



EARLY CHILDHOOD IOWA MUSCATINE COUNTY

~Promoting quality beginnings

Executive Committee Meeting Minutes Aug 17th, 2021 11:00-12:00

Committee Members & Staff: P = Present A = Absent E=Excused		Meeting: Executive Committee
Chair: Pr. Aleese Kenitzer P		Location: Zoom Virtual Meeting
Vice Chair: Tasha Wall E	Director Whitney Howell P	
Treasurer: Jerri Robison P		
Secretary: Scott Dahlke A		
	Minutes completed by Jenny Landa	

Called to Order: The Executive Committee meeting was called to order by Chair Kenitzer at 11:05 am

- 1. Review of Consent Agenda:** Robinson had a few notes on some financials over the 20% mark that needed to be voted on. Howell stated that her stipend from AIM only has 4 months left in that contract so it shows it at 25%. The public engagement and marketing is also over because of association dues. Motion by Kenitzer to approve consent agenda including financials over 20%. Seconded by Robinson. All Approve.
- 2. FY22 Annual report & financial statements:** Howell stated that everyone should have received an attachment from IA grants with all the information that has been inputted. Howell is waiting on the district for signatures on the financial statements before submitting, but aside from that, everything else is complete. Howell stated that she does need board approval before submitting the full FY21 report. Motion by Kenitzer to recommend for approval the FY21 annual report and attached docs. Seconded by Robinson. All approve.
- 3. Performance measures & trends review:** Howell stated that she took all the provider annual reports and information, and it has been put in the community plan. Howell stated that Covid has affected some programs more than others. Number of visits for CCNC was still at 48. Coordinated intake has had a steady decline in the number of people served. BELH had an increase of people served. LSI's number of virtual visits was almost the same as in person visits in comparison to previous years. Imagination Library had an increase of children served with the same amount of funding that was budgeted for their program.
- 4. Administrative assistant opening:** Jenny Landa has accepted a full time position as the bilingual district liaison for the West Liberty early learning center. Howell stated that the ad for the open position has been updated as far as job description goes. The term of the contract has also been updated to go through the rest of the fiscal year and a possible Oct 1st start date. Motion by Kenitzer to approve recommendation. Seconded by Robinson. All approve. Robinson stated that something else to consider in the future is if MCSD should still be a fiscal agent beyond this fiscal year. Robinson also shared concerns over the ability to hold open meetings due to needing special permission for visitors in the Muskie Early Learning Center building due to covid restrictions at the moment. There is also question as to whether ECIMC should be housed at the Muskie Early Learning Center due to foot traffic, accessibility, and connecting to community partnerships. Kenitzer questioned how soon this needs to be looked into and worked on. Howell stated that the work can begin now as far as looking at new possibilities and that there should be a new drafted contract by Spring in order to be ready for the next fiscal year. Howell stated that other ECI areas have partnered with juvenile detention agencies to use them as their fiscal agents. Howell will be looking into this as a possibility along with other options. Howell requested approval for advertising money



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for the admin position. Robinson recommended \$100 towards advertising to be on the safe side. Motion approved by Kenitzer. Seconded by Robinson. All approve

5. **Provider annual reports:** Howell stated that everyone should have gotten access to the shared folder with individual provider annual reports. The only difference is that there is a narrative attached to each report with success stories and possible barriers.
6. **Conflict of interest forms:** Howell stated that she needs new conflict of interest forms and will bring it up at the board meeting.
7. **Open Forum:** Kenitzer brought up the question of how often the executive board should meet, as much of what is discussed overlaps with the board meeting. Kenitzer proposed combining and sharing informational points at the full board meeting and switching the executive meetings on an as needed basis for discussions that need votes and recommendations. Howell stated that she will double check bylaws before moving forward with possible changes to the frequency of executive meetings.
8. **Directors Update:** Howell stated that she will share the directors update with the full board
9. **Open Forum:**
10. **Next Meeting: Tuesday September 21st** Location: Zoom/ Muskie Early Learning Center
11. Adjournment at 11:36 am