sandy Carter. THE MOTION CARRIED UNANIMOUSLY.

Board Member Job Description and Affirmation (Policy 2.2)

Member Attendance (Policy 2.10)

Board Member Conflict of Interest

Members received the Board Member Job Description and Board Member Attendance documents. Early reviewed the documents highlighting board member roles and attendance policy. Members were asked to contact Bremner if they are not able to attend a meeting.

Members were asked to complete the Affirmation of Willingness to carry out duties of Board Member document and return to Kanne.

Members were asked to complete the Board Member Conflict of Interest & Annual Disclosure FY24 form if they have not already done so and return to Kanne.

Audit Committee

Early reported the Audit Committee is looking for members for this fiscal year. This committee reviews monthly financials and examines the expenditure reports closely. The committee meets the week before the monthly board meeting to review the financials and reports findings to the full board. Early would like 3-5 members on the committee.

Abler volunteered to sit on the Audit Committee this year. Members were asked to reach out to Early or Bremner if they are interested in serving on the committee.

FY24 Executive Director Annual Goal (Policy 3.4)

Bremner reviewed her FY24 goals. These goals are submitted annually to the board.

A motion to approve Bremner's FY24 goals was made by Emily Westergaard and seconded by Alicia Chilton. THE MOTION CARRIED UNANIMOUSLY.

Marianka Pille departed at 12:45 p.m.

Association of Early Childhood Iowa Area Boards and Advocates

Early reviewed the Association of Early Childhood Iowa Area Boards and Advocates goals and framework. The Association advocates for ECI work at the state level with a unified voice. The association hires lobbyists Eide/Walton to represent ECI at the Capitol. The Association also has created monthly professional development opportunities for area directors and holds an Annual Meeting for members. Board members are asked to contribute to the annual Association Membership Fee to ensure the board is not using only grant dollars to fund board membership. Early will email with details. Donations are voluntary and tax-deductible. Goal is 100 percent participation of members.

Sandy Carter departed at 12:50 p.m.

Administrative Report

Bremner's Administrative Report was included with today's materials.

- HHS Service Delivery Alignment meetings were in July and early August. The HHS Delivery Assessment survey will be collected through a third-party system. Recommendations will be delivered in October.
- Program updates from the Des Moines Public Library and photos from Shalom Community Impact's year end celebration were included.

Deanna Bennigsdorf and Stephen White departed at 12:55 p.m.

Old Business

- EMBARC/RIVA – Bremner has requested an approved plan from both parties but has not received a response yet. Once a response is received the board will review and determine how to proceed. Funding is being held in the school ready budget for the Parent Navigator program.
- A meeting with all funded partners is scheduled from 8:00 – 10:00 a.m. on September 13th at the Community Foundation's C3 Center. Bremner will email details.

New Business

None

Public Comment

None

Adjournment

Abler made a motion to adjourn the meeting, Westergaard seconded. THE MOTION CARRIED UNANIMOUSLY.

Early adjourned the meeting at 12:58 p.m.