



POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING
United Way of Central Iowa – Leadership Room
Des Moines, Iowa
June 27, 2018

Voting Members Present: Matt Knoll, Nick Dial, Cindy Elsbernd, Jem Gong-Browne, Judy McCoy Davis, Jana Shepherd, Craig Sieverding, Emily Westergaard, Mee Yang-Lee; Ahmed Agyeman and Georgia Sheriff participated via teleconference.

Voting Members Absent: Sam Carrell, Marvin DeJear, Bryan Huggins, Josh Mandelbaum, Marianka Pille

Ex-Officio Members Present: Dave Arens

Ex-Officio Members Absent: Terry Harrmann Brook Rosenberg

Staff Present: Barb Bremner, Jody Kanne

Guests Present: Lora Patton, Regional Director, Child Care Resource & Referral; Kay Tannant, Healthy Start Intake Manager, Visiting Nurse Services of Iowa

Welcome and Introductions

Board Chair Matt Knoll welcomed board members and guests to the Polk County Early Childhood Iowa Board meeting at 11:34 a.m. Quorum was met at this time.

Knoll acknowledged the two members completing the second three-year term: Judy McCoy Davis and Cindy Elsbernd. He thanked them both for their six years of service on the board. Bremner thanked both for their contributions to the work of the board. McCoy Davis and Elsbernd were presented with a certificate of service.

McCoy Davis expressed her decades-long commitment to early childhood issues and assured members she will continue to be involved in early childhood advocacy. She currently serves on the ECI Steering Committee and will continue this work. Elsbernd thanked board members for their commitment and stated her advocacy for fully funded preschool and other early childhood issues will continue.

Knoll shared he is stepping down as chair, and Bremner presented him with a certificate thanking him for his three years of service as board chair.

Approval May Minutes

The May 23, 2018 minutes were presented. There were no comments or corrections.

A motion to approve the minutes was made by Emily Westergaard and seconded by Jem Gong-Browne. THE MOTION CARRIED UNANIMOUSLY.

Monthly Financial Statements

Bremner presented the financial statements for May 2018. Statements are a cash presentation of financial transactions which took place through May 31st 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 \$2,647,000. Fourth quarter payment was received in April.
- Additional receipts of \$11,463.40 interest.
- At end of May School Ready funds of \$1,976,857.37 had been expended.
- Expenditures are 73% of total School Ready funds. Last year at end of May 2017, 76% 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 \$5,861.44 interest.
- At end of May Early Childhood funds of \$854,442.12 had been expended. Spending is approximately 70% of total Early Childhood funds. Last year at end of May 2017, 75% of funds had been expended.

A motion to approve the May 2018 financials was made by Mee Yang-Lee and seconded by Nick Dial. THE MOTION CARRIED UNANIMOUSLY.

Nominations of Board Members by Governance Committee (Policy 2.4)

Members were presented with a membership nomination document detailing the Governance Committee's recommendations. Knoll presented the committee's recommendations:

Second Term:

- Matt Knoll

First Term:

- Marianka Pille
- Mee Yang-Lee
- Deanna Benningsdorf – new member
- Jeannie McCarville-Kerber – new member

1-Year Partial Term:

- Rob Barron – new member

The committee recommendations for all members were approved unanimously.

Nominations of Board Officers by Governance Committee (Policy 2.7)

Knoll presented the Governance Committee recommendation for board officers:

- Craig Sieverding – Chair
- Matt Knoll – Vice Chair

The committee recommendations for board officers were approved unanimously.

Board Member Conflict of Interest Forms (Policy 2.9)

Members were presented with Board Member Conflict of Interest & Annual Disclosure FY19 forms. Members were asked to complete and return this form to Bremner or Jody Kanne at the end of today's meeting.

Fiscal Agent Agreement (Policy 4.3)

Members were presented with the FY19 Fiscal Agent Agreement and the Supplement to the agreement.

A motion to approve United Way of Central Iowa as the fiscal agent and the FY19 Fiscal Agent Agreement and Supplement was made by Judy McCoy Davis and seconded by Nick Dial. THE MOTION CARRIED UNANIMOUSLY.

Recommendations of Governance Document Review Committee

The revisions to the *Bylaws* and to the *Policy & Procedure Manual* were shared at the May meeting. There were no policies added or deleted. The suggested revisions were made to more update or for grammatical reasons.

The committee recommendations for updates were approved unanimously.

Executive Director Compensation Recommendation (Policy 3.6)

Knoll reported at the May meeting the review committee recommends a 3% salary increase for the Executive Director for FY19.

The committee recommendation for the Executive Director Compensation increase was approved unanimously.

School Ready Committee and Budget Recommendation FY19 (Policy 4.1 and 5.1)

Members were presented with the draft School Ready FY19 budget. Bremner reported no changes to the budget after being presented at the May meeting.

The committee recommendations for the School Ready FY19 Budget approved unanimously.

Early Childhood Committee and Budget Recommendations FY19 (Policy 4.1 and 5.1)

Members were presented with the draft Early Childhood FY19 budget. FY19 funding is 8% less than the FY18.

Bremner reported members will review FY18 financials at the August meeting and these will show actual carry forward numbers. This information can inform future board discussions of contract amendments for FY19 early childhood contracts which are reduced or not meeting requested amounts.

The committee recommendations for the Early Childhood FY19 Budget approved unanimously.

ECI Community Plan and Accreditation updates (Policy 1.1)

Members reviewed Tool N detailing the new state Designation Process, formerly Level of Excellence. Members also received Tool NN. Annual reporting requirements remain the same. Polk County ECI is in the first group and is participating in designation process this year. The board is required to present an updated Community Plan October 31, 2018. Bremner will work with Sieverding to outline the upcoming work and will present a draft document at the August meeting. The draft will also be submitted to the state TA Team for review before final submission to the state. The state TA Team will conduct a site visit spring of 2019. Dave Arens stated the State ECI staff is interested in board input during site reviews to share what the success and challenges are for the local ECI areas.

Committees Dissolved (Policy 2.13)

Knoll reported all committees are dissolved. Committees will be reformed when the board reconvenes in August and as needed in the upcoming fiscal year.

Proposed Meeting Schedule for FY19 Board Meetings

Members were presented with the FY19 meeting schedule. Bremner will send out Outlook calendar invitations for the scheduled meetings and updated cabinet roster to members.

Bremner noted one of the comments from the board member survey reflected mentoring for new board members. Members were asked to contact staff if they are interested in mentoring one of the new board members.

Administrative Report

- Bremner reported that Marvin DeJear's wife, Deidre DeJear, won the Democratic primary to challenge Iowa Secretary of State Paul Pate.
- Early Childhood Iowa is hosting an Early Childhood summit October 3rd. Bremner will forward the registration link to members once she receives it from the state TA Team. Dave Arens encouraged members to attend if possible. The day celebrates Empowerment/Early Childhood Iowa's 20th anniversary. Nationally renowned keynote speakers are scheduled. A business and economic leader's track is planned.
- Arens reported he has participated in community conversations across the state sponsored by the Iowa Women's Foundation. These conversations are bringing attention to the dire need of affordable child care and the lack of child care across communities in Iowa. The

Foundation is involving business leaders in conversations regarding how the cost and availability of child care affects business and employees.

- Arens reported Representative Mike Bergan, a former ECI director, supports directing extra budget dollars to Early Childhood Iowa next year if available and Lt. Governor candidate Senator Rita Hart is a participating member of the ECI State board.

Old Business

McCoy Davis reminded members to set up meetings with their assigned legislator to discuss early childhood issues. She has provided the sign-up list to Bremner. It will be up to members to continue this work.

McCoy Davis reported she has plans to work with Jennifer Konfrst from Drake University to focus their project work on creating materials to support child care centers and to develop marketing materials for coalition child care centers.

McCoy Davis reminded members that Barb Merrill, former Executive Director of the Iowa Association for the Education of Young Children, is a new ex-officio board member since she joined the ECI State Board in April. Bremner has been in touch with Merrill and will include her on all board communication.

New Business

Knoll thanked members for the positive experience he has had as board chair and thanked Bremner for her work to support him as chair. He thanked Sieverding for volunteering to serve as board chair.

Public Comment

None reported.

Adjourn

A motion to adjourn the meeting was made by Cindy Elsbernd and seconded by Emily Westergaard THE MOTION CARRIED UNANIMOUSLY. The meeting adjourned at 12:27 p.m.