



# EARLY CHILDHOOD IOWA MUSCATINE COUNTY

~Promoting quality beginnings

## Board Minutes

May 18th, 2021, 12:00 pm – 1:00 pm

<b>Board Members &amp; Staff:</b> P = Present    A = Absent    E = Excused		<b>Meeting:</b> Board Meeting  <b>Location:</b> Zoom, Virtual Meeting
<b>Chair:</b> Pr. Aleese Kenitzer    P	Nick Burns    P	
<b>Vice Chair:</b> Tasha Wall    P	Jody Young    P	
<b>Treasurer:</b> Jerri Robison    A	Tony Loconsole    P	
<b>Secretary:</b> Scott Dahlke    P		
	Director: Whitney Howell    P	
	Minutes completed by Jennifer Landa	

- 1) **Meeting called to order:** The meeting was called to order by Chair Kenitzer at 12:05 pm with introductions.
- 2) **Approval of Consent Agenda including agenda and minutes:**  
Motion by Dahlke to approve. Seconded by . All in Favor
- 3) **Financials – Current Claims – Expenditure Reports & Bank Statements:**  
Howell discussed claims sharing that A Child's Place and Happy Time will each have 2 claims next month, and that Bilingual Health is over 20% in School Ready due to maxing out their Early Childhood allocation. Howell shared that Robinson has asked her to follow up on some child absences to ensure they are still at 85% attendance rate for scholarships. Howell also shared that the credit card has a late fee and interest charge this month of \$52.90. Howell will be following up with the school district to discuss what happened and how to avoid this moving forward. Motion by Dahlke to approve all claims including financials over 20%. Seconded by Wall. All Approve.  
Howell shared 3 budget amendment requests that were received from LSI and TMPH for Coordinated Intake and CCNC. LSI requested to move money from registration and travel into salary, and both Coordinated Intake and CCNC have requested moving money from salary into supplies and consumables. Howell shared that a budget amendment was not requested by ECI and that LSI and TMPH are not in the danger zone. The executive committee is recommending to not approve these budget amendments. Motion by Dahlke to accept the recommendation. Second by Young. All in favor.
- 4) **In Home Provider Safety Grants:** Howell shared that mini grant applications were sent out to QRS rated in-home providers to spend down money allocated for safety, and 6 applications were received. Robinson and Howell questioned Justina Yoder's application as she is currently applying for level 3 but is not currently rated at that level. The application states that applicants must be participating in or have applied to IA QRS for a min level 1 by May 31st. Howell consulted with CCNC Abbie Deirckson, and Deirckson stated that she does not believe Justina will be at a level 3 by the end of month and technically is currently not yet rated. Howell's recommendation is to fund all applications except for the one that is currently not yet rated for a total amount of \$1500.00. Young asked if the applicant that is currently not yet rated can re-apply once they do reach the QRS level rating. Howell stated that a new cycle would need to be opened in order for her to apply. Motion by Wall. Seconded by Dahlke. All in favor.
- 5) **Committee Updates:** Howell shared that the designation committee and planning committee met this month. The planning committee discussed Howell's idea for a resource closet for all providers, as well as the diaper



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bank and wrapping event scheduled for June 2nd from 5PM-7PM. Howell discussed the designation committees homework on needs assessments that vary from the states and prioritizing mental health needs.

- 6) RFP & Budget Update:** Howell shared that there are 2 new programs that applied for funding. Carry forward amounts and a small increase in funding allowed the committee to fund everyone that applied at their asking amount. Howell shared numbers and figures that will be recommended to the board. Kenitzer asked for a motion to entertain the line items as presented with permission to adjust as funding from the state has not yet been provided. Motion by Loconsole. Seconded by Dahlke. All in favor. Howell discussed director hours. The programming committee and executive committee are recommending 35 hours to the board, 5 of which will be dedicated to AIM. Young asked what would happen if AIM adjusted their contract. Howell stated that if they decided not to continue that partnership then the five hours would be taken away. Young asked if that was written into the contract with ECI or if it would need to be adjusted? Kenitzer clarified that ECI's budget would remain unchanged. Motion by Dahlke. Seconded by Wall. All in favor. Motion by Young to approve all line items as presented with permission to adjust. Second by Wall. All in favor

**7) Director Update:**

a) **Preparing contracts**

b) **Planning FY22 budget**

c) **Jenny orientation**

Started May 11th and has been changing files over to FY22 and doing scholarship reviews and monthly claims.

d) **Association PD**

This months PD topic was budgets and allocations

e) **AIM**

Working on childcare advocacy and ideas on a resource closet for in-home providers

**8) Open Forum:** Coordinated Intake presentation given by Kathy McDaniel.

**9) Next Scheduled Meeting:** The next board meeting is on **Tuesday June 15th, 2021**, 12:00 pm -1:00 pm via Zoom.

**10) Adjournment:** Meeting adjourned at 12:54 pm.