

POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING
United Way of Central Iowa – Leadership Room
Des Moines, Iowa
October 30, 2013

Voting Members Present: Judy McCoy Davis, Mike Bandstra, Sam Carrell, Terry Harrmann, Claudia Hawkins, Terri Henkels, Matt Knoll, Shane Schulte, Georgia Sheriff, Tom Slater

Voting Members Absent: Marvin DeJear, Cindy Elsbernd, Natali Justiniano Pahl, Joyce Pingel, JoEllen Spriggs-Dixon

Ex-Officio Members Present: Dave Arens, Dave Discher, Brook Rosenberg

Ex-Officio Members Absent: Don Doudna

Guest Present: Michaela Pirnat, Director, Bidwell Riverside Child Development Center

Staff Present: Barb Bremner, Lynette Kingery

Judy McCoy Davis welcomed everyone to the Polk County Early Childhood Iowa Board meeting at 11:30 a.m. Quorum was not met at this time.

Introductions were made around the table, and Judy welcomed guest Michaela Pirnat.

Barb updated the board on the status of two positions which have been filled by temporary staff. Barb reported that interviews are taking place and the plan is for the Administrative Specialist position to be filled by mid-November. She thanked Lynette Kingery who has been providing temporary assistance since June. This position is shared with UWCI (.7 FTE UWCI and .3 FTE PCECI). Additionally, the UWCI Controller position which was vacated at the end of April is anticipated to be filled by late November. Tammy Mason is the Acting Interim Controller for UWCI.

Claudia Hawkins arrived at 11:38 a.m. Quorum was met at this time

Approval of September 25, 2013 Minutes

A motion to approve the minutes was made by Terry Harrmann and seconded by Claudia Hawkins. THE MOTION CARRIED UNANIMOUSLY.

Monthly Financial Statements

Barb presented September 2013 financial statements to the board because UWCI has not yet hired a Controller. To date, 34 contracts have been executed; 3 contracts have not been returned yet.

Early Childhood

- Year to Date receipts totaled \$260,003.75 as of September 30, 2013.
- During the first three months of FY14 Early Childhood funds of \$175,168.60 have been expended. This amount represents 16.8% of FY14 Early Childhood funding.
- FY14 PCECI Early Childhood funding is \$1,040,015.
- Early Childhood funds for FY14 are not federal funds (as in past years). For FY14 same requirements are in place as in previous years. If there are any changes in requirements they will be put in place for FY15.

School Ready

- Year to Date Receipts totaled \$652,639.25 as of September 30, 2013.
- During the first three months of FY14 School Ready funds of \$397,040.52 have been expended. This amount represents 14.7% of FY14 School Ready funding.
- FY14 PCECI School Ready funding is \$2,610,557.

Approval of September 2013 Financial Statements

A motion to approve the September 2013 financials was made by Terry Harrmann and seconded by Sam Carrell. THE MOTION CARRIED UNANIMOUSLY.

Discuss Executive Director Performance Review

Judy opened the discussion of executive director performance review. Barb stepped out of the meeting. Judy noted that Barb was not required to leave but elected to remove herself from discussion. Judy thanked board members who completed performance evaluation for Barb's first six months. She reminded members that when Barb was hired in January 2013, a salary review discussion was agreed to occur after six months and at one year hiring date.

Judy let everyone know that they had the performance evaluation results in their meeting papers. Judy informed the board that she had reconvened the committee that had been involved in the hiring of Barb to do the review. Dave Discher and Dave Arens served on that committee along with Judy. Given positive results of performance review feedback and comments from board members, the committee's recommendation was to increase the executive director compensation to an annual salary of \$67,500 retroactively effective July 1, 2013, and to increase the annual salary to \$70,000 effective January 1, 2014. Judy noted that this was well within our budget. She noted that future salary adjustments would be done in conjunction with the annual budget. Both Dave Discher and Dave Arens gave their reasons for supporting this proposal.

Judy opened discussion and comments. Attending members provided feedback and comments. Both recommendations for executive director salary increase in July and January were approved unanimously. Judy will communicate board's decision to Barb and to UWCI human resources.

Community Roundtable Feedback

Barb opened the discussion of the Early Childhood Community Roundtable conversations held on September 25th and October 1st. She provided a summary of board members questions and comments generated from the sessions. She reported that representatives of the funded programs had provided positive feedback and were pleased to have opportunity to discuss their work with board members. Georgia commented that it was helpful to see the programs together and having a collaborative conversation.

Judy asked if members had questions or concerns arising from the roundtables. Members then held a robust discussion of issues being faced by funded programs and at-risk children of Polk County. Language barriers and transportation are areas of need and of concern for members.

Georgia voiced concern that issues and questions roundtable raises inform PCECI activity and funding and issues not disappear. Judy reminded the board that PCECI has flexibility in funding to be used for specific areas or specific programs as needs are determined. Claudia suggested that roundtables like this occur closer to the investment process in the spring.

Judy stated that these issues will inform the content and focus of upcoming board meetings.

Funding History and Formulas of Preschool & Coalition Center Programs

Judy then brought discussion to the funding of preschool programs and coalition child care centers. She reminded board members that during the previous investment cycle it had been determined to fund these two areas without specific program reviews but based on past budgeting percentages and historical funding. These two areas are Preschool Programming and Support of Low Income Families (School Ready funds) and Capacity Building which gives funds to the 8 coalition child care centers (Early Childhood funds). Members were asked if they felt sub-committees could review these budget areas over the next two months and report findings at the January board meeting. There was general consensus this would be a productive way to approach this review.

Board members will be asked to serve on one of two task force groups which will review: ECI guidance for funding of these areas, PCECI funding history, community needs in these areas. Goal will be to inform whole board in January and make recommendations for proceeding as the budget discussions take place next spring. Barb will contact members to see which group they prefer to serve on. The task force groups will meet in November and December, as determined by their members, and report out to the full board in January.

Barb discussed the dual focus of board's role on compliance and to develop expertise on early childhood issues and community needs. She mentioned she and Judy had discussed the next few meetings focusing on issues raised at recent meetings and during roundtable discussions. Recommendation is that November's meeting includes an advocacy discussion and December's meeting includes a broad health conversation with Rick Kozin, Polk County Health Department Director, and a representative of the Central Iowa ACEs steering committee (Adverse Childhood Experiences). January's meeting will include the reporting of the task force groups and discussion of the reinvestment process for fiscal year 2015.

Tom asked about date for ECI Day on the Hill 2014. This will be Wednesday, February 12, 2014. Members are asked to put this on their calendars. Barb will share details as they become available.

Old Business

None reported

New Business

None reported

Public Comment

None reported

Guest

Concluding all agenda items the meeting turned to guest Michaela Pirnat, Director, Bidwell Riverside Child Development Center. Michaela was introduced by Barb and then made a presentation to the board of the history and development of Bidwell Riverside Child Development Center. Michaela's PowerPoint presentation will be shared with all members.

Adjourn

Judy thanked guest speaker and all board members. The meeting was adjourned at 1:00 p.m.