



POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING
Zoom Meeting Only
August 26, 2020

Meeting conducted electronically pursuant to Iowa Code section 21.8. The current circumstances surrounding the COVID-19 pandemic, the Governor's proclamation directing that no more than 10 individuals may meet in a public gathering, and CDC guidelines regarding social distancing dictate that conducting this meeting in person is impossible or impracticable.

Voting Members Present: Emily Westergaard, Ahmed Agyeman, Dave Arens, Rob Barron, Deanna Bennigsdorf, Sandy Carter, Tabitha Choquette, Matt Knoll, Matthew Klemme, Jeanie McCarville Kerber, Charles Mercer, Eva Morales, Marianka Pille, Eric Tubbs, Jana Shepherd; Adam Montufar joined at 11:40 a.m., Jem Gong-Browne joined at 11:41 a.m., Bryan Huggins joined at 11:46 a.m.

Voting Members Absent: Nick Dial, Mee Yang Lee

Ex-Officio Members Present: Aaron Johnson, Barb Merrill

Ex-Officio Members Absent: Terry Harrmann, Brook Rosenberg

Staff Present: Barb Bremner, Jody Kanne

Guests Present: Leann Andre, Child Care Consultant Supervisor, Child Care Resource & Referral; Heidi LaBounty, ECQuIP Project Manager, IAIEYC; Lanette Nelson, Healthy Start & Empowerment Outreach Manager, EveryStep; Abigail Sui, Program Manager, EMBARC; Shanell Wagler, Administrator, Early Childhood Iowa

Welcome

Board Chair Emily Westergaard called the Polk County Early Childhood Iowa Board meeting to order at 11:32 a.m. Quorum was met at this time. New board members were introduced.

Early Childhood Iowa Updates

Shanell Wagler, Administrator, Early Childhood Iowa, provided an update on the state ECI system.

Wagler reported at this time she is not expecting any changes in the current FY21 funding to ECI local areas. She has met with several legislators who have indicated they are not anticipating any midyear adjustments. The Revenue Estimating Conference (REC) will meet in October, and results of this meeting will indicate any possible changes in current fiscal year funding.

The state has hosted weekly, now bi-weekly, meetings with ECI Directors to discuss topics of interest and share/brainstorm ideas driven by directors' needs.

The ECI State Board continues to offer flexibility with ECI funding based on changing needs. Members were encouraged to thank legislators and share information of local activity and successes.

Adam Montufar arrived at 11:40 a.m.
Jem Gong-Browne arrived at 11:41 a.m.
Bryan Huggins arrived at 11:46 a.m.

The State TA Team has been impressed at the number of child care centers that continue to operate and meet CDC/DHS guidelines during the pandemic. Wagler praised ECI area boards for modifying their budgets to meet the needs of providers.

Wagler shared Iowa did not receive the renewal of the Preschool Development Grant this year. The state ECI released an updated Strategic Plan in June. The Resources and Funding Component workgroup has reconvened. Dave Arens and Barb Merrill are members of the workgroup which will be updating the early childhood fiscal assessment.

The state board has applied for a train-the-trainer series focusing on home child care providers to strengthen business operations. They plan to partner with CCR&R to provide the training throughout the state next spring. They are also looking into a partnership with the Iowa Business Council and Iowa Workforce Development to provide a stipend for those who complete the training.

The state ECI board finalized ECI Equity Guiding Principals in June and is working on next steps. Westergaard asked Wagler to share a link to the document.

COVID-19 will impact the data received and presented in the ECI state annual report. The report will include stories/examples of how ECI areas supported programs and services in their communities.

Approval June Minutes

Minutes of the June 24, 2020 meeting were presented. There were no comments or corrections.

A motion to approve the June 2020 minutes was made by Eva Morales and seconded by Jeanie McCarville Kerber. THE MOTION CARRIED UNANIMOUSLY.

FY20 Final Financial Statements and FY21 Financials

Bremner presented final financial statements for FY20. These have been reviewed by the fiscal agent and provide the actual carry forward balance and interest earned. Statements are a cash presentation of financial transactions which took place through June 30, 2020 of fiscal year 2020. This info is included in the annual report to the state.

School Ready

- FY20 Polk County ECI School Ready funding was \$2,818,638.00.
- Carry Forward funds totaled \$80,629.94.
- Total School Ready funds in FY20 budget were \$2,899,268.94.
- Interest accrued through June 2020 totaled \$15,546.78.
- At end of June 2020 School Ready funds of \$2,618,158.34 had been expended.
- Expenditures were 90.3% of FY20 School Ready budget. In previous fiscal year at end of June 2019 97.64% of budget had been expended.

- Carry Forward plus interest accrued totals \$296,656.38.

Early Childhood

- FY20 Polk County ECI Early Childhood funding was \$954,796.00.
- Carry Forward funds totaled \$139,252.23.
- Total Early Childhood funds in FY20 budget were \$1,094,048.23.
- Interest accrued through June 2020 totaled \$6,924.52.
- At end of June 2020 Early Childhood funds of \$977,348.47 had been expended.
- Expenditures were 89.3% of FY20 Early Childhood budget. In previous fiscal year FY19 88.32% of funds had been expended at end of June 2019.

FY21 Financials

FY21 School Ready and Early Childhood budgets were presented and which include final carry forward amounts from FY20. School Ready had a total of \$296,656.38 in Carry Forward Funds. The budget includes \$257,516.38 non-contracted available for Contingency/Emergency Funds. Early Childhood had a total of \$123,624.28 in Carry Forward Funds. The budget includes \$95,089.35 non-contracted and available for Contingency/Emergency Funds. Bremner reported the Carry Forward amounts fall within the allowable Carry Forward guidelines. Both budgets have approximately 10% non-contracted funds; these funds could be utilized if there is a mid-year reduction by the state or for program emergency needs.

FY20 Polk County ECI Annual Report (Policy 1.2)

Bremner walked members through additional annual report documents:

- FY20 Annual Report Executive Summary – This document breaks down the boards annual spending for School Ready and Early Childhood grants. The document provides data on how the boards investments are impacting the community.
- Community Plan Updates SFY'2020 – This document outlines the priorities of the Polk County ECI board and includes Community-wide Indicator data
- FY20 PCECI Program Performance Measures – This document details the data reported and performance measure results for each funded program. Members review this data annually during the investment review process and utilize this information during committee work.
- FY20 Early Childhood Iowa Local Board Composition – This document details the Polk County ECI board composition and attendance for the year. Bennigsdorf and Shepherd had perfect attendance in FY20. Carter only missed one meeting.

Board Member Job Description and Affirmation (Policy 2.2) Member Attendance (Policy 2.10)

Members received the Board Member Attendance Policy and Board Member Job Description which outline board members responsibilities and board involvement guidelines. Westergaard stated members continued board engagement and attendance would indicate affirmation of willingness to accept responsibilities of membership.

Bennigsdorf suggested assigning mentees to the new board members. She found this helpful her first year on the board. Westergaard will send an email out to board members to identify mentors and partner interested members with new board members.

FY21 Annual Goals Executive Director (Policy 3.4)

Bremner's FY21 Executive Director Goals were presented to members. Westergaard reported she has reviewed the goals with Bremner and made adjustments due to the current environment. Members will refer to these goals at the end of the year during Bremner's compensation review.

A motion to accept the Executive Director's goals was made by Marianka Pille and seconded by Deanna Bennigsdorf. THE MOTION CARRIED UNANIMOUSLY

Administrative Report

- Bremner reported she spend most of August focusing on program year-end reporting.
- Bremner has been working with the fiscal agent to close FY20 books and prepare for the upcoming audit.
- Bremner has been meeting with preschool directors to determine contracts and discuss unmet needs for the upcoming year.
- Bremner continues to participate in the Polk County Disaster Relief Committee. The committee is focusing on the urgent needs and establishing best practices in the re-opening of the community due to COVID-19 and for future disasters.
- Bremner will submit the annual report information to the state by the September 15th due date.

Old Business

None.

New Business

Westergaard shared Bremner's schedule of topics for upcoming meetings:

- September – Child care. Center directors and members of the ECQulP team will present on how COVID-19 is affecting their programs.
- October – Focus on Advocacy. McKinley Bailey with the Association of Early Childhood Iowa Area Boards & Advocates will present.
- November – EveryStep will present on the modifications they have made to services for the Healthy Start & Empowerment program during the pandemic.
- December – Focus on preschool programs
- January – Focus on health and safety in the early learning environment

Members were encouraged to contact Bremner or Westergaard with suggestions or additional topics.

Barb Merrill departed at 12:27 p.m.

Board members introduced themselves. Guests also introduced themselves.

Tabitha Choquette departed at 12:47 p.m.

Staff will contact members regarding completion of conflict of interest forms.

Public Comment

None reported.

Adjourn

A motion to adjourn the meeting was made by Marianka Pille and seconded by Deanna Bennigsdorf. The meeting adjourned at 12:55 p.m.