



# EARLY CHILDHOOD IOWA MUSCATINE COUNTY

~Promoting quality beginnings

## Executive Committee Meeting Minutes May 18th, 2021 11:00-12:00

<b>Committee Members &amp; Staff:</b> P = Present    A = Absent    E=Excused		<b>Meeting:</b> Executive Committee
<b>Chair:</b> Pr. Aleese Kenitzer <b>P</b>		<b>Location:</b> Zoom Virtual Meeting
<b>Vice Chair:</b> Tasha Wall <b>P</b>	Director Whitney Howell <b>P</b>	
<b>Treasurer:</b> Jerri Robison <b>A</b>		
<b>Secretary:</b> Scott Dahlke <b>P</b>		
	Minutes completed by Jennifer Landa	

**Called to Order:** The Executive Committee meeting was called to order by Chair Kenitzer at 11:04 am

- Review of Consent Agenda:** Howell discussed claims sharing that A Child's Place and Happy Time will each have 2 claims next month, and that Bilingual Health is over 20% in School Ready due to maxing out their Early Childhood allocation. Howell shared that Robinson has asked her to follow up on some child absences to ensure they are still at 85% attendance rate for scholarships. Howell also shared that the credit card has a late fee and interest charge this month of \$52.90. Howell will be following up with the school district to discuss what happened and how to avoid this moving forward. Motion by Dahlke to approve all claims including financials over 20%. Seconded by Kenitzer. All Approve.
- Budget Amendments:** Howell shared 3 budget amendment requests that were received from LSI and TMPH for Coordinated Intake and CCNC. LSI requested to move money from registration and travel into salary, and both Coordinated Intake and CCNC have requested moving money from salary into supplies and consumables. Howell shared that a budget amendment was not requested by ECI and that LSI and TMPH are not in the carry forward danger zone. Dahlke asked what the reasons were for the requests to get a better understanding since they are not in the danger zone, but a narrative was not provided. Kenitzer asked Howell what her thoughts were and shared that she is leaning towards having the carry forward go towards funding programs next year. Dahlke agreed that since LSI and TMPH are not in the danger zone of needing to spend down the money, and Howell feels confident that it can be carried forward to spend on funding programs next year, then that would be the better option. Motion by Dahlke to recommend not approving the 3 budget amendment requests as presented by LSI and TMPH. Seconded by Kenitzer. All in favor.
- In-home provider Safety Grants:** Howell shared that mini grant applications were sent out to QRS rated in-home providers to spend down money allocated for safety, and 6 applications were received. Robinson and Howell questioned Justina Yoder's application as she is currently applying for level 3 but is not currently rated at that level. The application states that applicants must be participating in or have applied to IA QRS for a min level 1 by May 31st. Howell consulted with CCNC Abbie Deirckson, and Deirckson stated that she does not believe Justina will be at a level 3 by the end of month and technically is currently not yet rated. Howell's recommendation is to fund all applications except for the one that is currently not yet rated for a total amount of \$1500.00. Motion by Wall. Seconded by Dahlke. All in favor.
- Committee Updates:** Howell shared that the designation committee and planning committee met this month. The planning committee discussed Howell's idea for a resource closet for all providers, as well as the diaper bank and wrapping event scheduled for June 2nd. Howell discussed their homework



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5. **RFP & Budget Update:** Howell shared that there are 2 new programs that applied for funding. Carry forward amounts and a small increase in funding allowed the committee to fund everyone that applied at their asking amount. Howell shared numbers and figures that will be recommended to the board. Kenitzer asked for a motion to entertain the line items as presented with permission to adjust as funding from the state has not yet been provided. Motion by Kenitzer. Seconded by Dahlke. All in favor. Howell discussed director hours. The programming committee and executive committee are recommending 35 hours to the board, 5 of which will be dedicated to AIM. Motion by Dahlke. Seconded by Wall. All in favor.
6. **Directors Update:**
  - a) **Site Visit Summary**  
Attachment was sent
  - b) **Scholarship Applications**  
Forms have been updated and sent out to current applicants for renewal and to providers
  - c) **FY22 RFP**  
All programs were approved for funding, including the 2 new programs.
  - d) **Association PD**  
This months PD topic was budget and allocations
  - e) **AIM**  
Working on childcare advocacy and ideas on a resource closet for in-home providers
7. **Open Forum:** Presentation by Coordinated Intake
8. **Next Meeting: June 15th, 2021, at 11:00am** Location: Zoom
9. Adjournment at 11:34 am