

**POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING**  
**United Way of Central Iowa – Leadership Room**  
**Des Moines, Iowa**  
**December 16, 2015**

**Voting Members Present:** Matt Knoll, Sam Carrell, Jem Gong-Browne, Cindy Elsbernd, Rocio Hermosillo, Bryan Huggins, Natali Justiniano Pahl, Josh Mandelbaum, Shane Schulte, Georgia Sheriff, Craig Sieverding, Tom Slater, JoEllen Spriggs-Dixon; Marvin DeJear arrived at 8:20 a.m.

**Voting Members Absent:** Mike Bandstra, Nick Dial, Claudia Hawkins, Judy McCoy Davis, Kimberly Peterson, Joyce Pingel

**Ex-Officio Members Present:** Dave Arens

**Ex-Officio Members Absent:** Terry Harrmann, Brook Rosenberg

**Staff Present:** Barb Bremner, Jody Kanne

**Guests Present:** Leann Andre, Child Care Consultant, Child Care Resource & Referral; Ashley Otte, T.E.A.C.H. Program Manager, Iowa Association for the Education of Young Children; Hilary Burbank, Refugee Community Services, Program Supervisor, Lutheran Services in Iowa; Lorilei Klein, Child Care Program, Case Manager, Lutheran Services in Iowa

**Welcome and Introductions**

Board Chair Matt Knoll welcomed board members and guests to the Polk County Early Childhood Iowa Board meeting at 8:05 a.m. Quorum was met at this time. Introductions of guests were made. New board member Josh Mandelbaum was introduced and welcomed.

**Approval October & November Minutes**

October and November minutes were presented to board members. The October 28, 2015 minutes were presented to the board. There were no comments or corrections.

*A motion to approve the minutes was made by Sam Carrell and seconded by Natali Justiniano Pahl. THE MOTION CARRIED UNANIMOUSLY.*

The November 18, 2015 minutes were presented to the board. There were no comments or corrections.

*A motion to approve the minutes was made by Craig Sieverding and seconded by JoEllen Spriggs-Dixon. THE MOTION CARRIED UNANIMOUSLY.*

**Monthly Financial Statements**

Barb Bremner presented the financial statements through the end of October. These statements are a cash presentation of financial transactions which took place through October of fiscal year 2016.

**School Ready**

- FY16 Polk County ECI School Ready funding is \$2,695,183.00.
- Carry Forward funds total \$187,155.86. These have been budgeted into contracts and will be expended before FY16 funds.
- Year to date receipts as of end of October total \$1,347,591.50 (1st and 2<sup>nd</sup> quarter payments received.)
- Additional receipts of \$2,011.51 interest.

- At the end of October, School Ready funds of \$344,964.76 had been expended.
- Spending is approximately 12% of total School Ready funds. Last year at end of October 2014 19% of funds had been expended
- At the end of October \$123,083.88 or 66% of Carry Forward funds had been expended.

### **Early Childhood**

- FY16 Polk County ECI Early Childhood funding is \$1,123,171.00.
- Carry Forward funds total \$190,927.39. These have been budgeted into contract lines within the budget and will be expended before FY16 funds.
- Year to date receipts as of end of October total \$561,585.50 (1<sup>st</sup> and 2<sup>nd</sup> quarter payment received).
- Additional receipts of \$1,655.67 interest.
- At the end of October Early Childhood funds of \$177,034.95 had been expended.
- Spending is approximately 13% of total Early Childhood funds. Last year at end of October 2014 17% of funds had been expended
- At the end of October \$114,657.52 or 60% of Carry Forward funds had been expended.

*A motion to approve the October 2015 financials was made by Georgia Sheriff and seconded by Sam Carrell. THE MOTION CARRIED UNANIMOUSLY.*

### **Contract Review Committee Appointment**

Knoll asked for volunteers to form a Contract Review Committee. Craig Sieverding will chair this committee which will review Polk County ECI's current contracts. The committee will meet to review current contract language. The updated contract templates will be used for FY17 contracts. Shane Schulte and Josh Mandelbaum volunteered to sit on the committee; JoEllen Spriggs-Dixon will serve as an alternate. Bremner will set up meetings after the first of the year for committee members to begin the review process.

### **LSI Refugee Provider Training and Parent Education - Update**

Hilary Burbank, Refugee Community Services, Program Supervisor and Lorlei Klein, Child Care Program, Case Manager, both of Lutheran Services in Iowa provided an update on the Refugee Provider Training and Parent Education Program. The program works with refugee child care providers and parents and addresses advocacy issues for both. The program provides ongoing training for providers, home visits for safety and DHS compliance along with a literacy program which utilizes weekly visits by volunteers to introduce and model literacy skills and approaches for the providers to use with the children in their care. The program holds walk-in hours on Wednesday's to provide orientation to the program, answer provider questions or to help providers communicate with DHS or other entities. LSI also staffs BCA's, Bilingual Community Associates, to assist with translation and connect parents with providers from their language. Quarterly newsletters are sent to area agencies serving refugee populations to distribute provider lists with the language spoken by providers. Klein is a certified car seat safety technician and she works with providers, parent groups and office walk-ins to train all in safe use of car seats. LSI also provides culturally specific parenting support groups. This fall a Somali-speaking group has met weekly for trainings. A Kunama (Western Eritrea/Ethiopia) Parent Group will begin in January and will be a partnership with Des Moines Public Schools.

Because providers required different levels of training and assistance, some modifications are being made to the overall program structure going forward. Future plans include continued collaboration with Child Care Resource & Referral and strengthening their relationship with DHS. They will begin exploring a partnership with Drake University Early Head Start and the Family Child Care Grant for providers. Additional parenting support groups will be formed in 2016. Outreach is currently occurring with Central African and Bhutanese communities.

### **Legislative Update**

Members were presented with a list of legislators and with New Year's greeting cards featuring photos of children in centers supported by the board. Members were asked to send four to six legislators a card thanking them for their continued support of children, families and ECI. A total of 100 cards will be sent.

Bremner has been working with other ECI directors to set up a lunch time reception Tuesday, February 2, 2016 from 12 – 1 p.m. in Room 116 at the Iowa State Capitol. Legislators, area service providers and board members will be invited. Bremner will forward more details as they become available.

The annual ECI Day on the Hill will be held Tuesday, February 23, 2016 from 10 a.m. – 2 p.m. at the Iowa Capitol. Bremner will forward details to members when available.

### **Administrative Report**

Bremner's December 16<sup>th</sup> Administrative Report was presented to members. The report includes information about the Purpose and Funding revisions which have been submitted by the Department of Management for creation of a legislative bill. Bremner has invited Shanell Wagler, ECI technical assistance team, to the January 27<sup>th</sup> meeting to update the board on the bill. Members will receive the bill prior to the meeting in order to formulate questions for Wagler.

Members were presented with a media release from Child and Family Policy Center on the lack of questions relating to children by moderators of the first six Presidential debates. Members also received a CFPC report on the questions and responses of the Presidential debates.

### **Old Business**

None

### **New Business**

None

### **Public Comment**

None reported.

### **Adjourn**

*A motion to adjourn the meeting was made by Rocio Hermosillo and seconded by Cindy Elsbernd. THE MOTION CARRIED UNANIMOUSLY.* The meeting adjourned at 9:20 a.m.

The next meeting of the Board will be January 27<sup>th</sup> from 11:30 a.m. – 1:00 p.m.