



EARLY CHILDHOOD IOWA MUSCATINE COUNTY

~Promoting quality beginnings

Executive Committee Meeting Minutes August 16th, 2022 11:30-12:00

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

Called to Order: The Executive Committee meeting was called to order by Kenitzer at 11:32 am

1. Review of Consent Agenda:

- a. Review Agenda-
- b. July 19th, 2022 Meeting Minutes:
- c. Financials: Tasha stated everything is in order and doing well. Some items were over the 20% mark because of annual billing for example insurance. Howell agreed everything is in order.
- d. Motion to approve consent agenda and financials by Kenitzer and seconded by Wall- Motion carries.

2. Directors Update:

- a. Annual Report is finished
- b. Year end financial statements have also been completed by the school district
- c. CPPC Special meeting last week went well with a vote to move forward in obtaining that contract. Potential start date of Oct 1st
- d. AIM Business and Childcare partnership conversations continue, waiting to hear if we will be awarded ARPA funds of \$300,000 for wage stipends, businesses continue to discuss purchase of childcare slots
- e. Diaper Bank is in need of a new storage facility, an advisory group met and threw out ideas, we are also planning a giveaway event to reduce inventory before the move.
- f. Preschool scholarships are just starting to come in, transportation scholarships as well are on the increase as school is getting started. Still too soon to tell if there's an increase or not
- g. Save the Date for the Community Block Party Sept 9th

3. **Annual Report and Financial Statements:** Completed and Submitted in Iowa grants, Carryforward was 17% in SR and 14% in EC. MCSD will be cutting the final check to the new fiscal agent at the end of the month to CIJDC.
4. **Provider Annual Reports:** All reports are in and on time. Planning Committee will be meeting to dive into these reports and numbers.
5. Trinity Muscatine Public Health - CCNC internal audit showed they missed some hours to bill. \$1190.72 This was in their budget for FY22. Wall questioned where that money would come from now that books are closed. Dahlke and Kenitzer verified that money has been carried forwarded and reallocated. Howell shared it would have to come out of SR General funds and there isn't any unallocated at this time. Kenitzer shared she doesn't like the precedence this sets however mistakes happen. Howell shared that



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they could pay them out of their current FY23 allocation but would need them to submit a budget amendment in order to free up these funds to cover the missed hours. Dahlke agreed that would be fair. We can not pay it or they can submit an amendment for this year in order to receive those funds. Dahlke and Wall agreed. Howell will reach out to them.

6. **Conflict of Interest Forms:** Howell reminded all members that a new conflict of interest form is due to her as soon as possible. Forms were emailed to all board members earlier today.
7. **Open Forum:** None
8. **Next scheduled meeting:** September 20th , 2022, 11:30 am at TBD
9. **Adjournment:** Meeting adjourned at 11:53am