



POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING
United Way of Central Iowa – Leadership Room
Des Moines, Iowa
March 23, 2016

Voting Members Present: Matt Knoll, Bryan Huggins, Josh Mandelbaum, Judy McCoy Davis, Joyce Pingel, Shane Schulte, Georgia Sheriff, Craig Sieverding, JoEllen Spriggs-Dixon, Nick Dial, Natali Justiniano Pahl arrived at 11:38 a.m.; Sam Carrell arrived at 12:10 p.m.

Voting Members Absent: Mike Bandstra, Jem Gong-Browne, Marvin DeJear, Cindy Elsbernd, Claudia Hawkins, Rocio Herмосillo, Kimberly Peterson, Tom Slater

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 Coordinator, Child Care Resource & Referral; Amy Curtis, Polk County ECI Child Care Consultant; Danielle Johnson, Finance Director, United Way of Central Iowa; Sarah Roy, Chief Operating Officer, United Way of Central Iowa

Welcome and Introductions

Board Chair Matt Knoll welcomed board members and guests to the Polk County Early Childhood Iowa Board meeting at 11:36 a.m. Quorum was not met at this time. Introductions of board members and guests were made around the room. Josh Mandelbaum reported he was absent from the February 24th meeting due to the birth of his daughter Ayla that day.

Knoll reported Mike Bandstra submitted his formal resignation from the Polk County ECI Board. Bandstra's resignation brings the current board count to 19, keeping membership above the minimum requirement. Bandstra's resignation was included meeting materials.

Nick Dial and Natali Justiniano Pahl arrived at 11:38 a.m. Quorum was met at this time.

United Way Audit

Sarah Roy, Chief Operating Officer, United Way of Central Iowa reported on the United Way of Central Iowa audit which includes the grant funding to Polk County ECI. Members received the full audit and the AUP electronically prior to the meeting. Hardcopy of the Agreed-Upon Procedures was in meeting materials. Roy reported on the presentation of the grant funding to Polk County in the United Way of Central Iowa audit as a liability further discussed in footnote 9 as agency contracts. Roy reviewed with the board the AUP which sets forth required auditor procedures regarding financial and compliance matters. There were no adverse findings in the report. The audit, as conducted and as reported upon, did not result in any matters of concern. In answer to question from member Georgia Sheriff from regarding the accounting firm used Roy stated that Brooks Loden, PC has been the auditing firm for over the last 10 years.

Fiscal Process & Procedure

Danielle Johnson, Finance Director, United Way of Central Iowa reported on United Way's processes and procedures for handling Polk County ECI's transactions. Johnson described the checks and balances in which payment requests are reviewed by United Way's Senior Accountant, Finance Director and Chief Operating Officer before checks are released. Monthly general ledger reconciliations are also performed and verified by Bremner and the United Way Finance Department. Roy reported she also receives a copy of the Polk County ECI's budget once approved by the board to help ensure contracts are released as approved by the board.

Approval February Minutes

The February 24, 2016 minutes were presented to the board. There were no comments or corrections.

A motion to approve the minutes was made by Joyce Pingel and seconded by Nick Dial. THE MOTION CARRIED UNANIMOUSLY.

Monthly Financial Statements

Barb Bremner presented the financial statements through the end of February. These statements are a cash presentation of financial transactions which took place through February 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 February total \$2,021,387.25 (1st, 2nd and 3rd quarter payments received.)
- Additional receipts of \$6,469.09 interest.
- At the end of February, School Ready funds of \$1,250,629.62 had been expended.
- Spending is approximately 43% of total School Ready funds. Last year at end of February 2015 47% of funds had been expended
- The statement indicates that at the end of February \$190,851.03 or 102% of Carry Forward funds had been expended. This is the result of a coding error and will be fixed by the finance department through a reclassification of one invoice. Next month's statement will reflect this correction.

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 February total \$842,378.25 (1st, 2nd and 3rd quarter payment received).
- Additional receipts of \$3,623.00 interest.
- At the end of February Early Childhood funds of \$511.435/25 had been expended.

- Spending is approximately 39% of total Early Childhood funds. Last year at end of February 2015 45% of funds had been expended
- At the end of February \$180,800.93 or 95% of Carry Forward funds had been expended.

A motion to approve the February 2016 financials was made by Craig Sieverding and seconded by Nick Dial. THE MOTION CARRIED UNANIMOUSLY.

Fiscal Agent Agreement

Knoll reported the choice of fiscal agent is discussed and reviewed annually with final selection of the fiscal agent voted on by the board during the June Annual Meeting. United Way of Central Iowa has operated as the fiscal agent since the formulation of Empowerment and transition to Polk County Early Childhood Iowa. This year's agreement will once again include the supplement to the agreement to articulate all operational expenses paid by the board to the fiscal agent. Members agreed United Way has been an excellent partner and fiscal agent over the years and have been pleased with their services. Board members were asked to contact Bremner with any questions or information they would like provided regarding the fiscal agent prior to the June meeting.

Governance Committee

Knoll asked for three volunteers to serve on the Governance Committee. This committee will be in charge of reviewing the board's current list of officers as well as reviewing the current roster to ensure the board is meeting all membership requirements. Members will also present nominations for new members at the June Annual Meeting. Craig Sieverding, Shane Schulte and Natali Justiniano Pahl volunteered to serve on the committee. Bremner will set up a meeting time for the committee in the next few weeks. Members were encouraged to forward any potential new members to fill Bandstra's vacancy to Bremner.

Young Children: Priority One co-sponsoring

Bremner reported Polk County ECI has been asked by the Downtown Kiwanis to co-sponsor an event featuring a national spokesman, Dr. Wil Blechman, focusing on childhood development birth through age five. Mid-Iowa Health Foundation and DMARC will also be co-sponsoring the event. The events will be held June 1st and 2nd. The sponsorship fee would be \$1,000 which could come from Early Childhood, Quality Improvement Support, Public Awareness Efforts to Support Quality, a non-contracted line within the Early Childhood budget. Members voiced interest in creating an opportunity to introduce Dr. Blechman to business leaders and policy makers. Bremner will work with the committee of the Downtown Kiwanis to explore opportunities to promote the event.

A motion to approve the co-sponsorship request from the Downtown Kiwanis for \$1,000 was made by Judy McCoy Davis and seconded by Georgia Sheriff. THE MOTION CARRIED UNANIMOUSLY.

Program Review Schedule

The program review schedule was presented. Board members in attendance confirmed their availability for scheduled dates or made arrangements to review programs on a day that would work for them. Bremner will update the review schedule and include when she sends out the Outlook invitation and program review packets. As always, cabinet members are welcome to attend any of the program review meetings. Members were asked to inform Bremner if a

scheduling conflicts arise to ensure that programs are reviewed by similar numbers. Members requested Bremner have agencies provide fiscal information regarding the budget they proposed for this fiscal year and how expenditures compare.

Application for funding: Des Moines Public Library Foundation

Members received a new funding application from the Des Moines Public Library Foundation. This was the only new funding request received during the open enrollment period. Due to the low number of new requests, members requested the RFP process be added to the November or December agenda for the upcoming fiscal year to address a marketing campaign to launch the RFP process. Bremner will contact Des Moines Public Library to present at the April meeting. All members will be asked to score this application.

Review of Currently Funded Programs

All members will score VNS Healthy Start & Empowerment. This program presented to the full board at the February meeting. All members will receive the VNS's program information submitted for review. Currently funded programs filled out narrative and data for the first half of the fiscal year through Results Scorecard. Year-to-year data for each program has been compiled in a spreadsheet tracking annual trends.

Bremner will include both Des Moines Public Library and VNS's applications in the email containing member's small group review documents.

All materials will be provided electronically. Hard copies will provided if requested. Scoring can be submitted electronically or on hard copy. The final deadline for all scoring will be May 2nd.

ECI Regional Legislative Lunch Reception, March 29th

The legislative lunch with other area ECI's cancelled due to the blizzard has been rescheduled for Tuesday, Mach 29th in Room 116 at the Capitol. This is being co-hosted with 8 other ECI areas. Please let Bremner know if you are planning to attend. Members attending were asked to contact their legislators to repeat the invitation and to let them know they would attend.

Advocacy/Legislative Update

ECI legislation, SF 2299 unanimously passed the Senate Appropriation Committee and is eligible for debate by the full Senate. SF 2296, a preschool expansion bill passed committee in the Senate and is on the calendar under "unfinished business."

Bremner thanked board members for contacting city council members addressing the City of Des Moines Ordinance affecting in-home child care providers. After considering input from providers, parents and other stakeholders during the March council meeting, the city called off enforcing the ordinance. Going forward the city will include stakeholders in the revision of this ordinance. Bremner has upcoming meetings scheduled with city staff and community stakeholders. Bremner will send updates regarding the ordinance.

Members expressed interest in forming a committee focused on public awareness and marketing to plan for strategic campaigns. Members discussed using Early Childhood, Quality Improvement

Support, Public Awareness Efforts dollars on a marketing campaign to highlight the in-home child care issues.

Dave Arens and Joyce Pingel departed the meeting at 12:59 p.m.

Administrative Report

Bremner's March 23, 2016 report was included in meeting materials.

Old Business

None

New Business

None

Public Comment

None reported

Adjourn

A motion to adjourn the meeting was made by Georgia Sheriff and seconded by Bryan Huggins. THE MOTION CARRIED UNANIMOUSLY. The meeting adjourned at 1:05 p.m.

The next meeting of the Board will be April 27th from 8:00 a.m. – 9:30 a.m.