

**POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING**  
**United Way of Central Iowa – Leadership Room**  
**Des Moines, Iowa**  
**August 28, 2013**

**Voting Members Present:** Judy McCoy Davis, Marvin DeJear, Cindy Elsbernd, Terry Harrmann, Terri Henkels, Matt Knoll, Natali Justiniano Pahl, Joyce Pingel, Shane Schulte, Tom Slater, JoEllen Spriggs-Dixon

**Voting Members Absent:** Mike Banstra, Sam Carrell, Claudia Hawkins, Georgia Sheriff

**Ex-Officio Members Present:** None

**Ex-Officio Members Absent:** Don Doudna, Dave Discher, Brook Rosenberg, Dave Arens

**Guests Present:** None

**Staff Present:** Barb Bremner, Lynette Kingery (temporary administrative assistant)

**Welcome & Introductions:**

Judy McCoy Davis welcomed everyone to the Polk County Early Childhood Iowa Board. Quorum was met at 11:35 a.m., and introductions were made around the table.

Judy reported that in August newly elected member Jenna Ehler submitted her resignation from the board due to conflicts with her schedule and other commitments. Judy also shared the goal of attaining 18 members on board; minimum membership requirement for the board is 15. Currently the board has 15 members.

**Approval of June 2013 Minutes:**

*A motion to approve the June 26, 2013 minutes was made by Tom Slater and seconded by Terry Harrmann. THE MOTION CARRIED UNANIMOUSLY.*

**Monthly Financial Statements:**

PCECI fiscal agent United Way of Central Iowa continues the process of hiring a new controller. Interim controller Tammy Mason and accounts payable department continue to support PCECI financials. Barb presented the July 2013 financial report. With start of new fiscal year there has not been a lot of activity yet. Contracts have been issued to all 37 funded programs and all but 8 have been returned and executed. The legislated change in funding was discussed: early childhood funds for FY14 are not federal funds (as in past years) but for FY14 will follow the same requirements as previous years.

**Early Childhood**

- At June's meeting an estimated carry forward of \$12,000 was projected and used to draft the FY14 budget. After books were closed for FY13 actual carry forward for Early Childhood was \$3,221.35. This carry forward amount is required to be tracked separately because these funds are federal. These were allocated to T.E.A.C.H. and have already been expended. FY14 expenditure report reflects adjusted budget.
- Year to Date receipts totaled \$260,003.75 on August 21<sup>st</sup>. This amount represents 25% of the annual early childhood funding. Annual FY14 Early Childhood funding for PCECI is \$1,040,015.

- At this point in the fiscal year the early childhood initiative has expended \$40,119.07 including all carry forward dollars.
- These expenditures are approximately 4% of the fiscal year 2014 budgeted expenditures.

### **School Ready**

- At June's meeting an estimated carry forward of \$277,000 was projected and used to draft the FY14 budget. After books were closed for FY13 actual carry forward for School Ready was \$90,564.38. FY14 expenditure report reflects adjusted budget.
- Year to Date Receipts totaled \$0 on August 21<sup>st</sup>. This amount represents 0% of the annual funding. The first quarterly payment of \$652,639.25 should occur in next month. As fiscal agent UWCI is providing funds to cover any invoices until the first quarterly payment is received from state. Annual FY14 School Ready funding is \$2,610,557.
- The School Ready initiative has expended \$27,467.55.
- These expenditures are approximately 1% of the fiscal year 2014 budgeted expenditures, and include all carry forward dollars.
- Allowable carry forward for School Ready this fiscal year is \$90,564.38.

### **Approval of July 2013 Financial Statements:**

*A motion to approve the July 2013 financials was made by Terry Harrmann and seconded by Shane Schulte. THE MOTION CARRIED UNANIMOUSLY.*

### **Review of PCECI FY13 Annual Report:**

Barb provided introduction to the PCECI FY13 Annual Report. A state-generated required template is used for reporting financials and program performance measures. All ECI areas use this template and report the same information. The state ECI technical assistance team did a preliminary review of the financials reported for PCECI and said numbers looked good. The report is due September 15<sup>th</sup>. The board walked through each element of the report. Then the board walked through each page of the report.

Discussion arose over how to most effectively use this information. Suggestion was made to use longitudinal comparisons during investment process for the next fiscal year.

Judy asked if annual report could be a tool to help in identifying complete funding situation of programs. She also wondered if could identify if children are being served by multiple programs.

Tom asked if a comparison of cost of program costs and program outcomes with other similar communities would provide valuable information for board.

While walking through program performance measures, the work of the coalition child centers was discussed. Questions were asked about the percentage of children demonstrating age appropriate skills. The challenges faced by the population of the centers were discussed highlighting: high % low income children, high mobility, staff turnover.

Shane noted that PBIS is one of the intervention models used by DMPS EC SUCCESS. He asked if PBIS is used across the state and/or country and if feedback resulting from the PBIS program is of value. There was discussion of this tool. August 27<sup>th</sup> Barb attended a 6-hour meeting of the ECI Early Learning Quality Assurance Workgroup, and PBIS was one of the intervention tools evaluated and discussed. Barb shared that Grant Wood AEA participants reported statewide use of the tool and that use would be expanding. In meeting appeared to be highly regarded by participants including AEA, Dept. of Ed. staff, UNI faculty, classroom teachers.

## **PCECI FY13 Annual Report**

*A motion to approve the FY13 Annual Report was made by Terry Harrmann and seconded by Joyce Pingel. THE MOTION CARRIED UNANIMOUSLY.*

### **By-laws**

Tom Slater presented a draft of proposed changes in PCECI By-laws and provided explanation of suggested changes and process. Board members will be asked to review these changes prior to the next board meeting. Comment and approval of suggested revisions will be an action item on agenda for next meeting.

### **Administrative Update**

Barb provided Administrative Update for July – August 2013. She focused on upcoming board development sessions:

PCECI Early Childhood Roundtable

**Wednesday, September 25<sup>th</sup>, 9-10 a.m.** (at United Way)

Will hold PCECI Board meeting 8-9 a.m. and roundtable will follow

**Tuesday, Oct 1st, 3-6 p.m.** (at United Way)

Participants: PCECI board and Funded-programs

Additional Invitees: Community stakeholders, area legislators, ECI TA team

Focus:

- History of funding of each area, partners, additional funding sources, other service providers, other initiatives
- Community need at this time, arising and unmet needs

Goals:

- Develop board member expertise
- Strengthen community connections

### **Old Business:**

Judy reminded members that an evaluation form for the six-month review of work performance of PCECI Executive Director, Barb Bremner, will be sent to board members before the next meeting. Plan is to present and discuss results at next meeting.

### **New Business:**

Barb shared PCECI Board Meeting calendar for FY14 and an updated roster of members.

Judy discussed state requirements and guidelines of board membership, including gender balance. She asked for volunteer(s) to join a governance committee to assist with recruitment of members, among other governance issues. Tom Slater volunteered for this committee.

### **Public Comment:**

None reported.

### **Adjourn:**

The meeting adjourned at 12:57 p.m. The next meeting will be on Wednesday, September 25<sup>th</sup>, 8:00 a.m. – 10:00 a.m. in Conference Room F at United Way of Central Iowa (not in usual location of Leadership Room).