



**POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING**  
**United Way of Central Iowa – Leadership Room**  
**Des Moines, Iowa**  
**May 22, 2019**

**Voting Members Present:** Craig Sieverding, Rob Barron, Matt Knoll, Josh Mandelbaum, Marianka Pille, Jana Shepherd, Georgia Sheriff; Deanna Bennigsdorf and Jeanie McCarville Kerber participated via teleconference; Sam Carrell arrived at 8:10 a.m., Ahmed Agyeman arrived at 8:13 a.m., Marvin DeJear arrived at 8:19 a.m.; Jem Gong-Browne joined via teleconference at 8:36 a.m.

**Voting Members Absent:** Nick Dial, Bryan Huggins, Emily Westergaard, Mee Yang-Lee

**Ex-Officio Members Present:** None

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

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

**Guests Present:** Laura Linnenbrook, T.E.A.C.H. & WAGE\$ Coordinator, Iowa Association for the Education of Young Children; Lanette Nelson, Healthy Start Outreach Manager, EveryStep: Lora Patton, Regional Director, Child Care Resource & Referral

**Welcome and Introductions**

Board Chair Craig Sieverding welcomed board members and guests to the Polk County Early Childhood Iowa Board meeting at 8:07 a.m. Quorum was met at this time.

**Approval April Minutes**

Minutes of the April 24, 2019 meeting were presented. There was one typographical correction to be made noted on page 3. Staff will correct prior to posting on website.

*A motion to approve the corrected minutes was made by Marianka Pille and seconded by Josh Mandelbaum. THE MOTION CARRIED UNANIMOUSLY.*

**FY19 Financial Statements**

Bremner presented financial statements for April 2019. Statements are a cash presentation of financial transactions which took place through April 2019 of fiscal year 2019.

Sam Carrell arrived at 8:10 a.m.

**School Ready**

- FY19 Polk County ECI School Ready funding is \$2,740,722.00.
- Carry Forward funds total \$76,850.44.
- Total School Ready funds in FY19 budget are \$2,817,572.44.
- Interest accrued \$11,151.83.

- At end of April 2019 School Ready funds of \$1,740,842.60 had been expended.
- Expenditures are 62% of FY19 School Ready funds. In previous fiscal year 2018 at end of April 61% of funds had been expended.

Ahmed Agyeman arrived at 8:13 a.m.

### **Early Childhood**

- FY19 Polk County ECI Early Childhood funding is \$1,010,158.00.
- Carry Forward funds total \$126,061.40.
- Total Early Childhood funds in FY19 budget are \$1,136,219.40.
- Interest accrued \$5,315.21.
- At end of April Early Childhood funds of \$718,853.49 had been expended.
- Expenditures are 63% of FY19 Early Childhood funds. In FY18 at end of April 61% of funds had been expended.

*A motion to approve the financial reports for both grants was made by Matt Knoll and seconded by Marianka Pille. THE MOTION CARRIED UNANIMOUSLY.*

### **Executive Director Evaluation and Compensation Recommendation (Policy 3.4 & 3.6)**

Members discussed results of the Executive Director's annual assessment by the board conducted through online survey. Sieverding reported the results were overwhelmingly positive reflecting the excellent job Bremner does coordinating the board with her small staff. With the Executive Director's scope of duties so broad, the members discussed creating an Advocacy Committee to advance this board priority. This would provide an opportunity to draw in additional stakeholders and the creation of streamlined materials and messaging. Members acknowledged Bremner's depth of knowledge and understanding of the programs and how they interact with each other and the community. It was expressed Bremner goes above and beyond her scope of duties. Providing a salary increase indicates the boards' appreciation for her hard work and confirms funded programs' confidence in her work.

Sieverding reported the committee conducted research comparing other ECI directors' compensation packages. This comparison proved challenging due to the size of Polk County relative to other ECI areas. The committee also worked with United Way to identify similar positions salaries and benefits packages. They identified the Community Impact Officer position as the most similar. From this research the committee determined Bremner's salary falls below similar positions. The committee recommended a 5% salary increase for the executive director for FY20. This increase will be instituted July 1<sup>st</sup>.

*The committee recommendation for the Executive Director Compensation increase of 5% was approved unanimously.*

### **Governance Document Review Update (Policy 2.15)**

Georgia Sheriff and Deanna Bennigsdorf volunteered to review the *Bylaws, Policy and Procedures Manual*, and the board's self-evaluation survey. Sheriff is continuing to review the documents and

her notes from last year. Bennigsdorf reported she continues to review the documents as well. The committee will meet for a final review and report any recommendations at the June meeting.

Jem Gong-Browne joined the meeting via teleconference at 8:36 a.m.

### **Board Self-Evaluation (Policy 2.12)**

Sieverding reported the survey results again indicate the importance members place on understanding all funded programs and services. New members experience a steep learning curve the first year. Members discussed opportunities to increase board knowledge and confidence:

- Board training opportunities in the summer/fall
  - Governance documents set-up guiding parameters for the trainings
- Establishing an Advocacy/Fund Raising Committee – current members with expertise in the fields could lead
- Providing an opportunity for members to review program reports earlier before investment reviews
- Program presentations and meetings throughout fiscal year.
- Add a Board Development segment to meeting agendas; invite legislators, programs, etc.
- Mentor for new members with board member to learn programs and processes.
- Schedule more off-site meetings to provide an opportunity for a program site visit followed by the monthly meeting.

Sieverding and Bremner will work on a board development track and an advocacy committee plan for the next fiscal year.

### **Governance Committee Update (Policy 2.4)**

Bennigsdorf reported four current members with first or partial terms ending June 30<sup>th</sup> have agreed to renew their membership. The committee has identified five potential candidates, two male and three female, to fill open seats. The committee continues to review candidate profiles to be sure the board will be in compliance. The committee will present the candidates at the June meeting. Bennigsdorf reported they have established a candidate pool. These individuals are interested in the board's work but are not available to serve at this time. The committee will look for ways to keep them involved in Polk County ECI's work.

### **Program Reviews**

Members were presented with a document detailing program scores, comments, and FY20 funding recommendations. Draft School Ready and Early Childhood budgets were provided to members. This second draft version reflects the committee work done earlier in May. These are projected allocation and carry forward numbers. Bremner has not received exact allocation figures from the state.

### **Budget Recommendations**

#### **School Ready:**

Sieverding reported the committee discussed funding reductions for the Des Moines Public Library Preliteracy Awareness 5 Simple Steps program. The original investment helped get the program develop the materials and widely distribute during the first year of funding. Looking at the budget provided, the committee feels the recommended 50% reduction will allow the library to provide materials to programs funded by the board and to run awareness messages on Spanish radio.

The committee recommended a 10% reduction of the Polk County Health Lead Poisoning Prevention program. The program receives significant additional funding on a public level. The committee would like them to drill down data to provide birth through age five numbers.

The recommendation for EveryStep's Healthy Start & Empowerment was reduced slightly to previous funding levels.

The committee proposed a 3% increase to DMPS Parent Engagement in Early Learning and EMBARC. This reflects the strong scoring by committee.

This draft budget has an anticipated \$50,000 available that could be used to balance the Early Childhood budget.

#### **Early Childhood:**

Knoll reported the committee recommends reducing the Capacity Building-Quality Support to Coalition Centers to \$10,000. This line item is used for the pilot centers if they are needing help with supplies and materials throughout the year. This reduction in funds would need to be communicated to the centers and would result in this being a contingency fund to respond to crises.

Non-contracted funds would be reduced to 3% of the total budget.

The committee discussed not making cuts to programs that would directly impact children or were tied to staffed positions. The committee recommends the following programs receive 8% reductions:

- CCR&R – Reach for the Stars
- IAEYC – WAGE\$
- IAEYC – T.E.A.C.H
- CCR&R – Comprehensive Training Plan

Josh Mandelbaum departed at 9:19 a.m.

Sieverding reported the draft Early Childhood budget does not include the anticipated \$50,000 carry over from School Ready. With the proposed cuts and the carry over the Early Childhood FY20 draft budget is still \$10,000 over budget. Final carry forward numbers will not be available until July. Contracts can be amended in August if additional carry forward funds are available after the financials are closed by the fiscal agent.

### **Administrative Report**

Bremner handed out information on the Children's Policy Coalitions' Caucus for Kids. The campaign funded through Every Child Matters will launch this week. They will have candidate events updated on their website weekly and would like to have a representative at each event to address children's issues. Bremner asked for approval to share the board member's email addresses with the coalition.

Members were presented with the *Leveraging the new CCA Rates, Recognizing the Workforce Behind the Workforce* document. The document is focused on the child care industry, reinforcing the importance of compensation and recognizing staff as professionals in the industry.

Bremner reported after relaying some of the board's comments around the idea of an ECI advocacy association at the last ECI director's meeting, the group has discussed changing directions. This is an evolving process, Bremner will update the board in August.

Bremner reported Agyeman has volunteered to coordinate a spring social. Watch for more details to come.

### **Old Business**

None.

### **New Business**

None.

### **Public Comment**

None reported.

### **Adjourn**

*A motion to adjourn the meeting was made by Marianka Pille and seconded by Georgia Sheriff. THE MOTION CARRIED UNANIMOUSLY.* The meeting adjourned at 9:26 a.m.