



POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING
United Way of Central Iowa
Conference Room F
June 12, 2024

Voting Members Present: Kevin Abler, Deanna Bennigsdorf, Sandy Carter, Alicia Chilton, Tabitha Choquette, Sam Early, Matthew Klemme, Marianka Pille, Crhistian Ramierz, Shay Scholtes, Eric Tubbs, Emily Westergaard; participating via teleconference: Dave Arens, Stephen White; Rob Barron joined via teleconference at 11:38 a.m.

Voting Members Absent: Jessica Bruning, Suzanne Cohrs, Adam Montufar, Eva Morales

Ex-Officio Members Present: Brook Rosenberg

Ex-Officio Members Absent: Aaron Johnson

Staff Present: Barb Bremner, Jody Kanne

Guests Present: None

Welcome

Board Chair Sam Early welcomed members and called the Polk County Early Childhood Iowa Board meeting to order at 11:30 a.m. Quorum was met at this time.

Approval May Minutes

Minutes of board meeting May 22, 2024, were presented. Early asked for changes or corrections to the minutes as presented.

Dave Arens noted he joined the May meeting via teleconference at 8:30 a.m.

A motion to approve the Amended May 2024 minutes was made by Emily Westergaard and seconded by Deanna Bennigsdorf. THE MOTION CARRIED UNANIMOUSLY.

FY24 Financial Report - Estimates

Because this meeting was rescheduled for two weeks earlier in June, the full audited financials are not available from fiscal agent. The audit committee met Monday to review invoices received to date and Bremner's estimates of program expenditures for the remaining fiscal year. The committee walked through the budget and reviewed estimation of carry forward amounts.

The committee reviewed the allocation documents, FY25 budgets, and staffing salary and benefit numbers for the upcoming fiscal year.

Kevin Abler reported the committee had no concerns with expenditures. He noted partners have been notified all invoices are due by July 9th in order to be processed for the FY24 fiscal year.

Rob Barron joined via teleconference at 11:38 a.m.

FY25 Budget Drafts v3 FINAL (Policy 4.1)

Bremner presented a third and final draft of the FY25 School Ready and Early Childhood budgets. Bremner reviewed the changes from the v2 presented in May:

Early Childhood FINAL Budget:

- The staffing line item has been reduced by \$5,000 and these administrative funds assigned to the CCR&R's Reach for the Stars contract. This change was made to more fully expend the allocated and carried forward administrative dollars. This will be a one-time adjustment for the next fiscal year. The remainder of the CCR&R RFTS contract is in Quality Improvement Support for payment through program funds.
- Estimated Early Childhood Carry Forward funds of \$8,000 administrative and \$132,000 program.

School Ready FINAL Budget:

- \$20,000 of the Knock and Drop contract was moved to administrative funding. As with the Early Childhood budget this change was made to more fully expend the allocated and carried forward administrative dollars. This will be a one-time adjustment for the next fiscal year. The remainder of the contract, \$5,000, will be funded with program dollars in Varied Use. Knock and Drop normally expends all their funding by December.
- Estimated School Ready Carry Forward funds of \$24,500 administrative, \$24,800 quality, and \$230,000 general use.
- School Ready budget has seen minimal increases over the past few years due to the distribution funding formula.

A motion to approve the Early Childhood FY25 budget as presented was made by Emily Westergaard and seconded by Kevin Abler. THE MOTION CARRIED UNANIMOUSLY.

A motion to approve the School Ready FY25 budget as presented was made Marianka Pille and seconded by Alicia Chilton. THE MOTION CARRIED UNANIMOUSLY.

Governance Committee: Nominations of Officers & New Members (Policy 2.4)

Chilton presented the Governance Committee recommendations:

The committee recommended three new members:

- Stephanie Giusto
- Josh Laraby
- Megan Schultheis

The committee recommended members for chair and vice chair:

- Suzanne Cohrs – Chair
- Alicia Chilton – Vice Chair

This nomination slate maintains gender balance and brings the board to its maximum membership of 20 members as outlined in the bylaws.

A motion to approve the committee's New Member and Officer recommendations was made by Deanna Bennigsdorf and seconded by Eric Tubbs. THE MOTION CARRIED UNANIMOUSLY.

Conflict of Interest (Policy 2.9)

Members received the Board Member Conflict of Interest & Annual Disclosure FY25 form. Early asked members to complete the form and return to staff after the meeting.

Board Self Evaluation (Policy 2.12)

Results of the Board Self Evaluation were included in the meeting materials. The FY25 chair and vice chair will review results to guide the boards work next fiscal year.

Committee Status (Policy 2.13)

Early disbanded all committees. Committees will be reinstated in the fall. He thanked committee members for their time throughout the year. Early stated fall committees will include Advocacy and a committee to review the preschool programming support contracts.

Schedule FY25 Board Meetings

Members received the FY25 Board Meeting Schedule. Meetings will continue with the same meeting schedule of the 4th Wednesday of the month, alternating morning and midday. A comment made in the board self-evaluations requested a different virtual option. Meetings will be held in the United Way Leadership Room to allow for hybrid meetings. This move will allow the use of the OWL and a Zoom connection for those not able to attend in person. Bremner will send out calendar invitations for the dates and times for the year.

Administrative Report

- Bremner's focus has been on finalizing the FY25 budgets. Following today's meeting she will submit the final budget to the state for approval.
- With the approval of the FY25 budget, contracts will be finalized and sent out to funded partners via DocuSign July 1.
- Bremner continues to track the Association's work. She will share the legislative briefing with members when available.
- Bremner will begin the process of setting up an orientation for new members prior to the August 28th board meeting.

Early thanked members for their work throughout the year and during the investment process. He highlighted work by members on the Audit Committee, Nominations Committee, and Executive Director Compensation Committee.

Early and Bremner thanked Deanna Bennigsdorf and Marianka Pille for their leadership and expertise during their board membership. Bennigsdorf joined the board in July 2018, serving 6 years including one year as vice chair and one year as chair. Pille joined the board in July 2017, serving 7 years.

Bremner thanked Early for his leadership as board chair this fiscal year.

Bremner presented Early, Bennigsdorf, and Pille will gifts of appreciation.

Old Business

- Board final social gathering will be Thursday, June 13th from 4:30 – 6:30 p.m. at Big Grove.
- Rosenberg encouraged members to share input and concerns with him and their representatives. Input he receives will be brought forward to HHS for their consideration.

New Business

- None

Public Comment

- None

Adjournment

Westergaard made a motion to adjourn the meeting; Ramirez seconded. THE MOTION CARRIED UNANIMOUSLY.

Early adjourned the meeting at 12:43 p.m.