



POLK COUNTY EARLY CHILDHOOD IOWA BOARD MEETING

United Way of Central Iowa

Conference Room F

August 26, 2026, from 11:30 a.m. to 1:00 p.m.

Voting Members Present: Shay Scholtes, Jessica Bruning, Kevin Abler, Andrea Arens, Janelle Carlson, Alicia Chilton, Suzanne Cohrs, Sam Early, Pagie Moore, Quinlan Riser, Brooke Rosenberg, Megan Schultheis, Nalina Thandayathapany; Participating via Teams Jaimie Miller, Tiara May-Sims joined via Teams at 11:40 p.m.

Voting Members Absent: Gabrielle Brooks, Josh Laraby, Stephen White

Ex-Officio Members Present: Dave Arens

Ex-Officio Members Absent: None

Staff Present: Barb Bremner, Nathan Soley

Guests Present: Alyssa Barton, HFA Service Coordinator, Lutheran Services in Iowa (LSI); Cindy Winn, Healthy Start Director, EveryStep. Both joined virtually via Teams

Welcome

Board Chair Shay Scholtes welcomed members and called the Polk County Early Childhood Iowa Board meeting to order at 11:33 a.m. Quorum was met at this time. Guest and board member introductions were made.

Approval June Minutes

Minutes of board meeting June 17, 2026, were presented. There were no comments or corrections.

A motion to approve the June 2026 minutes was made by Sam Early and seconded by Suzanne Cohrs. THE MOTION CARRIED UNANIMOUSLY.

Final FY26 Financial Report

Bremner presented the final FY26 financial statements. These totals are tied to the general ledger for FY26 and represent all expenditures for the fiscal year. These numbers were used to complete the required Annual Report End of Year Financial Statement which has been reviewed and signed by the fiscal agent.

Actual carry forward from FY26 into FY27 is \$372,730.71.

A motion to approve the Final FY26 Year End Reports was made by Kevin Abler and seconded by Janelle Carlson. THE MOTION CARRIED UNANIMOUSLY.

Annual Report to HHS: FY26 Financial statements (Policy 1.2); Board Matrix; Program Outcomes Qualtrics

Bremner reviewed state-required financial reports. The End of Year Financial Statement, Board Member Matrix, and HHS spreadsheet expenditure report for June are required for submission by September 15 and will be uploaded via iowagrants.gov. Program outcomes are reported quarterly and Bremner reports to HHS midyear and end of year via online reporting system Qualtrics. Members reviewed expenditures by service type and individually for each contract along with outcomes.

A motion to approve the FY26 Reporting Documents was made by Alicia Chilton and seconded by Megan Schultheis. 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 Board Member Job Description and Board Member Attendance. Scholtes walked through the 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* and return to staff today.

Members were asked to complete the Board Member Conflict of Interest & Annual Disclosure FY27 form if they have not already done so and return to staff today.

Committees: Audit, Executive

Scholtes reported the board is seeking volunteers to serve on the Audit and Executive committees. 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 to the full board. The Executive committee will focus on policy and legislative issues and provide strategic planning to respond to developments over this fiscal year.

Members were asked to contact Bremner or Scholtes if interested in participating on either committee.

FY27 Executive Director Annual Goal (Policy 3.4)

Bremner reviewed her goals for the year which are submitted annually to the board. These goals will be included in the executive director review which will be conducted by a committee in the spring.

A motion to approve Bremner's FY27 goals was made by Janelle Carlson and seconded by Paige Moore. THE MOTION CARRIED UNANIMOUSLY.

Dave Arens departed the meeting at 12:15 p.m.

Association of Early Childhood Iowa Area Boards and Advocates

Scholtes and Chilton discussed the work of the Association of Early Childhood Iowa Area Boards and Advocates and the critical role they played last fiscal year. The Association advocates for early childhood issues and ECI areas, provides professional development, and hires lobbyists 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. Donations fund the work of the legislative lobbyist. Scholtes will email members with details on donations. 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 discussed the Association's approach during this election cycle and the next legislative session.

A motion to approve renewal of board membership in the Association of Early Childhood Iowa Area Boards and Advocates was made by Brooke Rosenberg -and seconded by Sam Early. THE MOTION CARRIED UNANIMOUSLY.

Administrative Report

- Bremner's Administrative Report was included with today's materials.
- FY27 Budget was submitted and approved. After approval, all contracts to our funded partners were issued via DocuSign. All have been executed and have received invoicing instructions
- Nathan Soley has been hired as a contractor to assist with invoicing and with board meetings and has assisted with July invoices.
- Funded programs completed reporting on their full fiscal year program outcomes (Tool O) with a deadline of July 15th. Bremner is completing these by service types for required reporting into the HHS system Qualtrics which has a deadline of August 31st.
- Bremner attended the ECI State Board meeting on August 7th in person, which discussed the request to remove Section 3 Policies and Procedures, which HHS voted and supported.

Old Business

None

New Business

None

Public Comment

None

Adjournment

A motion was made to adjourn the meeting and was seconded. THE MOTION CARRIED UNANIMOUSLY.

Scholtes adjourned the meeting at 12:56 p.m.