**Tuesday, August 20, 2019, 12:00 pm – 1:00 pm**

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| **Board Members & Staff:**  **P = Present A = Absent E = Excused**   |  |  | | --- | --- | | **Chair:** Andrew Fangman **P** | Tasha Wall **P** | | **Vice Chair**: Pr. Aleese Baldwin **E** |  | | **Treasurer:** Brad Spratt **P** |  | | **Secretary**: Jody Riibe **P (via phone)** |  | | Jerri Robison **P** | Director: Whitney Howell **P** | | Scott Dahlke **A** | Staff: Debbie Boos **P** | |  | Minutes completed by Admin Coord | | **Meeting:** Board Meeting  **Location:**  149 Colorado St.  Muscatine, Iowa 52761 |

1. **Meeting called to order:** The meeting was called to order by Chair Fangman at 12:00 with introductions.
2. **Approval of Consent Agenda:** No changes were made. Robison moved to accept the agenda and the minutes from 7/23/2019, second by Spratt. Unanimously approved.
3. **Executive Committee Report:**
4. Financials – Current Claims – Expenditure Reports & Bank Statement: Spratt presented the July claims noting that Wrap Around Day Care Scholarships Attending Preschool expenditure was 20%. Wall moved to accept the Executive Committee’s recommendation to approve payment of claims, second by Spratt. Unanimously approved.
5. FY19 Annual Report, Executive Summary, Community Plan Updates & Financial Statements: These reports are required by the state and the data comes from the providers’ annual reports. Howell pointed out that since Abbie Derksen was not hired until later in the year, the numbers for CCNC do not represent a full year. Robison moved to accept the submission of these reports, second by Spratt. Unanimously approved.
6. Requesting Date Change for September meeting: Howell has a prior commitment which conflicts with our regularly scheduled September meeting and proposed moving it to the next day, Wednesday, September 18. Robison moved to approve the date change, second by Spratt. Unanimously approved.
7. **Performance Measures and Trends Review**: Howell presented this report which are performance measures by each program for the last several years. This data is pulled from each provider’s annual report. The numbers for LSI need to be split between HOPES and PAT. Melissa Tucker will send LSI’s DAISEY report to her to help in this effort. Riibe pointed out that the amount of funding has steadily decreased for these programs over the last 4-5 years.
8. **Board Membership & Conflict of Interest Forms**: Howell reported that she did get some names of people who may be interested in serving on our board. Fangman will reach out to someone from Wilton who may be interested. If anyone knows of someone they think would be a good fit for our board and would like to serve, please contact them and let Howell know if they are interested. Any board members who were absent at the last board meeting need to sign the conflict of interest form for FY20.
9. **Providers’ Annual Reports**: Howell emailed the annual reports from each of our providers to the board members. She noted that the success stories that are shared are worth taking the time to read.
10. **Director Update**:

* Open House at Muskie Early Learning Center Thursday night (8/22/19)
* Parenting classes to be held at MELC
* Diaper Closet: it was decided to have a “closet” rather than a “pantry” as a closet would be available for parents, agencies, providers
* Community Foundation and Iowa Women’s Foundation: Employers such as Kent, HNI, Musco in the community are invited to a community child care meeting on August 29, 8:30 am at the Admin building
* Regional ECI forum will be held on September 13 at Johnson County Extension Office, 10:00 to noon
* Annual Block Party on September 6; ECIMC is sponsoring a bounce house; any board members who would like to volunteer to help at the event please let Howell know
* Halloween at the Y will be held October 25; again, Howell reached out to the board for any volunteers
* Iowa Women’s Foundation will hold annual luncheon on October 3
* Planning Committee will meet in September

1. **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.

Our guests today included Holly Barrett, Abbie Derksen and Melissa Tucker.

1. **Next Scheduled Meeting:** The next board meeting is on **Wednesday,** **September 18, 2019**, 12:00 pm -1:00 pm at 149 Colorado St., Muscatine, IA. Howell reminded everyone that an ID is needed to gain entrance to the MELC.
2. **Adjournment:** With no further business and no objections, Fangman moved to adjourn at 12:20, second by Robison. Unanimously approved.