



EARLY CHILDHOOD IOWA MUSCATINE COUNTY

~Promoting quality beginnings

Board Minutes

Tuesday, July 21st, 2020, 12:00 pm – 1:00 pm

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| Board Members & Staff: P = Present A = Absent E = Excused | | Meeting: Board Meeting |
| Chair: Pr. Aleese Kenitzer P | Jody Young P | Location: Zoom, Virtual Meeting |
| Vice Chair: Tasha Wall P | Nick Burns | |
| Treasurer: Jerri Robison P | | |
| Secretary: Scott Dahlke P | | |
| | Director: Whitney Howell P | |
| | Minutes completed by Jenny Landa | |

- 1) **Meeting called to order:** The meeting was called to order by Chair Kenitzer at 12:02 with introductions.
- 2) **Approval of Consent Agenda including agenda and minutes:**
Motion by Young Seconded by Wall. Unanimously Approved.
- 3) **Financials – Current Claims – Expenditure Reports & Bank Statements:**
Robinson requested board approval for ISU at over 20% taking note that 2 months worth of claims were submitted (April and May). Robison stated that one kid has been removed from the scholarship due to attendance and no contact and there are a few others that are being monitored. Robinson stated that there was discussion in regards to service providers submitting claims in a timely manner so that we aren't processing an accumulation of late claims. Motion by Dahlke to approve all claims including financials over 20%. Seconded by Wall. All Approve.
- 4) **Executive Committee Report:**
 - a) **Designation committee –** Howell stated that the designation committee met and that they are at the last gathering to go over all data collected before she starts putting the big report together. New goals and strategies were added and updated. Parenting easier and learning happening priorities have stayed the same. Howell shared that next steps are to take the data and input from the committee and put a report together. Howell has set a deadline for the first draft to be completed by July so that it can be reviewed and revised as needed. The report will then go to the full board for review in Sept and will be submitted in Oct. Kenitzer stated that some of the work the designation team did was a reflection of what was found in the community survey and will serve as a guiding doc for goals and future projects.
- 5) **Director Update:**
 - a. **Professional development –** Howell shared that she has updated her professional development plan for the upcoming year. Howell shared that there is an opportunity to attend Strive Together Convening, an organization that AIM works with. Depending on the budget; she would like to attend as there are plans for a 3-day in person conference. Young asked if Howell has come across any opportunities where she would be able to present. Howell stated that she has not been asked to do so at big conferences, but she has given presentations for various community organizations.
 - b. **State Contract & Budget-**
Howell stated that the state contract will be sent directly to the board chairs this year. Kenitzer is to electronically sign the state contract when she receives it, and that Howell will review it beforehand.



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Howell asked for approval to have Kenitzer sign it. Motion by Young. Second by Robinson. All approved. Howell shared the budget that will be submitted to the state and requested approval from the board to do so. Young noted that the ECI address needed to be updated on one of the pages. Motion to approve Fiscal Year 22 budget by Wall. Second by Robinson. All approved.

- c. Provider Annual Contracts- Howell stated that everyone should have received updated contracts from her and that she needs them signed and returned, and that she will then meet with Kenitzer to have the board chair signature on all of them. Howell stated that annual reports are due at the end of July and she is working on making sure that everyone has the correct forms to get those turned back in. Updated provider agreements are also being sent out. Howell had her first in person director's meeting on Friday June 11th. She also shared that if we were to close our books today, school ready would be below and early childhood would be over, but with some expenses approved in executive and one more month of claims, we should be good. Howell shared that the Iowa Women's Foundation puts out an annual book called Ovation and in the book they feature women who have made an impact the past year and give them recognition.
- d. Open Forum- Howell discussed the change in open meeting law and that there is a designated space for those that wish to attend meetings in person. Howell expressed wanting to offer both in person and virtual so people have the option to attend one way or the other. Howell stated that a pro is that we have not struggled to meet quorum due to the ease and flexibility of attending virtually. Howell suggested purchasing the meeting owl to help improve hosting meetings virtually. The meeting owl is voice activated and rotates 360 degrees so the camera focuses on any person speaking, while also maintaining a view of everyone in the room. Howell also brought up the need for a new laptop, as well as other items such as earbuds, Microsoft for the new laptop, and a computer stand. She requested approval from the board to do so; and stated that it would be coming out of board operational expenses as funds are available due to not utilizing travel funds. Young asked what the cost of the meeting owl is, and Howell stated that it is \$1000. Robinson stated that the difference between the more expensive one is the quality of the speaker. Young asked if there is a camera system we can use from the school. Howell shared that Muskie Early Learning Center does not have one. Kenitizr noted that it is portable so wherever we would need to meet and that was a pro vs having a stationary system. Kenitzer also shared that we are down to the end of fiscal year and we have the funds available. Motion by Young. Seconded by Wall. All approve.
- 6) Open Forum: Presentation from LSI
- 7) Next Scheduled Meeting: The next board meeting is on **Tuesday, July 20th, 2020**, 12:00 pm -1:00 pm
- 8) Adjournment: Meeting adjourned at 12:43 pm.