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

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| **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 **P** | Staff: Debbie Boos **P** | |  | Minutes completed by Admin Coord | | **Meeting:** Board Meeting  **Location:**  149 Colorado St.  Muscatine, Iowa 52761 |

1. **Meeting called to order:** The meeting was called to order by Chair Kenitzer at 12:01 with introductions.
2. **Approval of Consent Agenda:** No changes were made. Spratt moved to accept the agenda and the minutes from 12/3/2019, second by Wall. Unanimously approved.
3. **Executive Committee Report:**
4. Financials – Current Claims – Expenditure Reports & Bank Statement: There were a few items over 20% this month due to the fact that we had claims for both November and December. It was noted that Wrap Around Cay Care Scholarships Attending Preschool has expended 98% of their funds. Day care Scholarships is now being used for claims. Spratt moved to accept the financials as presented, second by Wall. Unanimously approved.
5. Mini Grant Application Review: Howell presented the updated application form that will be used for this year’s mini grants. Any licensed child care center in Muscatine County meeting the following criteria can apply.

* Applicants must be currently providing child care.
* Child care providers will work with the Child Care or Nurse Consultant to identify appropriate, needed items.
* Applicants must be participating in or have applied to Iowa QRS for a minimum Level 2 by May 31, 2020.
* All applications will be reviewed by a committee and funding decisions made by March 27, 2020.
* ECI Muscatine County will purchase approved items from Kaplan Early Learning Company or Lakeshore Learning Store.
* Maximum of $2,500 per grant applicant.

Dahlke suggested checking on those applicants from last year on their progress working through the QRS levels and using this as one more way to promote QRS and ECIMC. Robison moved to approve the application, second by Dahlke. Unanimously approved.

1. Retirement of Administrative Assistant effective July 1, 2020: Boos has announced retirement plans effective July 1, 2020. Howell expressed her desire to work more hours if possible. Wall moved accept Boos’ announcement, second by Robison. Unanimously approved.
2. **Member Committee Selection**: Planning Committee members are Wall (Chair), Robison, Burns, and Kenitzer. Program Committee members are Dahlke (Chair), Spratt and Fangman.
3. **Director Update**: Howell brought the board up to date on several issues.

* Interest on account – we now receive interest on our bank account. This money can only be used for Administration purposes. Howell has asked the school district for a monthly statement.
* Community Diaper Bank – the United Way is holding a community baby shower in April and our diaper bank will supply the diapers.
* Child Care Fast Track Training – Howell has found teachers that can lead the various classes for this training. There have been some tweaking of the day’s schedule. It will be held the first week of June.
* ICAPP Grant Review – Howell has signed up to review grant applications.
* Mid-year reports due January 31 -- Howell will present these reports to the board when they have all been collected.
* Site Visits Scheduled – All site visits have been scheduled. If any board member wishes to accompany Howell on any of these visits, just contact her.
* Association of ECI Boards – Howell presented an update on the 2020 Legislative Agenda for Association of Early Childhood Iowa Area Boards and Advocates and shared an application for individual or business membership.

1. **Board Members:** Howell received an official resignation letter from Jody Riibe. The board now needs an education representative. Susan Garvin attended our meeting today and was given a board member application.

1. **Program Update from Trinity Muscatine Public Health CCNC**: Abbie Derksen provided an update to the board on this program. She shared that she is initiating a program where she is visiting child care homes to check on any outdated or unsafe equipment that may be used. She will then replace whatever is needed.
2. **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 Melissa Tucker, Barb Peak, Susan Garvin, Holly Barrett, Abbie Derksen.

1. **Next Scheduled Meeting:** The next board meeting is on **Tuesday,** **18, 2020**, 12:00 pm -1:00 pm at 149 Colorado St., Muscatine, IA.
2. **Adjournment:** With no further business and no objections, Robison moved to adjourn at 12:26, second by Fangman. Unanimously approved.