**Tuesday, April 21, 2020, 12:00 pm – 1:00 pm**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Board Members & Staff:**  **P = Present A = Absent E = Excused**   |  |  | | --- | --- | | **Chair:** Pr. Aleese Kenitzer **P** | **Nick Burns P** | | **Vice Chair**: Tasha Wall **P** |  | | **Treasurer:** Jerri Robison **P** |  | | **Secretary**: Scott Dahlke **P** |  | | Andrew Fangman **P** | Director: Whitney Howell **P** | | Brad Spratt **A** | Staff: Debbie Boos **E** | |  | 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:** Two items were added. CCNC Request and Director Hours for FY21 Wall moved to accept the agenda and the minutes from 3/17/2020, second by Dahlke. Unanimously approved.
3. **Executive Committee Report:**
4. Financials – Current Claims – Expenditure Reports & Bank Statement: Robison mentioned the credit card statement was not in hand but we were able to get the balance and statement will be in hand Friday. Howell is also working on updating credit card users and getting e-statements set up. Checking in on a couple things and budget looks to be up to date. Motion by Fangman seconded by Wall. Unanimously approved.
5. WAGE$ Budget Amendment – Following our site visit we requested a budget amendment. These funds were going to be used for scholarships. $6,732.00 is now available if needed elsewhere. Fangman motion to approve seconded by Robison. Unanimously approved.
6. Site Visit Summary – Howell gave a run down on site visits being completed except with Public Health as they are dealing with COVID-19. The summary shows a brief paragraph of what was discussed and any issues. Kenitzer mentioned our partners are all still working just working differently. This will effect our budget moving forward. No questions.
7. Agency Updates in Response to COVID-19 – Howell has been in contact with our agencies as work is changing. Imagination library has seen no changes, LSI is now conducting virtual and phone visits while working from home. Howell remains in contact with everyone as the state of COVID changes. No Questions.
8. Addition to agenda – CCNC Request – Public Health is moving all employees around to help cover COVID cases. PH is requesting 15 hours a week through May of our CCNC time be paid by our funding to help with COVID. Howell is recommending we don’t make this adjustment because of our strict funding guidelines. Executive committee discussed and agreed our funding should not be used for this time. Motion by Wall, seconded by Robison. Burns abstained from vote all others approved.
9. Addition to agenda – Director time for FY21 - Director is currently at 25 hours Admin time and director does make 40 hours. Howell showed what cost would be at 32 hours or 40 hours moving forward. The Executive committee discussed the cost difference and how we are going into a designation year. The programming committee will also be looking at the numbers in the next couple weeks. Howell shared comparison numbers from other state directors. Robison discussed the designation year time commitment as well as possibly looking at this year to year. No additional questions.
10. **Director Update**:
11. Estimated Allocations- We have been directed to move forward with our budgeting with the potential to amend our budget once our actual allocations come through. Our numbers show around $11,000 decrease in funding. We are waiting on approval form the governors office on a 35% carryforward allowance for this year. We all know because work has changed for our contracted agencies we will not be billed for the anticipated amounts and work.
12. Diaper Bank: Orders were average for this month. We foresee next month to increase as more families are in need. Our stash is still stocked and the community baby shower has been extended through the end of May. Some fundraisers were postponed and more are in the works. Agencies are still distributing diapers just differently for example curbside pick up if lobbies are closed.
13. RFP’s Received – We received 7 RFP’s for FY21. Programming committee will meet in the weeks to come to review those RFP’s and go over our budget.
14. Childcare during COVID -19 – We currently have 5 childcare centers running in the county all at low census. Howell reached out to all of them to see what their needs were. First reply was hand sanitizer. Howell was able to order hand sanitizer from Simply Soothing and then delivered to all 5 centers. They are also in need of cleaning supplies. Salvation Army, Public Health, MCSA and AIM have partnered on a Community Hygiene Closet to aid Families directly effected by COVID, Childcare Centers and other families in need. To the Moon and Back has closed and is now under new management and is now called Bridge to Beginnings. Young asked about location of the 5 childcare centers that are open in Muscatine County. 4 centers are open in Muscatine and one in West Liberty. Howell also mentioned that Ann Hart the owner Director of A Childs Place did lose her battle with Cancer this week.
15. **Board Membership –** Jody Young who has been on our board before is interested in joining the board again as our Educational Representative. Young gave a short bio as to her history on the board and is pleased to see how we have remained a part of the community Motion by Robison and seconded by Wall to approve membership. Unanimously approved.
16. **Program Update from ISU BELH**: Kathy Vance and Abby Boysen were present to update the board on the Buy Eat Live Healthy program. Kathy gave a background on the program and then Abby told a couple success stories and gave a demo on how the program is going virtual.
17. **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 Kathy Vance, Jody Young and Abby Boysen

1. **Next Scheduled Meeting:** The next board meeting is on **Tuesday,** **May 19, 2020**, 12:00 pm -1:00 pm at TBD
2. **Adjournment:** Meeting adjourned at 12:53.