



# EARLY CHILDHOOD IOWA MUSCATINE COUNTY

~Promoting quality beginnings

## Executive Committee Meeting Minutes September 14, 2020 11:30-12:00

|   |                                     |  |
|---|-------------------------------------|--|
| <b>Committee Members &amp; Staff:</b><br>P = Present    A = Absent    E=Excused |                                     | <b>Meeting:</b> Executive Committee      |
| <b>Chair:</b> Pr. Aleese Kenitzer E   |                                     | <b>Location:</b><br>Zoom Virtual Meeting |
| <b>Vice Chair:</b> Tasha Wall P   | Director Whitney Howell P           |  |
| <b>Treasurer:</b> Jerri Robison P   |                                     |  |
| <b>Secretary:</b> Scott Dahlke P  |                                     |  |
|   | Minutes completed by Whitney Howell |  |

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

1. **Review of Consent Agenda:** Robison discussed one line item over its 20% allowance. The CCNC, this claim should be split between EC and SR funds. Howell will make sure this gets split in months to come. We also received a claim from WLBHA for the months of March-June. This claim is late and should be paid out of FY20 funds. Howell will have to go back and adjust our year end numbers and carry forward showing payment of this late claim. Discussion was then had on implementing a Correction Plan for the WLBHA Program due to numerous late claims and some questioning on mid year reporting and annual numbers. Motion by Dahlke to approve with action needed on WLBHA. Seconded by Wall.
2. **Raising School Ready Readers:** Howell shared a request from ISU Extension and Outreach for \$300 to put together a program kit that will be used to implement this pre-reading program in Muscatine starting in the spring. Dahlke asked if this was a one time ask or do we think more will come. Robison asked what line funds would come from. Howell said it would come out of the unspecified funds as a mini grant. Robison questioned awarding it as a grant without opening it up for others to apply. Howell shared the financials could be changing as well following a further conversation about partnership with AIM. Robison motioned to table. All in Favor.
3. **Bylaw and Policy and Procedure Review:** Howell shared the Planning Committee met and reviewed both documents. The bylaws we didn't see any needed changes. The policy and procedures documents had some verbiage changes in who carries office keys from admin assistant and director to ECIMC Staff and addition of Directors cell phone number. Motion for recommending to full board for approval from Dahlke Seconded by Robison. All in favor.
4. **Facilitator Partnership with AIM:** Howell shared a proposal from AIM to partner our ECIMC Director position as a Early Childhood and Third Grade Reading Facilitator. Howell shared the MOU template and Facilitator Description. Robison discussed the early literacy portion is 3<sup>rd</sup> grade reading and our board and mission are Early Childhood ages 0-5. Dahlke asked about my hours and will I have enough time to dedicate to this. Being made full time was for the purpose of our re-designation. Howell shared she believed she would because she is already a part of this committee and data team so the hours would just be changing from participation to facilitation. Howell believes it will be a great partnership. Wall asked about longevity of the partnership. This agreement is for a one year trial period. Robison stated as we move forward she doesn't agree with the third grade element of the agreement. Wall also agreed we need to keep within the realm of Early Childhood.
5. In the interest of time, Howell reminded members they need to turn in their conflict of interest forms and will provide her directors update to the full board.
6. **Open Forum:** None



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7. **Next Meeting: October 20th, 2020, at 11:30am** Location TBD
8. Adjournment at 12:03 pm