



POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING
United Way of Central Iowa
Conference Room F
June 28, 2023

Voting Members Present: Deanna Bennigsdorf, Ahmed Agyeman, Dave Arens, Tabitha Choquette, Suzanne Cohrs, Sam Early, Matthew Klemme, Adam Montufar, Marianka Pille, Jana Shepherd, Eric Tubbs, Emily Westergaard. Participating via teleconference: Alicia Chilton, Eva Morales

Voting Members Absent: Kevin Abler, Rob Barron, Sandy Carter

Ex-Officio Members Present: Aaron Johnson

Ex-Officio Members Absent: Barb Merrill

Staff Present: Barb Bremner, Jody Kanne

Guests Present: Leann Andre, Child Care Consultant Supervisor, Child Care Resource & Referral; Becky Borgman, Maternal Child Health Director, EveryStep; Adriana Flores, Healthy Start & Empowerment Manager, EveryStep; Cindy Winn, Healthy Start & Empowerment Director, EveryStep

Welcome

Board Chair Deanna Bennigsdorf welcomed members and called the Polk County Early Childhood Iowa Board meeting to order at 11:32 a.m. Quorum was met at this time. Guest introductions were made.

Approval May Minutes

Minutes of board meeting May 24, 2023, were presented. There were no comments or corrections.

A motion to approve the May 2023 minutes was made by Emily Westergaard and seconded by Suzanne Cohrs. THE MOTION CARRIED UNANIMOUSLY.

May FY23 Financial Report

Sam Early presented financials through May 2023.

School Ready

- FY23 School Ready funding \$2,980,513
- Carry Forward funds total \$293,103.61
- FY23 Total School Ready funds \$3,273,616.61
- Interest accrued through May 2023 totals \$9,051.15
- Expended School Ready funds end of May 2023 total \$2,377,083

- At the end of May 2023 73% of School Ready had been expended. May of April 2022 67% of funds had been expended.
- 100% of carry forward expended

Early Childhood

- FY23 Early Childhood funding is \$970,864
- Carry Forward funds total \$96,154.88
- FY23 Total Early Childhood funds \$1,067,018.88
- Interest accrued through May 2023 totals \$3,112.18
- Expended Early Childhood funds at end of May 2023 total \$776,189
- At end of May 2023 73% of Early Childhood had been expended. End of May 2022 78% of funds had been expended.
- 100% of carry forward expended

A motion to approve the May FY23 Financial Report was made by Emily Westergaard and seconded by Marianka Pille. THE MOTION CARRIED UNANIMOUSLY.

HHS and State ECI Board information

Aaron Johnson, ECI State Board chair, shared Health & Human Services is conducting a Service Delivery System Assessment which includes ECI and 18 other program areas. A third-party contractor, Health Management Associates, is holding four in-person meetings and two virtual of stakeholders to gather statewide input. HMA will present recommendations in Fall 2023. Johnson is available for questions or concerns from members.

Executive Director Compensation Committee

Bremner stepped out of the room for committee discussion.

Bennigsdorf thanked the committee (Early, Westergaard, Cohrs, Pille) for their work reviewing the Executive Director performance survey results completed by board members and researching compensation packages for similar executive director positions in the metro area. Historically the board has held steady at a 2-3% salary increase. Considering Bremner's performance of duties, the member survey results evaluating Bremner's performance, and inflation considerations, the committee made the recommendation of a salary increase of 10 percent beginning July 1, 2023.

Westergaard shared while this increase is higher than past years it will move the Executive Director salary closer to the metro market rate for the role of executive director of nonprofit. This recommended increase also recognizes Bremner's high-quality work supporting the work of the board. The increase maintains a surplus in the administrative budget of both grants and keeps administrative costs within the required 5% of allocated funds.

All members agreed with the committee's recommendation of a salary increase of 10 percent.

FY24 Budget FINAL (Policy 4.1)

Bremner presented School Ready and Early Childhood FY24 budgets. These budgets were presented and discussed at the May board meeting. Carry Forward funds are estimated. Exact numbers will be entered once all invoices are received, and the fiscal agent closes the books.

Early Childhood budget includes a new funding request for the Oakridge Neighborhood Prepare 2 Care Provider Support program and a line item for classroom/instructional materials for start-up for child care centers.

School Ready budget includes an increase of \$1,450 for Dental Connections contract amount. Dental Connections was not able to complete their last site visit to Conmigo this fiscal year and requested this funding be added to the contract total to allow for a July visit. be added to the contract total. This updated budget reflects their request.

A motion to approve the FY24 budget and funding recommendations was made by Dave Arens and seconded by Suzanne Cohrs. THE MOTION CARRIED UNANIMOUSLY.

Nominating Committee

Westergaard thanked departing members Jana Shepherd and Ahmed Agyeman for sharing their expertise and time as board members. Both have served on the board since 2017. Members thanked both outgoing members for their service.

The nominating committee (Early, Westergaard, Tubs, Klemme, Bennigsdorf) has reviewed all applications received and recommends four new members:

- Jessica Bruning
- Crhistian Ramirez
- Shay Scholtes
- Stephen White

All members agreed with the committee's recommendation.

The committee recommended members for chair and vice chair:

- Sam Early – Chair
- Suzanne Cohrs – Vice Chair

All members agreed with the committee's recommendation for chair and vice chair.

Fiscal Agent Agreement (Policy 4.1)

Members received the SFY24 Fiscal Agent Agreement and Supplement to Polk County Early Childhood Iowa Fiscal Agent Agreement for Fiscal Year 2024. The documents detail the responsibilities of United Way of Central Iowa as fiscal agent. Bennigsdorf noted no significant changes were made to the documents. Annually the board reviews the fiscal agent and confirms continuation of the agreement.

Westergaard noted the date in paragraph 1 of the SFY24 Fiscal Agent Agreement states a fiscal year of 2020. Bremner will correct before submitting.

A motion to approve the corrected United Way of Central Iowa as fiscal agent and the SFY24 Fiscal Agent Agreement and Supplement was made by Emily Westergaard and seconded by Suzanne Cohrs. THE MOTION APPROVED UNANIMOUSLY.

Board Self Evaluation (Policy 2.12)

Results of the Board Self Evaluation are included in meeting materials. In FY24 chair and vice chair will review results to inform board development or adjustments in processes.

Arens pointed out the comment made that the budget is complex. He noted Polk County ECI has the largest budget of all 38 ECI local boards. In FY22 the board created the Audit Committee to reviewing expenditures monthly and to present results of review to the full board at monthly meetings. The board's critical responsibility is creation of the annual budget (including decisions in programs to fund) and fiscal oversight throughout the year. Arens asked if the board needs to periodically allow more meeting time to review the whole budget.

Conflict of Interest (Policy 2.9)

Members received the Board Member Conflict of Interest & Annual Disclosure FY24 form. Bennigsdorf asked members to complete the form and return to staff.

Committee Status (Policy 2.13)

Bennigsdorf reported all standing committees will be disbanded following today's meeting. She thanked members for their work on the committees throughout this year. At start of new fiscal year incoming chair Early will begin to establish committees.

Schedule FY24 Board Meetings

Members received the FY24 Board Meeting Schedule. Meetings will continue with the same meeting schedule of the 4th Wednesday of the month, alternating morning and midday. Bremner will send out calendar invitations.

Administrative Report

- The HHS Service Delivery Assessment survey will be collected through a third-party system. HHS anticipates having results in the fall and presenting findings at the State ECI meeting.
- Bremner will attend the Association of Early Childhood Areas and Advocates July 11th strategic planning session held at the offices of lobbyists Eide and Walton. This will include discussions on strategic responses to the HHS Service Delivery Assessment.
- The Association has organized a professional development series for ECI directors. The focus of the three-session series is effective leadership. The Association also convenes monthly virtual sessions focused on information and support identified by ECI directors. The Association will hold its Annual Meeting on November 9th in Des Moines.

- Bremner continues to work with programs on final invoices. The FY24 budget will be submitted to the State for approval following today's meeting. Once the budget is approved, contracts will be sent out to funded partners via DocuSign.
- A funded partner meeting is scheduled for Wednesday, September 13th at the C3 Center hosted by the Community Foundation. This will be an opportunity for members to learn more about funded programs. Bremner will send a calendar invite.
- RIVA/EMBARC – A contract will not be issued until a written plan is received from both entities.

Board Appreciation

Bremner thanked departing members, former chair Agyeman and Shepherd, for their board service. She thanked Bennigsdorf and Arens for their service and leadership as chair and vice chair. Members were presented with a gift of appreciation.

Old Business

None

New Business

None

Public Comment

None

Adjournment

Cohrs made a motion to adjourn the meeting, Shepherd seconded. THE MOTION CARRIED UNANIMOUSLY.

Bennigsdorf adjourned the meeting at 12:17 p.m.