



EARLY CHILDHOOD IOWA MUSCATINE COUNTY

~Promoting quality beginnings

Executive Committee Meeting Minutes August 18, 2020 11:30-12:00

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 P		
	Minutes completed by Whitney Howell	

Called to Order: The Executive Committee meeting was called to order by Chair Kenitzer at 11:33 am

- 1. Review of Consent Agenda:** Robison discussed line items over their 20% allowances. Howell explained the higher amounts are due to our annual insurance and association dues coming due one a year. Robison noted a difference on the EMC insurance invoice vs amount paid. Howell will follow up with EMC to verify amount paid vs invoiced amount. Motion by Wall to approve. Seconded by Dahlke.
- 2. FY20 Annual Report, Community Plan Updates & Financial Statements:** Howell shared the annual report information had been input into Iowa Grants. That information was shared with the Committee. Howell then went over the Community Plan Update. This shows a narrative of the highlights from our annual report. Highlighting our priority areas. Howell also shared she had met with Tom Anderson to go over our year end financial statements. Howell explained there was some claims paid out of the wrong accounts. Anderson and Howell sat down and did a month by month reconciliation to verify all payments and amounts. Signatures have been received by the fiscal agent on those year end statements and are ready to be submitted. We have put in place some new reports in order to keep on top of those claims and payments for this year. Motion by Dahlke Seconded by Robison to submit all year end documents. Kenitzer shared she liked the narrative information and wondered how that can be shared to supporters. Howell also shared she has a one sheet for marketing that was just updated and has been utilized with legislative officials in years past.
- 3. Performance Measures and Trends Review:** Howell then went on to discuss the Performance measures and trends for our supported programs. Because of Covid we knew the numbers would be low. Most annual report numbers are close to their midyear because of the slowdown. This data will be used as we prepare our community needs assessment and make decisions on funding in the future. This is a year to year comparison. Kenitzer asked is any of this data is overly alarming. Howell shared numbers were low as expected but not anything detrimental to a program. Informational.
- 4. Provider Annual Reports:** Howell shared the providers annual reports. These are where all our data comes from. Howell encouraged members to read through the success stories and highlights on those reports. No additional questions. Informational.
- 5. Conflict of interest forms:** Reminder that all board members need to sign a new form annually. Robison emphasized those need to be returned in a timely manner.
- 6. Director Update –**
Diaper Bank – Going well some donations have come in. Elevated Facebook and website request. The need is rising. Some requests from families outside of Muscatine looking for assistance. Howell also found a distributor to purchase plastic bags to diapers.



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AIM Data Team Meeting – Howell shared how she has been partnering with AIM and their data collection team. This past week Howell helped lead a Early Childhood Committee. Howell will invite Kim Warren to give an update to the board in the near future.

Senator Grassley – Howell was invited to attend his town hall meeting later today and asked if there was anything specific members would like her to discuss.

7. **Open Forum:** None
8. **Next Meeting:** September 14th, 2020, at 11:30am Location TBD
9. Adjournment at 11:57 am