**Tuesday, March 17, 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 (online)** | | **Vice Chair**: Tasha Wall **P** |  | | **Treasurer:** Jerri Robison **P** |  | | **Secretary**: Scott Dahlke **P** |  | | Andrew Fangman **P (online)** | Director: Whitney Howell **P** | | Brad Spratt **A** | Staff: Debbie Boos **P** | |  | Minutes completed by Admin Coord | | **Meeting:** Board Meeting  **Location:**  Muscatine County Extension Office  1601 Plaza Place  Muscatine, Iowa 52761 |

1. **Meeting called to order:** The meeting was called to order by Chair Kenitzer at 12:10 with introductions.
2. **Approval of Consent Agenda:** No changes were made. Robison moved to accept the agenda and the minutes from 2/18/2020, second by Wall. Unanimously approved.
3. **Executive Committee Report:**
4. Financials – Current Claims – Expenditure Reports & Bank Statement: Robison mentioned that we now have interest income which shows up on our claim sheet as a negative under Administration. Daycare Centers’ expenditures for the month were 34% as some centers send in more than one month at a time. Dahlke moved to accept the financials as presented, second by Wall. Unanimously approved.
5. Updated Scholarship Application Form: Howell presented a combined application form for preschool scholarships and transportation requests. We hope to be able to use this one form next year instead of the two forms used presently.
6. Mini-Grant Applications: Howell updated the board on this effort. She has received three applications. However, with the dramatic increase in day care expenditures, the funds that were earmarked for mini-grants will now need to be used for day care until the end of the year. Also, Whitney has been in contact with WAGE$ and they will be sending in an amended budget which will add $5,000 for the day care expenditures. The Executive Committee recommended that the mini-grants be fulfilled in the fall. Fangman moved to accept this recommendation, Robison seconded. Unanimously approved.
7. **Director Update**:
8. Carry Forward Numbers: Howell announced that she had received an email from Shanell Wagler letting us know that we will be allowed 30% carry forward rather than the usual 20%.
9. Diaper Bank: We are now a member of the national alliance which affords us more buying power. We are eligible to make large orders of $4,500. West Liberty Early Learning Center would like to be a distribution site.
10. Childcare Fast Track Training: This is still scheduled for the first week of June.
11. On-Site Visits Update: Howell still has to meet with Public Health. A summary of all on-site visits will be available to the board at the next meeting.
12. **Program Update from LSI PAT**: Cheyenne Driscoll and Melissa Tucker were present to update the board on the Parents as Teachers program. This program aids families in creating and reaching specific goals. Sixty-two percent of their families have three or more risk factors. Most of their referrals come from Coordinated Intake and First Five.
13. **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.

Robison announced that Susan Garvin will not be serving on our board. However, Jody Young has expressed interest and she will be the education representative.

Our guests today included Cheyenne Driscoll, Melissa Tucker, Amy Ryan, and Kinsey Failyer. Also, a family that is participating in the LSI PAT program shared their experiences.

1. **Next Scheduled Meeting:** The next board meeting is on **Tuesday,** **April 21, 2020**, 12:00 pm -1:00 pm at 149 Colorado St., Muscatine, IA.
2. **Adjournment:** Meeting adjourned at 12:28.