



POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING
United Way of Central Iowa – Leadership Room
January 22, 2020

Voting Members Present: Craig Sieverding, Nick Dial, Marianka Pille, Emily Westergaard; Sandy Carter and Eva Morales arrived at 8:10 a.m.; Jana Shepherd arrived at 8:15 a.m.; Members participating via teleconference: Ahmed Agyeman, Deanna Bennigsdorf, Marvin DeJear, Jem Gong-Browne, Josh Mandelbaum, Jeanie McCarville Kerber, Charles Mercer, Georgia Sheriff

Voting Members Absent: Rob Barron, Bryan Huggins, Matt Knoll, Mee Yang-Lee

Ex-Officio Members Present: Barb Merrill participated via teleconference

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

Staff Present: Barb Bremner, Jody Kanne

Guests Present: Marian Rueter Godwin, Research Associate, United Way of Central Iowa; Traci Honold, Child Care Consultant, Child Care Resource & Referral; Danielle Johnson, Finance Officer, United Way of Central Iowa; Gina Wells, Child Care Consultant Supervisor, Child Care Resource & Referral

Welcome

Board Chair Craig Sieverding called the Polk County Early Childhood Iowa Board meeting to order at 8:09 a.m. Quorum was met at this time.

Approval December Minutes

Minutes of the December 18, 2019 meeting were presented. Georgia requested under Quality Improvement Funds, paragraph three the following be added: Sheriff requested members proactively pursue a way to meet center's on-going supply and material needs. She requested this item be added to a future agenda for further discussion. No further comments or corrections were noted.

A motion to approve the December minutes with the above comment was made by Emily Westergaard and seconded by Nick Dial. THE MOTION CARRIED UNANIMOUSLY.

Sandy Carter and Eva Morales arrived at 8:10 a.m.

FY20 Financial Statements

Bremner presented financial statements for November and December 2019. Statements are a cash presentation of financial transactions which took place through December 31st of fiscal year 2020.

Jana Shepherd arrived at 8:15 a.m.

School Ready

- FY20 Polk County ECI School Ready funding is \$2,818,639.00.
- Carry Forward funds total \$80,629.94.
- Total School Ready funds in FY20 budget are \$2,899,268.94.
- Interest accrued through December \$5,816.61.
- At end of December 2019 School Ready funds of \$993,937.60 had been expended.
- Expenditures are 34% of FY20 School Ready funds. In previous fiscal year at end of December 34% of funds had been expended.

Early Childhood

- FY20 Polk County ECI Early Childhood funding is \$954,796.00.
- Carry Forward funds total \$139,252.23.
- Total Early Childhood funds in FY20 budget are \$1,094,048.23.
- Interest accrued through December \$3,609.16.
- At end of December Early Childhood funds of \$378,286.51 had been expended.
- Expenditures are 35% of FY20 Early Childhood funds. In FY19 34% of funds had been expended.

A motion to approve the November and December 2019 financial reports for both grants was made by Nick Dial and seconded by Emily Westergaard. THE MOTION CARRIED UNANIMOUSLY.

Audit FY19 (7/1/18 – 6/30/19)

Danielle Johnson, Finance Officer, United Way of Central Iowa, presented the audit completed by Books Lodden, P.C. Johnson reported because United Way of Central Iowa exceeded the Federal Grant Funds threshold of \$750,000 they were required to perform a single audit for fiscal year 2019, making the audit look a little different than past years. The ECI state technical assistance staff are aware of this change.

Johnson reported both Early Childhood and School Ready carryover amounts fell well within the allowable 20 percent. She reported United Way's two largest federal grants, H-1B Job Training and Reentry Employment Opportunities Grants will run through the end of 2020 requiring another single audit next year. Johnson stated the audit process was efficient and wrapped up early with no material weaknesses or deficiencies noted.

Child Care Center Stay Bonus Update

Marian Rueter Godwin, Research Associate, United Way of Central Iowa, provided updated data points based as follow-up from October's board meeting. Godwin walked members through spreadsheets FY20 1st Quarter Summary, FY20 2nd Quarter Summary, and FY20 2nd Quarter Year-to-Date along with documents detailing data collected when staff leaves employment. Discussion points:

- Members raised questions on the number of staff who stayed data. This could reflect employees hired/fired within the same month (not a good fit). Bremner has data on center staff hire/fire dates. Godwin will take a deeper look at short-term employees.

- Members reviewed the chart documenting employee reasons for leaving centers. It was suggested more consistent terms across the centers would help better identify why staff are leaving. Are there areas, reasons given for leaving, board could make an impact on?
- The program was intended to increase retention rates to increase consistency for the children. Retention is only one piece. Numbers do not reflect for instance if turnover occurs consistently in one classroom.
- Bremner reported Early Childhood Committee will be meeting in the next couple of weeks to review the data to determine how to move forward with the program.
 - Godwin reported she will recalculate the FY18 data using the same calculations as FY19 data for the review committee.
- Sandy Carter asked what the state vs nationwide turnover rates are.
 - Does the nationwide rate differentiate non-profit and for-profit centers?
- Members would like to see administrative changes noted.
 - Does director changes affect turnover rates?
- Should long-term employees be surveyed? Why are they staying? What makes them happy in their job?
- Members were asked to send any further questions on the reports to Bremner.

Barb Merrill departed the meeting at 8:46 a.m.

Ahmed Agyeman left teleconference at 9:08 p.m.

Program Review Process and Timeline

Members were presented with the Program Reapplication & Review Timeline – Spring 2020 and investment review documents. The timeline outlines board member activity and program reporting timelines. Bremner noted no changes were made in this year's forms. Deanna Bennigsdorf noted the Polk County ECI Mission statement needs revised on the Instructions: Reapplication for Funding for FY21 document. Bremner will revise to reflect the most recent bylaws language.

Bremner reported a third committee will be reviewing the largest contract with EveryStep Healthy Start and Empowerment. In past they have presented to whole board and materials have been reviewed by the whole board. In an effort to build a deeper knowledge of this program, a separate committee will review this program and report to the board.

Administrative Report

Bremner will include her full written Administrative Report along with the minutes.

- Bremner attended the January 1, 2020 sit down with Bernie Sanders at Conmigo.
- Bremner participated in interviews for the ECQuIP Project Manager position at IAEYC January 9 and 10. There were five potential candidates. IAEYC will be making their final decision soon.
- The State ECI Board finalized their Annual Report at the January 10, 2020 meeting.
- The Association of Area Boards will be scheduling their next meeting in the coming weeks. Bremner will forward the first newsletter put together by the lobbyists. Bremner reported 28 ECI area boards are now members.
- Bremner reported Polk County ECI has received \$950 to date in donations for costs associated with membership in the Association. The lobbying fee amount of \$557 has been

met; additional funds will be used to cover the membership fees. Donations are still able to be made.

- Bremner will be at the Capitol following today's meeting to observe Dave Arens and Shanell Wagler address the Education Appropriations Subcommittee. There also will be a meeting of child care advocates meeting, to include Association lobbyists, for updates on bills filed and anticipated bills.
- Board liability insurance carrier, ICAP, provides \$1,000 grants for security related purchases. Conmigo child center purchased and installed security cameras in December. Bremner will apply for the reimbursement to the center of \$1,000 for the center.

Old Business

None.

New Business

None.

Public Comment

None reported.

Adjourn

A motion to adjourn the meeting was made by Nick Dial and seconded by Emily Westergaard. THE MOTION CARRIED UNANIMOUSLY. The meeting adjourned at 9:15 a.m.