



EARLY CHILDHOOD IOWA MUSCATINE COUNTY

~Promoting quality beginnings

Executive Committee Meeting Minutes January 19th, 2021 11:00-12:00

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

Called to Order: The Executive Committee meeting was called to order by Chair Kenitzer at 11:03 am

- 1. Review of Consent Agenda:** Howell noted there were not notes or minutes for December as it was just a Director Review. Robison discussed the financials for the month. All is in order this month. Howell will follow up on one question with LSI. Howell also shared that we received a mid year expenditure report from the School District. There again were some checks coded to the wrong line items. Howell sent back notes for corrections. Howell has now added account codes to the cover sheets in hopes that those errors will not continue to happen. Motion by Wall to approve. Seconded by Robison.
- 2. Committee Reports:** Howell shared both Designation and Planning committees met this month. Young will report to the full board on the designation meeting. Designation discussed some trend data and putting together our community survey. Planning committee was mostly old business to bring new members up to date. They will look at mid year reports next month.
- 3. Preschool Mini Grants:** We had budgeted this year for a potential mid year cut that we now don't foresee happening. That being said we have some funds to spend. Howell is recommending that we open up a Preschool Mini grant to spend those funds. Howell shared the application with the group and discussed what lines the funds could come out of. Applications will be due back March 1st with decisions made at our March meeting. Robison asked about older requests on file. Howell stated those were two years old and is asking them to reapply. The applications will be shared with the full board for approval. Motion to recommend to the board by Robison. Seconded by Wall. Kenitzer shared she wants us to pursue more long term options moving forward as well. Grants are great but thinking about other long term supports.
- 4. ECIMC Intern:** Following our last meeting Howell did some research on an intern. Some other ECI areas have had interns and Howell got some guidance on funds from them. Howell shared how an intern could be paid and shared an Intern Ad that she had put together. Robison asked about changing the contract term to end with our fiscal year end of June. We could add two more months into the next fiscal year if funds allow. Discussion was had on paid vs non-paid. Committee agreed it should be a paid position. Discussion was also had on the amount of hours. Howell shared 8 hours a week seems like a good place to start. That gives the person time to do accounting and administrative second checks. Howell reiterated that its' not about not having enough time to get the work done but with an intern it frees up more time for other duties. Kenitzer questioned adding accounting responsibilities to the description. Committee agreed. Kenitzer asked about remote capabilities vs in person. Robison shared she believed it needed to be an in person job. Howell shared at the beginning she agreed on in person in order to train and orient the intern. After that we can discuss possible remote working. Robison again shared she believed it needed to be in person for accountability reasons. Wall agreed at the beginning in person but then see if the person is capable to work remotely. Howell will make those three edits and then advertise the position



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with MCC for two weeks to start and see what response we get. Motion to recommend to full board with edits by Robison. Seconded by Wall.

5. **Preschool Scholarship Reimbursement:** Howell is recommending we increase our reimbursement to \$90 a month per child. This will help us spend down funds as well. This won't empty that line item but will help families and help spend down our funds. Motion by Wall. Seconded by Robison.
6. **Directors Update:**
 - a. **AIM –**
 - Team Meetings
 - Curriculum Survey is live
 - Family Effectiveness Meeting – Iowa Womens Foundation is giving a presentation this afternoon
 - Meeting with CCRR to schedule Childcare Ready
 - b. **Unite Us account is live**
 - c. **Special Needs Childcare Barriers –** community group has met multiple times to help these families. Short term fix is in place and we continue to work on a long term solution. Discussions with Childcare Centers to open special needs slots. Similar to a respite service.
 - d. Professional Development – Child Development through an infant mental health lens. Association PD is now a monthly offering as a benefit to members. This month we went over annual calendars.
 - e. Iowa Women's Foundation annual recap – Kim Warren and Howell attended and gave an update on Muscatine and our work on childcare.
7. **Open Forum:** Robison also wanted to make sure everyone saw the Diaper Bank article in the Journal this month. Not only highlighting the diaper bank but also ECIMC. Discover Muscatine will also have a story the end of the month.
8. **Next Meeting: February 16th, 2021, at 11:00am** Location: Zoom
9. Adjournment at 11:58 pm