



EARLY CHILDHOOD IOWA MUSCATINE COUNTY

~Promoting quality beginnings

Board Minutes

Tuesday, August 18th, 2020, 12:00 pm – 1:00 pm

Board Members & Staff: P = Present A = Absent E = Excused		Meeting: Board Meeting
Chair: Pr. Aleese Kenitzer P	Nick Burns P	Location: Zoom, Virtual Meeting
Vice Chair: Tasha Wall P	Jody Young P	
Treasurer: Jerri Robison P		
Secretary: Scott Dahlke P		
Andrew Fangman A	Director: Whitney Howell P	
Brad Spratt P		
	Minutes completed by Director	

- 1) **Meeting called to order:** The meeting was called to order by Chair Kenitzer at 12:02 with introductions.
- 2) **Approval of Consent Agenda including agenda and minutes:**
Motion by Young Seconded by Wall. Unanimously Approved.
- 3) **Financials – Current Claims – Expenditure Reports & Bank Statements:**
Robison discussed line items over their 20% allowances. Robison also mentioned an EMC insurance difference in amount paid and invoiced amount. Howell will follow up on this to verify correct amount.
Motion by Wall Seconded by Spratt Unanimously approved.
- 4) **Executive Committee Report:**
 - a) **FY20 Annual Report, Community Plan Updates & Financial Statements:** Howell shared the Iowa Grants Annual Report that is ready to submit. Howell receives all provider annual reports, then inputs all data into Iowa Grants, creates a narrative form in the community plan and submits all data to the state. Howell walked through the Iowa Grants form, then shared the Community Plan update with program highlights showcasing our priorities. Howell also shared she met with Tom Anderson with the School District and went over our year end numbers. Howell shared that some claims were paid out of the wrong accounts so we sat down and did a month by month reconciliation. Howell not has the Districts signatures on our year end statements. Howell and **Anderson** have put some new practices in place to make this year go a bit more smoothly. Motion by Robison Seconded by Dahlke to submit all year end reports. Unanimously approved.
 - b) **Performance Measures and Trends Review:** Howell shared this is the year end data from all our programs compared in a year to year comparison. This data will be used as we prepare our community needs assessment, and determine future funding. We knew because of COVID these numbers would be lower than goals set. Most year end numbers were close to their mid year. No data seemed detrimental to a program but we knew impact would be less this year.
 - c) **Provider Annual Reports:** Howell shared the providers annual reports with the board. Howell encouraged all members to look through and read the success stories and highlights. Kenitzer also encouraged members to read through in order to be up to speed on our programs.
 - d) **Conflict of interest forms:** Kenitzer shared that the conflict of interest forms need to be returned asap. This is an annual requirement.
- 5) **Director Update:**
Young asked how often Howell was in the office now that school is back in session. Howell shared that all her meetings are still virtual but she is coming into the office currently on Thursdays and as needed. Howell also shared she was invited to participate in a Town Hall meeting with Senator Grassley today. She asked if there was any topic or question the board would like discussed. Otherwise Howell will discuss childcare.



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- a. Diaper Bank – Things are status quo at the moment. Howell is pulling numbers to put together their bulk order. Howell also found a distributor to order plastic bags from.
- b. AIM Data Team meeting - Howell shared how she has been partnering with AIM and their data collection team. This past week Howell helped lead a Early Childhood Committee. Howell will invite Kim Warren to give an update to the board in the near future.

*Young asked about the ECIMC Shirt order update. Shirts will be printed following the close of the store. When purchasing you can have them shipped or you or can pick up at Phelps.

* Robison asked about the amount of time Howell is in the office. With school being open what is happening currently. Howell shared there is very little to no foot traffic to her office. School is open but even parents are limited to enter the school. If someone wants to meet it is by appointment. Scholarships are being turned in mostly from providers through email some through the mail. Howell shared if the board would like her in the office more than one day a week please let me know. Young asked about signage with office hours. Howell shared because school just opened back up the hours were currently not posted because in the summer it is by appointment. Howell will post her office hours and phone number on the door for anyone who is looking for a way to find her. Kenitzer agreed that posting hours would be good but understands that there is very little foot traffic and having Howell come to the office isn't always necessary as the work can be done virtually.

**Following the meeting Howell did post office hours of Tuesdays and Thursdays on the door as well as her contact information. There is also a basket beside the door for form collection as well as individuals to grab scholarship applications.

- 6) 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.
- 7) Next Scheduled Meeting: The next board meeting is on **Monday, September 14th, 2020**, 12:00 pm -1:00 pm at TBD
- 8) Adjournment: Meeting adjourned at 12:28 pm.