



# EARLY CHILDHOOD IOWA MUSCATINE COUNTY

~Promoting quality beginnings

## Executive Committee Meeting Minutes March 16th, 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 P		<b>Location:</b> Zoom Virtual Meeting
<b>Vice Chair:</b> Tasha Wall P	Director Whitney Howell P	
<b>Treasurer:</b> Jerri Robison E		
<b>Secretary:</b> Scott Dahlke P		
	Minutes completed by Whitney Howell	

**Called to Order:** The Executive Committee meeting was called to order by Chair Kenitzer at 11:08 am

1. **Review of Consent Agenda:** Robison was unable to attend but provided a report. Financials all look good this month. Coordinated intake claim is off by .01 again this month. Howell shared this was discussed at their onsite visit and seems to be a rounding error in the excel formula. Funds were also moved from unspecified to a Mini grant line in order to track spending on the preschool mini grants. We were also notified LSI claim would be late this month and has not been received as of today. Kenitzer asked about transportation line being almost expended. Howell shared we paid out our funds first and Muscatine charities will pay the remainder. Motion by Wall to approve. Seconded by Kenitzer.
2. **Mini Grant Applications:** Howell shared we received three applications all in the \$2,000 range. Howell also shared the total amount to be spent just over \$7,000. Wall asked about budgeted amount. Howell shared the grants were for \$2,000 and we will use unspecified funds so there is enough money to approve all three applications. Kenitzer and Wall both agreed to recommend to the full board for approval.
  - a. Car seats – Howell shared she received an email update from LSI regarding car seat inventory. LSI shared they are low on inventory and could use some more. Howell shared we had purchased seat in 2019 and we have the funds under Early Childhood that we can spend up to \$1,000. Howell also shared that she had taken two kids off of the childcare waitlist in order to spend our EC funds. Howell also mentioned two programs that will be doing budget amendments. Wall shared that she sees no issue to wait on this purchase. Kenitzer and Dahlke agreed to recommend approval of up to \$1,000 be spent on car seats. Wall motioned and Dahlke seconded.
3. **Intern Next Steps:** Howell shared that we extended our Ad for an additional two weeks., We got one applicant and decided not to interview but extend the search for a longer period. We currently have not spend any money so far. We currently advertised on MCC career board, Facebook, and through the school district. Dahlke shared some additional contacts at MCC to share the ad with. Dahlke also agreed that spending some money on indeed would be warranted. \$5 a day for 2 more weeks. Dahlke also said reaching out to community accounting departments and share the information with them. Wall asked about possibly using a temp agency even if we would have to pay a bit more. Possibly a last option. Dahlke also asked about contracting with another nonprofit to do this work. Howell also wondered about other nonprofits. Howell will post on indeed, share with additional MCC contacts, and reach out to area accounting firms and nonprofits and touch base with committee in two weeks.
4. **Directors Update:**
  - a. **Childcare Ready Training –**  
Starting later this month – so far 4 center staff from Muscatine have registered



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**b. Virtual On-Site Visits**

Half done with virtual on-site visits, I will have a summary report to share next month

**c. Community Needs Survey**

Survey is live – currently have 35 responses. Designation committee will review this information in the next month and then share with the board.

**d. FY22 RFP**

RFP is live and have had discussions with current and potential programs regarding applications

**e. Association PD**

This months PD topic was monthly reports and budget sheets

**f. AIM**

Legislative Event went well, possible provider round table in the future

5. **Open Forum:** None

6. **Next Meeting:** April 20th, 2021, at 11:00am Location: Zoom

7. Adjournment at 11:34 am