

**POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING**  
**United Way of Central Iowa – Leadership Room**  
**Annual Meeting**  
**Des Moines, Iowa**  
**June 26, 2013**

**Voting Members Present:** Judy McCoy Davis, Marvin DeJear, Chaney Yeast, Terri Henkels, Matt Knoll, Joyce Pingel, Becky Miles-Polka (via phone), Shane Schulte, Georgia Sheriff, Cindy Elsbernd, Misty Hansen, and Tom Slater

**Voting Members Absent:** Terry Harrmann, Claudia Hawkins, Natali Justiniano Pahl

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

**Guests Present:** None

**Staff Present:** Barb Bremner, Lynette Kingery on behalf of Vanessa Sedrel

**Welcome & Introductions:**

Judy McCoy Davis welcomed everyone to the Polk County Early Childhood Iowa Board meeting at 11:32 a.m. Quorum was met at this time. Introductions were made around the table.

**Approval of May 29, 2013 Minutes:**

*A motion to approve the May 2013 minutes was made by Joyce Pingle and seconded by Shane Schulte. Cindy Elsbernd abstained from voting because she was not in attendance in May. THE MOTION CARRIED.*

**Monthly Financial Statements:**

PCECI fiscal agent United Way of Central Iowa has not yet hired a new controller. Barb presented the May 2013 financials. These statements presented an accrual presentation of the financial transactions which took place during the first ten months of FY13.

**Early Childhood**

- Year to Date receipts totaled \$1,003,071 on May 1, 2013. This amount represents 100% of the annual early childhood funding. Annual FY13 funding for the early childhood area is \$1,003,071.
- At this point in the fiscal year the early childhood initiative has expended \$862,522.52 including carry forward dollars.
- These expenditures are approximately 90% of the fiscal year 2013 budgeted expenditures.

**School Ready**

- Year to Date Receipts totaled \$2,652,898 as of May 1, 2013. This amount represents 100% of the annual school ready funding. Annual FY13 funding for the school ready area is \$2,652,898.
- At this point in the fiscal year the school ready initiative has expended \$2,039,882.82.

- These expenditures are approximately 73% of the fiscal year 2013 budgeted expenditures, and include all carry forward dollars.
- Allowable carry forward for School Ready this fiscal year into FY14 is \$530,579.60 or 20% of the School Ready total. It is expected that May and June invoices will bring total expended above well above 80% of total School Ready funds.

**Approval of May 2013 Financial Statements:**

*A motion to approve the May 2013 financials was made by Misty Hansen and seconded by Cindy. THE MOTION CARRIED UNANIMOUSLY.*

**Election of New Board Members:**

Judy presented to the Board members the nominations for new members and presented brief background information on each: Mike Bandstra, Sam Carrell, Jenna Ehler, and Joellen Spriggs-Dixon

*A motion to approve the new board members was made by Terri Henkels and seconded by Matt Knoll. THE MOTION CARRIED UNANIMOUSLY. Terms are effective July 1, 2013 for a three year term period.*

Three current Board Members terms expire June 30, 2013: Misty Hansen, Becky Miles-Polka, and Chaney Yeast.

With the ending of three terms and the election of four new members the PCECI Board now has 16 members. Discussion was held on the number of board members and the desire to continue to look for interested individuals. The goal is to add two more members for a total membership of 18. PCECI by-laws require 15-20.

**Election of Officers:**

Discussion was held on the annual election of Board Chair and the need for a Vice Chair.

*A motion was made to approve Judy McCoy as Board Chair and creation of Vice Chair position to reside in the absence of the Board Chair. Claudia Hawkins was nominated as Vice Board Chair. Motion by Chaney Yeast and seconded by Joyce Pingel. THE MOTION CARRIED UNANIMOUSLY.*

Judy requested that board members complete and return the required "Conflict of Interest" form for the next fiscal year 2014 and return to Barb Bremner as soon as possible. This is an annual requirement.

Judy mentioned that she is working to revise the by-laws with the assistance of by-laws committee members Claudia Hawkins and Tom Slater. She hopes to present the revisions to the Board by the next meeting.

**Two items on the FY14 Budget:**

Barb discussed negotiations with United Way regarding fees for use of the Results Scorecard data base for all programs to report on their performance measures. Many PCECI-funded programs are co-funded by UWCI. As such they are required to use Results Scorecard for UWCI. We don't want to make reporting requirements onerous for programs. UWCI would like

to have the data of all programs to document progress on their goals. This will appear in the FY14 budget as administrative cost.

Another item appearing in the budget is funding for current community needs for at-risk children 0-5 in Polk County. This is in collaboration with UWCI WLC who is working with Child & Family Policy Center to commission this research. There was discussion of other sources of demographic information so that efforts are duplicative.

12:01 p.m. Becky Miles-Polka had to leave the meeting.

12:00 p.m. Shane Schulte stepped away from the meeting.

**Review and Approval of Fiscal Year 2014 Budget:**

12:14 p.m. Tom Slater arrived to the meeting.

Barb provided a brief summary of FY14 funding:

<b>FY13 Budget compared to FY14 released DRAFT Allocations</b>				
		FY13	FY14	FY13 to FY14
	Early Childhood (TANF federal \$)	\$1,003,071	1,040,015	(+\$36,944 or +3.7%)
	School Ready (State general fund \$)	\$2,652,898	2,610,557	(-\$42,341 or -1.6%)
	TOTAL PCECI Budget	\$3,655,969	3,650,572	(-\$5,397 or -.15%)

12:19 p.m. Shane Schulte returned to meeting.

The Budget was presented in the format required by the state ECI office. Barb walked through the details of the Budget to submit to the state ECI office.

*A motion to approve 2014 Polk County Early Childhood Iowa Budget was presented. Motion by Cindy Elsbernd and seconded by Tom Slater. THE MOTION CARRIED UNANIMOUSLY. The budget will be submitted to the state ECI board for final approval.*

**Administrative Update**

Barb reported that closing the FY13 books and developing the budget has been the focus of the last month.

12:43 p.m. Chaney left the board meeting.

**Old Business:**

Rather than meet in July there will be 2 board development sessions held in August/September. These will include funded programs and area experts and will be approximately 2 hour sessions each. Barb will contact members regarding scheduling.

**New Business:**

Judy reminded board members to return the evaluation form regarding the six-month review of the Executive Director, PCECI, position for salary adjustment for 2014.

Barb shared that Vanessa, Administrative Specialist, could potentially be positioned for another role within United Way. Staffing discussions will be discussed with United Way of Central Iowa in the event of a change.

**Public Comment:**

None reported.

**Adjourn:**

The meeting was adjourned at 12:55 a.m. The next meeting will be Wednesday, August 28, 2013 at 11:30 a.m. – 1:00 p.m.