



POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING
United Way of Central Iowa – Leadership Room
Des Moines, Iowa
May 23, 2018

Voting Members Present: Matt Knoll, Sam Carrell, Jem Gong-Browne, Bryan Huggins, Judy McCoy Davis, Marianka Pille, Jana Shepherd, Emily Westergaard, Mee Yang-Lee, Ahmed Agyeman; Georgia Sheriff participated via teleconference until she arrived at the meeting at 8:35 a.m.; Cindy Elsbernd arrived at 8:06 a.m.; Marvin DeJear arrived at 8:10 a.m.

Voting Members Absent: Nick Dial, Josh Mandelbaum, Craig Sieverding

Ex-Officio Members Present: Terry Harrmann

Ex-Officio Members Absent: Dave Arens, Brook Rosenberg

Staff Present: Barb Bremner, Jody Kanne

Guests Present: Leann Andre, Child Care Consultant Coordinator, Child Care Resource and Referral; Dara Madigan, WAGE\$ Coordinator, Iowa Association for the Education of Young Children; 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 8:05 a.m. Quorum was met at this time.

Approval April Minutes

The April 25, 2018 minutes were presented. There were no additional comments or corrections.

A motion to approve the minutes was made by Sam Carrell and seconded by Emily Westergaard. THE MOTION CARRIED UNANIMOUSLY including Agyeman and Sheriff via teleconference.

Monthly Financial Statements

Bremner presented the financial statements for April 2018. Statements are a cash presentation of financial transactions which took place through April 30th of fiscal year 2018.

Cindy Elsbernd arrived at 8:06 a.m.

Marvin DeJear arrived at 8:10 a.m.

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 \$2,647,000. Fourth quarter payment was received in April.
- Additional receipts of \$10,002.38 interest.
- At end of April School Ready funds of \$1,643,939.89 had been expended.
- Expenditures are 61% of total School Ready funds. Last year at end of April 2017, 67% of funds had been expended.

Early Childhood

- FY18 Polk County ECI Early Childhood funding is \$1,099,883.
- Carry Forward funds total \$124,973. These were budgeted to IAEYC ECQUIP and CCRR Consultants contract lines and were expended by end of February.
- Total funds for Early Childhood Budget equal \$1,224,856.00.
- Year-to-date receipts total \$1,099,883. Fourth quarter payment was received in April.
- Additional total receipts of \$5,205.62 interest.
- At end of April Early Childhood funds of \$744,417.30 had been expended. Spending is approximately 61% of total Early Childhood funds. Last year at end of April 2017, 70% of funds had been expended.

A motion to approve the April 2018 financials was made Emily Westergaard and seconded by Mee Yang-Lee. THE MOTION CARRIED UNANIMOUSLY including Agyeman and Sheriff via teleconference.

Review of Executive Director Job Description (Policy 3.2)

Members were presented with the Executive Director's Job Description which is reviewed annually. Knoll asked for comments or changes to the document. Bremner, Agyeman, Huggins, and McCoy Davis made recommendations. Bremner will revise the document with the recommended changes to present to the members at the June meeting for vote.

Board Evaluation of Executive Director (Policy 3.4) and Compensation Committee Recommendation

Members were presented with the results of Executive Director's annual assessment by the board conducted through online survey. Knoll reported the results were overwhelmingly positive, reflecting Bremner's passion for her work. First year members Westergaard and Pille mentioned they were appreciative of Bremner's responsiveness to questions, keeping board members up-to-date on issues and grateful for the knowledge she provides to new members.

The committee recommends a 3% executive director salary increase for FY19. This increase is in line with United Way's annual increase and keeps the executive director salary competitive without taking away from programming. Members will vote on the Executive Director Compensation recommendation at the June meeting.

Georgia Sheriff arrived at 8:35 a.m.

Governance Committee Update Recruitment (Policy 2.4)

Knoll reported Cindy Elsbernd and Judy McCoy Davis complete their second terms June 30, 2018. Rocio Hermsillo is not renewing her membership. Membership will be at fourteen without addition of new members. Three applications have been received to date. Approval of the three applications would bring membership to 17 above the minimum of 15. The committee is looking for three additional members, two women and one man, to bring the board to full and gender-balanced membership of 20. New member applications will be presented at the June meeting for approval. Members were asked to contact Knoll or Bremner with recommendations for new members.

Knoll reported he will be stepping down as Board Chair the end of FY18. He and Bremner have been meeting to discuss succession plans. Individuals interested in serving as board Chair or Vice-Chair were asked to contact Bremner or Knoll.

Board Self-Evaluation (Policy 2.12)

Results of the online Board Self-Evaluation survey were presented to members. Knoll asked for any questions or concerns. Bremner thanked board members for their participating in the survey and their good suggestions. The comments provided will inform next year's work.

Program Review Results

Program scores, comments, and funding recommendations for FY19 were presented to members. The proposed budget utilizes funding numbers provided by the state May 8th.

School Ready:

Bremner walked members through the School Ready committee's funding recommendations for FY19. With a 3.5% funding increase of \$93,722, total funding from the state is projected to be \$2,740,722. The funding increase allows the committee to recommend meeting the funding requested by EMBARC Parent Navigator, DMPS Parent Engagement, Dental Connections Smile Squad, and VNS Healthy Start and Empowerment. The committee recommends status quo funding for the DMPL Simple Steps contract. The committee has met with early childhood administrators for the public school districts twice this fiscal year to discuss future funding changes. The committee recommends status quo funding for Preschool Programming Support for FY19.

Early Childhood:

Bremner walked members through the Early Childhood committee's funding recommendations for FY19. Early Childhood funding decreased 8% decrease or \$89,725 due to implementation of funding formula changes. Early Childhood funding is projected to be \$1,010,158. The committee review and budget recommendations tried not to impact contracts which are solely for salary and benefits. The current budget recommendations reflect a reduction in the contracts for TEACH, WAGE\$, Reach for the Stars/Bridges to Quality. In FY19 the board may consider amending contracts receiving reductions if carry forward dollars permit.

Bremner has discussed the pilot with all involved directors. The committee proposes implementation of \$400 quarterly stipends. Also recommended are funding a hiring bonus for new

staff after a 30 day probationary period. Sheriff recommended funds be used as a recognition bonus for staff that are on the program for the second year.

Bremner noted the \$50,000 for Pilot Center Support is recommended. Last year funds were used for professional development and material costs. She suggested the dollars be used to focus on salary differentials in the upcoming fiscal year. McCoy Davis suggested using the dollars to recognize centers that complete applications for QRS.

Sheriff requested adding SWOT analysis discussions on a future meeting agenda because of the issue of sustainability and previous discussions regarding the vulnerability of child care centers. Bremner reported she has meet with all center directors individually and also with Early Head Start and the ECQuIP staff to plan for the new fiscal year to meet the needs of center directors and staff. Early Head Start completed SWOT analyses with all partner centers earlier this year.

Pilot child care center retention and turnover information will be presented at the August meeting. The committee recommends the pilot run for a second year to gather data to determine its impact on the centers.

Final funding decisions will be voted on at the June meeting.

Governance Document Review Recommendations

Bremner thanked Sheriff and Pille for their work conducting the annual review of *the Policy and Procedure Manual* and *Bylaws*. No new polices were added this year. Recommended changes are updates to more accurately reflect work of the board. The recommended revisions will be voted on at the June meeting.

Administrative Report

Bremner and Kate Bennett, Education Community Impact Officer, United Way of Central Iowa, have met with all co-funded coalition center directors for a year-end touch base. The meetings addressed center challenges and successes to inform planning for the next fiscal year. Bremner participates in the Early Childhood Policy Coalition which has been meeting with the gubernatorial candidates to raise issues facing Iowa's children and families. All meetings have been recorded and can be viewed online. Bremner will be send a calendar invitation today for the cabinet potluck to be held Friday, June 8th at Greenwood Park beginning at 5:00 p.m. Bremner's full administrative report was included in today's packet.

Old Business

McCoy Davis reminded members to begin setting up meetings with their assigned legislator to discuss early childhood issues. She will send out the assignment list after today's meeting.

New Business

McCoy Davis reported she attended the Smart Start Conference in North Carolina. The conference focuses on early childhood issues. She attended a presentation on the steps the state of Georgia took when rolling out their QRS system. Their marketing campaign resulted in 3,031 of the eligible 4,900 centers participating. Their marketing campaign may be something to review as Iowa rolls out the new ratings system.

Jem reported United Way of Central Iowa's WLC affinity group is holding an event to complete literacy kits tonight beginning at 4:00 p.m. at Gilroy's in West Des Moines. The kits consist of a book and activity for the child to do after reading the book. Once the kits are completed, they are distributed to coalition child care centers.

Marvin DeJear distributed invitations to the Evelyn K. Davis Center for Working Families Des Mardi event Friday, June 15th at the World Food Prize Center.

Public Comment

None reported.

Adjourn

A motion to adjourn the meeting was made by Sam Carrell and seconded by Jem Gong-Browne
THE MOTION CARRIED UNANIMOUSLY. The meeting adjourned at 9:32 a.m.