



**POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING**  
**United Way of Central Iowa – Leadership Room**  
**Des Moines, Iowa**  
**June 28, 2017**

**Voting Members Present:** Matt Knoll, Nick Dial, Claudia Hawkins, Bryan Huggins, Natali Justiniano Pahl, Judy McCoy Davis, Josh Mandelbaum, Joyce Pingel, Shane Schulte, Craig Sieverding; Mee Yang-Lee; Jem Gong-Browne participated via teleconference; Sam Carrell arrived at 11:36 a.m., Cindy Elsbernd arrived at 11:40 a.m.

**Voting Members Absent:** Marvin DeJear, Georgia Sheriff, JoEllen Spriggs-Dixon

**Ex-Officio Members Present:** Dave Arens, Terry Harrmann

**Ex-Officio Members Absent:** Brook Rosenberg

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

**Guests Present:** Leanne Andre, Child Care Consultant Coordinator, Child Care Resource and Referral; Amy Curtis, Child Care Consultant, Iowa Association for the Education of Young Children; Dara Madigan, WAGE\$ Coordinator, Iowa Association for the Education of Young Children

**Welcome and Introductions**

Board Chair Matt Knoll welcomed board members and guests to the Polk County Early Childhood Iowa Board meeting at 11:35 a.m. Quorum was met at this time. Knoll acknowledged members completing their second terms: Claudia Hawkins, Natali Justiniano Pahl and Joyce Pingel. Bremner presented each with a gift and thanked them for their six years volunteering and supporting the work of the board.

Sam Carrell arrived at 11:36 a.m.

**Approval May Minutes**

The May 24, 2017 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 Natali Justiniano Pahl. THE MINUTES APPROVED UNANIMOUSLY.*

Cindy Elsbernd arrived at 11:40 a.m.

**Monthly Financial Statements**

Barb Bremner presented the financial statements through the end of May. These statements are a cash presentation of financial transactions which took place through May of fiscal year 2017.

### **School Ready**

- FY17 Polk County ECI School Ready funding was \$2,731,452. After de-appropriation funding for FY17 is \$2,629,099.
- Carry Forward funds total \$84,345.64. All carry forward funds were expended by the end of April.
- Year to date receipts as of end of May total \$2,629,101. Fourth quarterly payment was received of \$580,512 was received in April.
- Additional receipts of \$10,798.54 interest.
- At the end of May, School Ready funds of \$2,051,746.22 had been expended.
- Spending is approximately 76% of total School Ready funds. Last year at end of May 2016 70% of funds had been expended.

### **Early Childhood**

- FY17 Polk County ECI Early Childhood funding is \$1,202,320.
- Carry Forward funds total \$215,459.24. All carry forward funds were expended by the end of April.
- Year to date receipts as of end of April total \$1,202,320. Fourth quarterly payment of \$300,580.00 was received in April.
- Additional receipts of \$6,601.59 interest.
- At the end of May Early Childhood funds of \$1,068,799.61 had been expended.
- Spending is approximately 75% of total Early Childhood funds. Last year at end of May 2016 72% of funds had been expended.

*A motion to approve the May 2017 financials was made by Sam Carrell and seconded by Claudia Hawkins. THE MOTION CARRIED UNANIMOUSLY.*

### **Nominations of Board Members by Governance Committee (Policy 2.4)**

Members were presented with an updated document outlining the Governance Committee's board recommendations for nominations. Shane Schulte presented the Governance Committee's recommendations for board members:

#### **Members serving a second term:**

- Marvin DeJear
- Georgia Sheriff
- Craig Sieverding

#### **Members serving a first term:**

- Nick Dial
- Josh Mandelbaum
- Ahmed Agyeman – new board member
- Jana Shepard – new board member

**Members serving 1-year partial term:**

- Marianka Pille – new board member

**Members serving 2-year partial term:**

- Emily Westergaard – new board member
- Rocio Hermosillo – new board member

*The committee recommendations for all members were approved unanimously.*

**Nominations of Board Officers by Governance Committee (Policy 2.7)**

Schulte presented the Governance Committee’s recommendations for board officers:

- Matt Knoll – Chair
- Craig Sieverding – Vice Chair

*The committee recommendations for board officers were approved unanimously.*

Bremner reported the approval of the five new board members brings membership to 19. There is one remaining slot but this does not need to be filled to be in compliance with PCECI Bylaws. To maintain gender balance the slot will need to be filled by a man. Schulte asked members to continue to look for a potential new member and to forward suggestions to Bremner.

**Board Member Conflict of Interest Forms (Policy 2.9)**

Members were presented with Conflict of Interest forms. Bremner stated there were no changes made to this year’s form. Members were asked to fill out the form and return the signed copy to staff by the end of today’s meeting.

**Fiscal Agent Agreement (Policy 4.3)**

The board discussed renewing the Fiscal Agent Agreement with United Way of Central Iowa. Bremner reported there were no changes to the agreement for FY18 and Polk County ECI would continue to pay the 1% Fiscal Agent Fee. Judy McCoy Davis suggested a provision be added to the agreement to reflect potential funding decreases. Bremner stated this year PCECI paid the fiscal agent fees based on the school ready de-appropriated dollar amount. Bremner will review the language in the agreement.

*A motion to approve United Way of Central Iowa as the fiscal agent and the FY18 Fiscal Agent Agreement was made by Judy McCoy Davis and seconded by Nick Dial. THE MOTION CARRIED UNANIMOUSLY.*

**Recommendations of Governance Document Review Committee**

McCoy Davis reported the committee reviewed PCECI Bylaws and had no proposed changes to the Bylaws. She reviewed three policy change recommendations from the committee:

- Policy ID: 4.2 Amending the Annual Budget (a revision of existing policy)
- Policy ID: 4.26 Credit Card Issuance and Use (a new policy)
- Policy ID: 4.7 Purchase of Food for Public Purpose (a new policy)

*The committee recommendations for Policy ID 4.2, 4.26 and 4.7 were approved unanimously.*

**Executive Director Compensation Recommendation (Policy 3.6)**

As discussed at the board meeting in May, Knoll reported the Executive Director Compensation Committee is recommending a 2.5% increase for the executive director salary for FY18.

*The committee recommendations for the Executive Director's compensation were approved unanimously.*

**School Ready Committee and Budget Recommendation FY18 (Policy 4.1 and 5.1)**

Members were presented with the draft School Ready budget for FY18. Sieverding walked members through the committee's funding decisions for the \$2,732,000 in School Ready funding. Most program funding will remain fairly level for FY18. La Clinica did not apply for funding for FY18 and DMPL requested less funding for support of the Simple Steps pre-literacy campaign. The committee voted to defund VNS 1<sup>st</sup> Five for FY18.

*The committee recommendations for the School Ready FY18 Budget approved unanimously.*

**Early Childhood Committee and Budget Recommendations FY18 (Policy 4.1 and 5.1)**

Members were presented with the draft FY18 Early Childhood budget for FY18. Bryan Huggins explained the committee's funding decisions for the \$1,135,883 in Early Childhood funding. The committee reviewed investments in the coalition child care centers and developed a pilot program focused on center staff retention. Staff turnover is a major challenge for center with a turnover rate of 14-99% across the centers. Participation in the pilot of retention pay will be available to full-time classroom staff. Centers will document staffing lists to determine eligibility along with collecting additional workforce demographics. CFI Teddy Bear Town, located in DMPS Scavo High School will be a new center added to the pilot program. Bremner is continuing to meet with center directors to work out the pilot details. Members requested data updates at future meetings to follow the progress of the pilot.

*The committee recommendations for the Early Childhood FY18 Budget approved unanimously.*

**ECI Community Plan and Accreditation Updates (Policy 1.1)**

Bremner reported on the progress of the state ECI board committee formed to revise the accreditation matrix that will replace the Levels of Excellence process. PCECI materials will be submitted in the fall of 2018 instead of the end of 2017 as previously scheduled under Levels of Excellence. The Community Plan and Fiscal Assessment will continue to be a part of the process. Accreditation cycles will run every 4-5 years in place of the past 3-year process. Mid-cycle onsite contract reviews will a part of the process. The committee is expected to present the final requirements and schedule at the State ECI board meeting in September.

**Committees Dissolved (Policy 2.13)**

Knoll reported the committees formed in FY17 are now dissolved. Members will be reassigned committees at the August meeting.

### **Proposed Meeting Schedule for FY18 Board Meetings**

Members were presented with proposed FY18 meeting schedule. Bremner will send out Outlook invitations for all meeting dates. Knoll reported a social will be scheduled before the August meeting to meet new board members.

### **Administrative Update**

- Bremner reported she attended the June 2<sup>nd</sup> State Board meeting. HF642 removed minimum funding requirements for Family Support/Parent Education and Preschool School Support. Any school ready grant carry forward funds can be applied to the FY18 general funding and realigned with new programs.
- Bremner has been working with two community organizations considering opening new child care centers to connect them with resources and information to include in their planning processes.
- Bremner will be attending Barb Merrill's retirement party at IAEYC on Friday, June 30<sup>th</sup>.

### **Old Business**

None.

### **New Business**

Knoll invited members to a social gathering at Trellis on Thursday, June 29<sup>th</sup> at 4:00 p.m.

### **Public Comment**

None reported.

### **Adjourn**

*A motion to adjourn the meeting was made by Claudia Hawkins and seconded by Joyce Pingel. THE MOTION CARRIED UNANIMOUSLY.* The meeting adjourned at 12:43 p.m.