



POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING
United Way of Central Iowa – Leadership Room
Des Moines, Iowa
March 28, 2018

Voting Members Present: Matt Knoll, Sam Carrell, Bryan Huggins, Judy McCoy Davis, Georgia Sheriff, Mee Yang-Lee; Cindy Elsbernd arrived at 8:13 a.m., Marvin DeJear arrived at 8:14 a.m., Josh Mandelbaum arrived at 8:16 a.m., Marianka Pille arrived at 8:17 a.m.

Voting Members Absent: Ahmed Agyeman, Nick Dial, Jem Gong-Browne, Rocio Hermosillo, Jana Shepherd, Craig Sieverding, Emily Westergaard

Ex-Officio Members Present: None

Ex-Officio Members Absent: Dave Arens, Terry Harrmann, Brook Rosenberg

Staff Present: Barb Bremner, Jody Kanne

Guests Present: Leann Andre, Child Care Consultant Coordinator, Child Care Resource and Referral; Jillian Herink, Executive Director, Iowa Association for the Education of Young Children; Danielle Johnson, Finance Director, United Way of Central Iowa; Jenny Shreck, Region 4 Child Care Consultant, Child Care Resource and Referral; Kay Tannant, Healthy Start Intake Manager, Visiting Nurse Services of Iowa; Stacey Walter, Early Child Care Coordinator for ECQuIP, 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 8:10 a.m. Quorum was not met at this time.

Fiscal Agent Agreement (Policy 4.3)

Members were presented with the FY18 Fiscal Agent Agreement and operational document Policy 4.3. Knoll reported the fiscal agent agreement is updated and reviewed by the board annually. The document template is provided by the state. Knoll reported the board is happy with the services provided by United Way as their fiscal agent and the costs incurred are rates are competitive. Bremner reported prior to the April board meeting she will meet with Finance Director Danielle Johnson to review the agreement. She will report any comments or changes to the board at the April meeting. Members were asked to review the document before the April meeting and forward and questions or concerns to Bremner.

Cindy Elsbernd arrived at 8:13 a.m. Marvin DeJear arrived at 8:14 a.m.

Presentation of FY17 Audit (July 1, 2016-June 30, 2017)

Members were presented with the auditor's report outlining the scope and results of internal controls testing conducted by Brooks Lodden, P.C. and the Agreed-Upon Procedures. Danielle Johnson, Finance Director, United Way of Central Iowa, reported the auditors did not find any deficiencies or issues of non-compliance during their internal controls audit.

Josh Mandelbaum arrived at 8:16 a.m. Marianka Pille arrived at 8:17 a.m.

Bremner reported the auditor was very thorough throughout the audit, reviewing the necessary Polk County ECI tools related to compliance. All agency invoices reviewed included adequate and accurate documentation. Johnson noted both Early Childhood and School Ready grants complied with the allowable carry forward funds of under 20%.

Judy McCoy Davis asked about the need for Procedure 7, reviewing direct and indirect costs associated with federal funds, due to Polk County ECI no longer receiving federal funding. Johnson explained it continues to be a part of the audit due to some contractors potentially receiving federal funds.

Quorum was met at 8:24 a.m.

Approval February Minutes

The February 28, 2108 minutes were presented to the board. There were no additional comments or corrections.

*A motion to approve the minutes was made by Judy McCoy Davis and seconded by Sam Carrell.
THE MOTION CARRIED UNANIMOUSLY.*

Monthly Financial Statements

Bremner presented the financial statements for February 2018. Statements are a cash presentation of financial transactions which took place through February 28th of fiscal year 2018.

School Ready

- FY18 Polk County ECI School Ready funding is \$2,647,000.
- Carry Forward funds total \$68,842. These were budgeted to the Healthy Start & Empowerment contract line and were fully expended in September.
- Total funds for the School Ready Budget equal \$2,715,842.14.
- Year-to-date receipts total \$1,985,250. Third quarter payment was received in January.
- Additional receipts of \$7,785.20 interest.
- At end of February School Ready funds of \$1,228,221.37 had been expended.
- Expenditures are 45% of total School Ready funds. Last year at end of February 2017, 45% of funds had been expended.

Sam Carrell requested details on the contracts indicating zero funds expended. Bremner stated she has been working with Bondurant-Farrar on documentation and expects invoices from them shortly. North Polk has submitted an invoice for the full funding amount that will be reflected on the

March expenditure report. She has not received an invoice from United Way's Community Impact department for the Results Scorecard annual fee.

Early Childhood

- FY18 Polk County ECI Early Childhood funding is \$1,099,883.
- Carry Forward funds total \$124,973. These were budgeted into IAEYC ECQUIP and CCRR Consultants contract lines and will be expended before FY18 funds.
- Total funds for Early Childhood Budget equal \$1,224,856.00.
- Year-to-date receipts total \$824,912.25. Third quarter payment was received in January.
- Additional total receipts of \$4070.94 interest.
- At end of February Early Childhood funds of \$535,007.24 had been expended. Spending is approximately 44% of total Early Childhood funds. Last year at end of February 2017, 41% of funds had been expended.

Bremner reported she has been in contact with Oak Academy regarding their pilot funds. Oak staff reported some confusion in their business office regarding the exact amount of available funds as determined by staffing amounts. They have resolved this issue and Bremner expects to receive invoices from Oak in the upcoming week.

Bremner will be emailing pilot centers next week to receive staffing data for the 3rd quarter pilot payments. She estimates the third quarter payment will be \$33,500 and fourth quarter payment approximately \$42,000. If invoicing holds to these estimates total expenditures for the pilot will be approximately \$126,000 which will be approximately 82% of the budgeted amount or approximately \$27,000 in carry forward funds from the pilot.

Bremner will have the current expenditure reports available during the investment review meetings in the event members have questions for the agencies regarding their expenditures.

A motion to approve the February 2018 financials was made Bryan Huggins and seconded by Mee Yang-Lee. THE MOTION CARRIED UNANIMOUSLY.

Appointment of Governance Committee (Policy 2.4)

Knoll asked for volunteers to serve on the Governance Committee. The committee identifies potential new members to fill the board vacancies. At the end of fiscal year 2017 board membership will be 15 members: eight men and seven women. The committee should consider new members residing outside the city of Des Moines (members not needed from Ankeny area) and with linguistic diversity. Two partial-term seats will need to be filled which were vacated during the present fiscal year by the resignations of Shane Schulte and JoEllen Spriggs-Dixon. Judy McCoy Davis and Cindy Elsbernd will complete their second terms June 30, 2018. Five new members, two men and three women, would fill the vacancies and allow for full board membership of 20. Knoll reported Carrell and Yang-Lee volunteered to serve on the committee last fall. Cindy Elsbernd volunteered to serve on the committee. Knoll will contact Emily Westergaard and Ahmed Agyeman to serve on the committee as well. Bremner will set a meeting with the committee members to review recruiting needs. Members identified school board members and police department personnel working within the community as potential board members. Members were asked to refer potential candidates to Bremner.

A motion to approve the Governance Committee members was made by Bryan Huggins and seconded by Marvin DeJear. THE MOTION CARRIED UNANIMOUSLY.

Child Care Center Pilot Update

Stacey Walter, Early Child Care Coordinator, Iowa Association for the Education of Young Children updated the board on the Stay Bonus Pilot. Seventy-nine center staff members received bonuses the first two quarters. Third quarter bonuses are expected to be the same. Center staff participating in the pilot were asked to complete a Survey Monkey pilot bonus survey. Of the completed surveys, 87.5% of the staff responded the stay bonus helped them feel their job was appreciated. Directors reported they felt the stay bonus had a positive effect on staff morale. All directors reported they would like to see the bonus continue after June 30, 2018. Walter shared data compiled during staff exit interviews and discussed center staff turnover rates.

Members requested Bremner work with Walter to gather additional trend data on:

- Coalition center staffing turnover rates from previous years
- Average pay per accreditation level (BA, AA, CDA, HS) of coalition center staff
- Base rate pay per hour at each center
- Average per hour teacher wages in Polk County and in Iowa

Walter walked members through the Center Climate Survey results. This survey was conducted with all centers in the coalition. Walter shared pilot center staff feedback on their work environment. Walter shared the results at the monthly directors meeting and will work with directors to use the data to set goals for the coming year and identify policy changes needed at centers. Walter encouraged directors to share the survey results with both staff and their board members. The work with First Children's Finance this year will shift some of the training from professional development to director training to address results from the survey.

Josh Mandelbaum departed at 9:14 a.m.

Members requested access to the full study and the center specific information.

Program Review: Forms, Process Timeline

Bremner reviewed the meeting timeline for the annual program reviews scheduled for the week of April 2nd.

Mee Yang-Lee departed at 9:24 a.m.

All program reports and scoring sheets will be available electronically this year. A link will be emailed out later today to folders for each review day. Each folder will contain the program reports and rubric for the programs members will review. Final scoring is due to Bremner by May 1st. All members received a copy of VNS Healthy Start & Empowerment in today's packet. This is Polk County ECI's largest contract and all members will be asked to review and score the program. The agency is scheduled to present to the board at the April meeting.

Advocacy Update

McCoy Davis reminded members to reach out to their assigned legislator to set a meeting date to discuss early childhood issues. With a number of open seats, members will need to check their assigned legislators and upcoming primary schedule.

Administrative Report

Bremner's Administrative Report is included in today's materials. Bremner reported the new state ECI logo has been designed. The new logo will be launched on the updated website later this week.

Marin DeJear departed at 9:34 a.m.

Old Business

None.

New Business

Judy McCoy Davis noted the March 17th death of past board member Tom Slater. From 2013-2016 Slater was a member of the Polk County ECI board, contributing much to the work of the board. Slater worked throughout his career to improve the lives of children and families.

Public Comment

None reported.

Adjourn

A motion to adjourn the meeting was made by Marianka Pille and seconded by Cindy Elsbernd. THE MOTION CARRIED UNANIMOUSLY. The meeting adjourned at 9:37 a.m.