



EARLY CHILDHOOD IOWA MUSCATINE COUNTY

~Promoting quality beginnings

Executive Committee Meeting Minutes February 15th 2022 11:00-12:00

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

Called to Order: The Executive Committee meeting was called to order by Kenitzer at 11:00 am

1. Review of Consent Agenda:

- a. Review Agenda-
- b. Jan 18th 2021 Meeting Minutes: No minutes for this because of Whitney's evaluation
- c. Financials: Developmental Screening is 38%- they are over because they charge per screening. it is the first claim they have sent in- it is for 1 and 2nd quarter. Preschool scholarship- We have not received a claim from a Child's Place. Whitney stated that we are also working on getting Happy Time caught up. They had not sent in a claim since November.
- d. Motion to approve consent agenda noting that line in financials-by Tony- Seconded by Tasha- Motion carried

2. **Fiscal Agent & EOR for FY23:** Whitney started by saying there has been conversation about this for a couple months. Whitney would like the board to vote on this to get the wheels turning as to what will happen next. She says she believes everyone is on the same page in going with Central Iowa Juvenile Detention Center for Fiscal Agent and Employer of Records. There was conversation on location and space. Whitney said that United Way in Muscatine is relocating their office. Shane from UW has had a conversation with Whitney, if there was a time that she needed to be in Muscatine, she would be able to have space there and also meeting room space for the monthly meetings. Aleese asked if there would be a cost with United Way if they provided space for Whitney. Whitney said that as long as they aren't giving her an actual office, there would not be any cost. Tasha asked if Whitney would need anything for working from home. Whitney stated that the only thing she would need is a new printer to scan in claims. Everyone was in agreement to recommend to the board.

Tasha motioned to recommend to the board that we go with CIJDC for Fiscal Agent- Tony seconded- Motion carried

3. **Mid Year Site Visits:** Whitney says they are in progress. Should be done by the end of this week. Whitney said she would have summaries typed out to look at for next month's meeting.
4. **Contract Renewal Application and Timeline:** Whitney and Aleese said the timeline would need to be approved. Tasha motioned to approve the timeline- seconded by Tony- Motion Carries
5. **Childcare Appreciation Baskets:** Whitney stated that she has been working with AIM on getting these baskets going. She said that we lost a couple at home providers the past couple weeks and that they



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want to put together some baskets as appreciation for childcare providers. Kent and HNI donated some funds for this. Whitney said she had an idea that instead of offering mini grants this year- where they would need to put in paperwork and a list of items they need, and then Whitney would need to order and get those items to them, that they could provide lakeshore gift cards in these baskets. She wants to recommend that the 9 centers and 28 in-home providers get - \$500 gift cards for centers and \$250 gift cards for in-home providers- totalling \$12,000. Tony asked what the funds from HNI and Kent would be used for. Whitney said that each company donated \$200 and that would cover the baskets themselves and other items such as popcorn and notes. Tony also asked if this was how they were going to do this every year or just this year. Whitney said that it wouldn't be like this every year, she just thought with everything going on this year, it would be easier for everyone. Motion to recommend this to the full board by Scott- seconded by Tasha- Motion carried

6. **Designation Meetings, Thursday Feb 17th:** Whitney sent out a link for the meeting as well as a rubric on what is going to be asked. She wants to make sure everyone feels comfortable going into the meeting. Tasha asked what to expect. Whitney explained that the day will start as a one on one with the Designation Committee. They meet with ECIMC partners and board members. Then they meet with Whitney after for a one on one for a summary.
7. **Board Membership:** Mark Odell has agreed to step in- Whitney will be meeting with him next week to do his orientation. A vote will be needed to recommend approval of his board membership as our health representative. Scott motioned to recommend the approval of his membership- Tasha seconded- Motion carries
8. **Open Forum:**
9. **Next scheduled meeting: March 15th th , 2022, 11:30 am at TBD**
10. **Adjournment:** Kenitzer called the meeting adjourned at 11:35 am