**Tuesday, June 16, 2020, 12:00 pm – 1:00 pm**

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| **Board Members & Staff:**  **P = Present A = Absent E = Excused**   |  |  | | --- | --- | | **Chair:** Pr. Aleese Kenitzer **P** | Nick Burns **E** | | **Vice Chair**: Tasha Wall **E** | Jody Young **P** | | **Treasurer:** Jerri Robison **P** |  | | **Secretary**: Scott Dahlke **P** |  | | Andrew Fangman **P** | Director: Whitney Howell **P** | | Brad Spratt **P** | Staff: Debbie Boos **P** | |  | Minutes completed by Director | | **Meeting:** Board Meeting  **Location:**  Zoom, Virtual Meeting |

1. **Meeting called to order:** The meeting was called to order by Chair Kenitzer at 12:02 with introductions.
2. **Approval of Consent Agenda including Financials – Current Claims – Expenditure Reports & Bank Statements:** Robison discussed we have some confusion on CCNC and Coordinated intake claims this month as there is invoice duplication and we don’t want to duplicate reimbursement. Robsion and Howell will figure this out and send an email vote in order to pay these claims once corrected. Motion by Spratt, Seconded by Fangman. Unanimously approved. \*\*\*Vote was sent out by email on 6-18-20 amounts on claim sheet were correct. Unanimously approved to pay.
3. **Executive Committee Report:**
4. FY21 Proposed Budget – Howell shared proposed status quo funding and went over the proposed budget still showing the 10% cut. Mid year cuts are still a good possibility and moving forward with this budget will put us in a good place when or should those cuts happen. No additional questions. Motion by Spratt Seconded by Robison Unanimously approved.
5. FY21 Employer of Record– Howell shared the employer of record agreement with some verbiage changes. Current agreement discussed administrative assistant. Updates were made and need to be submitted to the School Board for update. No additional questions. Motion by Robison Seconded by Young. Unanimously Approved.
6. FY21 Directors Professional Development Plan – Howell shared three areas she plans to focus on this year. Learning, Connecting and Gathering. Learning more and more about Early Childhood and attending conferences as they arise. Connecting with more organizations and individuals in the community. Good connections have been made this last year but there’s still more. Gathering data for our needs assessment and community plan. This year will focus on gathering that data for our state designation. Howell also asked for input should members have other things they believe she should attend or work on. Young asked that Howell share recaps from conferences etc in order to track PD. Howell advised reports are given following conferences and new partnerships as well as keeping a folder with agendas etc form conferences attended. Informational.
7. FY21 State Contract - Howell shared the state contract and the allocations listed. Motion by Spratt Seconded by Robison. Question from Young regarding verbiage on Drug Free workplace signage in the office. Howell shared it is in the school district building and will look into those requirements further. Robison shared the section in the contract and agreement. Howell will look further into requirements. Unanimously approved.
8. LSI Request - LSI is requesting a budget amendment in order to upgrade technology equipment. Howell originally reached out to LSI and shared this would be a good way for them to spend unspent mileage monies as they are now doing virtual visits. Request is for $1203 plus tax. Question from Young regarding Apple Care. Is it included? Tucker will follow up with their IT department and see if that is included. Or will their IT department be responsible for upkeep? Tucker shared normally their IT department does handle all issues on their devices. Young also asked about providing a decal/sticker to put on these iPads to help promote our organization. Robison stated it could be a good resource for other organizations to use on books etc. Howell will look into purchase of ECIMC decal/stickers. Howell also shared that our partners use our logo on fliers and other promotional materials. Motion by Spratt Seconded by Robison. Unanimously approved.
9. **Director Update**:
   1. **Contracts** – Howell will meet up with Kenitzer this week and get her signatures on all our contracts. All but one had been returned so far.
   2. **Diaper Bank –** Bank is going well and we had one new agency added this month. We have also applied for a community foundation grant. Otherwise things are status quo.
   3. **Office Access –** Howell has started coming back to the office at least once a week and as needed. Otherwise she continues to work from home as most of her meetings etc are still virtual.
10. **Open Forum**: Community members and board members are welcome to speak to topics not on the agenda. The board cannot take action on topics brought up during this time.
    1. Kenitzer shared a fundraiser save the date for the Diaper Bank on August 18th at the Brew from 5:00-10:00pm
    2. Today is the last Board Meeting for Boos. We all want to thank you for all your time and service to our organization. Thank you for all the behind the scenes work. The board sent a little thank you gift to Boos.
    3. Thank you from Tucker for our continued support of LSI and their equipment update.
11. **Next Scheduled Meeting:** The next board meeting is on **Tuesday,** **July 21st, 2020**, 12:00 pm -1:00 pm at TBD
12. **Adjournment:** Meeting adjourned at 12:38pm.