



POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING
United Way of Central Iowa
Leadership Room
August 28, 2024

Voting Members Present: Suzanne Cohrs, Dave Arens, Rob Barron, Alicia Chilton, Sam Early, Stephanie Giusto, Josh Laraby, Eva Morales, Christian Ramirez, Shay Scholtes, Megan Schultheis, Emily Westergaard; Participating via Zoom Tabitha Choquette; Eric Tubbs arrived at 11:32 a.m.; Adam Montufar arrived at 11:33 a.m.

Voting Members Absent: Kevin Abler, Jessica Bruning, Matthew Klemme, Stephen White

Ex-Officio Members Present: Aaron Johnson

Ex-Officio Members Absent: Brook Rosenberg

Staff Present: Barb Bremner, Jody Kanne

Guests Present: Leann Andre, Child Care Consultant Supervisor, Child Care Resource & Referral; Becky Borgman, Maternal Child Health Program Director, Molly Gosselink, Vice President Community Health Services; Lanette Nelson, Healthy Start & Empowerment Outreach Manager; Cindy Winn, Healthy Start Director, all with EveryStep; Tammy Engebretson, Director of Quality Initiatives; Jessica Shields, T.E.A.C.H. Counseling Specialist, both with Iowa Association for the Education of Young Children

Welcome

Board Chair Suzanne Cohrs welcomed members and called the Polk County Early Childhood Iowa Board meeting to order at 11:31 a.m. Quorum was met at this time. Guest and board member introductions were made.

Eric Tubbs arrived at 11:32 a.m.

Adam Montufar arrived at 11:33 a.m.

Approval June Minutes

Minutes of board meeting June 12, 2024, were presented. There were no comments or corrections.

A motion to approve the June 2024 minutes was made by Emily Westergaard and seconded by Sam Early. THE MOTION CARRIED UNANIMOUSLY.

Final FY24 Financial Report

Bremner presented final FY24 financial statements for School Ready and Early Childhood. Final expenditure reports were included in meeting materials. These totals were tied to the general ledger for FY24. These numbers were used to complete the required Annual Report Financial Statements which have been reviewed and signed by the fiscal agent.

School Ready expenditures totaled \$2,999,211.97 Early Childhood expenditures totaled \$962,764.91.

Carry Forward was below the required 20% for each grant. School Ready Carry Forward was 10 percent. Including interest earned carry forward into FY25 is \$289,442.42. Estimated carry forward used to create the FY25 school ready budget was \$279,300. Early Childhood Carry Forward was 16 percent. Including interest earned, Early Childhood carry forward into FY25 is \$154,722.63; estimated carry forward used to create the FY25 budget was \$140,000.

A motion to approve the Final FY24 Financial Report and the FY24 Financial Statements for submission with the Annual Report was made by Crhistian Ramirez and seconded by Alicia Chilton. THE MOTION CARRIED UNANIMOUSLY.

FY24 Polk County ECI Annual Report (Policy 1.2)

Bremner reviewed FY24 Polk County Early Childhood Iowa Annual Report documents: Executive Summary, Community Plan Update, and Board Matrix. Annual Report is due September 16th and will be uploaded via iowagrants.gov.

- FY24 Executive Summary - This report provides a high-level breakdown of expenditures and outcomes by program for each grant.

Members requested data on the total number of families and children served per year. This data can be used to tell Polk County ECI's story of impact.

- FY24 Community Plan Update – This report presents trend data for Polk County ECI indicators.
- Local Board Composition tracks board member meeting attendance. Bremner thanked members for their engagement in the board and commitment to attending board meetings. All FY24 meetings met quorum.

A motion to approve the Polk County ECI Annual Report was made by Emily Westergaard and seconded by Rob Barron. THE MOTION CARRIED UNANIMOUSLY.

Board Member Job Description and Affirmation (Policy 2.2)

Member Attendance (Policy 2.10)

Board Member Conflict of Interest

Members received the Board Member Job Description and Board Member Attendance documents. Members are asked to contact Bremner if they are not able to attend a meeting.

Members were asked to complete the Affirmation of Willingness to carry out duties of Board Member document and return to staff.

Members were asked to complete the Board Member Conflict of Interest & Annual Disclosure FY25 form if they have not already done so and return to staff.

Committees: Audit, Governance, CC/Preschool Support

Cohrs would like to formulate fall committees: Audit, Governance, Child Care/Preschool, and Advocacy. She is seeking volunteers for each.

Audit committee reviews monthly financials and examines the expenditure reports closely. The committee meets the week before the monthly board meeting to review the financials and reports findings to the full board. Matthew Klemme has agreed to return to this committee this fiscal year.

Governance committee reviews policies and procedures and meets one to two times a year. Emily Westergaard and Eric Tubbs volunteered to sit on this committee.

Child Care/Preschool committee will focus on retention bonuses, child care center operational grants, and preschool programming support contracts. Sam Early volunteered to participate on this committee.

The Advocacy committee will focus on legislative issues aligned with the Association and interactions with elected officials. Shay Scholtes, Alicia Chilton, and Eva Morales volunteered to sit on this committee.

Members were encouraged to reach out to Cohrs or Bremner if interested participating on a committee.

FY25 Executive Director Annual Goal (Policy 3.4)

Bremner reviewed her FY25 goals. Goals are submitted annually to the board. The Governance Committee will review the approved goals in the spring when considering the Executive Director's compensation package.

A motion to approve Bremner's FY25 goals was made by Dave Arens and seconded by Eva Morales. THE MOTION CARRIED UNANIMOUSLY.

Association of Early Childhood Iowa Area Boards and Advocates

Cohrs discussed the Association of Early Childhood Iowa Area Boards and Advocates. The Association advocates for ECI work at the state level with a unified voice. The Association hires lobbyists Eide/Walton to represent ECI at the Capitol. ECI area boards are members. Board members are asked to contribute to the annual Association membership fee to ensure the board is not using only grant dollars to fund board membership. Cohrs will email members with details. Donations are voluntary, tax-deductible, and anonymous. Goal is 100 percent participation of members with each individual determining the donation they are comfortable with.

Members requested a presentation from lobbyists Eide/Walton at a board meeting.

Administrative Report

Bremner's Administrative Report was included with today's materials.

- July and August work focused on compliance work, closing FY24 books with our fiscal agent, and issuing contracts to funded partners.
- Orientation with new board members was held in August.
- HHS released the new Behavioral Health Service System Map which established seven service areas.
- HHS launched the new Child Care Connect website. The website will assist families looking for child care with real time data. Leann Andre reported CCR&R worked with HHS on the website and it links to some of their data.
- Bremner has been finalizing details of the Community Partner meeting September 11th and working with new programs on billing and reporting processes.

Old Business

- Community Partner meeting with all funded partners is scheduled from 8:00 – 10:00 a.m. on September 11th in the United Way Conference Center.

New Business

- The September board meeting will be held at Conmigo Early Education Center, 828 Scott Ave., Des Moines. The board will conduct regular business followed by a presentation and site tour with the center director.

Public Comment

Lanette Nelson, Healthy Start & Empowerment Outreach Manager, shared information on their 3rd Annual Roll BABY Roll! event. Members were invited to the walk to bring awareness to infant mortality on September 26th at the EveryStep Bright Kavanagh Center, 3000 Easton Blvd. Des Moines.

Adjournment

Westergaard made a motion to adjourn the meeting, Montufar seconded. THE MOTION CARRIED UNANIMOUSLY.

Cohrs adjourned the meeting at 12:41 p.m.