



EARLY CHILDHOOD IOWA MUSCATINE COUNTY

~Promoting quality beginnings

Executive Committee Meeting Minutes November 17th, 2020 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 P	Director Whitney Howell P	
Treasurer: Jerri Robison P		
Secretary: Scott Dahlke P		
	Minutes completed by Whitney Howell	

Called to Order: The Executive Committee meeting was called to order by Chair Kenitzer at 11:03 am

- Review of Consent Agenda:** Robison discussed the financials for the month. Multiple claims were turned in late this month due to staff sicknesses. Robison would like to follow up on CCNC with Howell. Transportation is over to 20% due to covering the whole months claim. Howell asked that instead of using all Muscatine Charities funds and then ECIMC we use some of ours and split it up. Robison also brought a new table to everyones attention. At the bottom of the claims sheet there is now a section titled non state funds. Robison asked for explanation. Howell shared that the stipends coming in from AIM need to be kept separate from the state funds. Howell also shared where the totals were changed under directors salary to show where those stipends are being offset. Kenitzer asked in the future for some notes to accompany those changes for the treasurer as well as make sure any questions are articulated to the director before the meetings if possible. Motion to approve pending follow up of CCNC. Motion by Wall to approve. Seconded by Dahlke.
- Family Support Update:** Howell shared with the committee that the state office has approved some Family Support guidance. In their guidance they are asking that all local boards adopt an in person visitation policy. Howell shared and reviewed a draft of a policy that she would like the board to consider. In the policy it states all necessary guidelines from the state office. Dahlke asked that signature lines be added to the end of the document as well as adding a responsibility statement. Wall asked about the expiration of this agreement. Howell shared this is specific to a public health emergency. It will remain in effect until further notice. Robison asked that this document be approved following those additions via an email vote. Final draft was emailed and voted to approve on 11/17/20.
- Board Assessment and Community Survey Results:** Howell shared this years evaluation. We did not have as many responses as last year but did get a lot of written comments. Majority of responses was average to very good. Howell went over the responses on what we should focus our energy on in the next year. Director evaluation, this is happening in the next month. Director development, Howell shared she has been utilizing the Strive Together Professional Development opportunities. COVID recovery. Preschool scholarships, Howell shared we still have funds available. Childcare and kindergarten readiness, we do have scholarships but there is a wait list. Our partnership with AIM targets this topic as well. Transportation outside of Muscatine, Howell is interested to look into this and add this to our needs assessment. Early Literacy, we did partner with imagination Library this last year. Conversations about LENA partnership in the future. Howell shared this is great information as we plan for our needs assessment. Kenitzer also shared this is good information for the Directors evaluation.
- Association FY20 Annual Report & Legislative Priorities:** Howell shared the annual report with the committee and reviewed. Howell also shared the Legislative priorities for the upcoming year. Support ECI, Solutions to Childcare & adding ECI into the Children's Behavioral Health System.



EARLY CHILDHOOD IOWA MUSCATINE COUNTY

~Promoting quality beginnings

5. **Board Membership:** Howell

6. **Directors Update:**

a. **AIM –**

Team Meetings

Family Effectiveness Meeting – working discussions on next steps to reach our smart targets and goals. First steps compiling list of curriculum programs. Then survey them for a baseline.

Prenatal to Age 5 Webinar Monthly Professional Development

One on one planning with Kim Warren

b. **Funders Network –**

Continued collaboration on January roll-out of new organization screening and application

c. **Regional Directors Meeting –**

Great discussion on areas struggles and family support updates

d. **ECI Area Directors Meeting –**

Family Support Updates

e. **Sesame Street in Communities Launch –**

<https://sesamestreetincommunities.org/>

f. **Muscatine Health Association Meeting –**

Update from Public Health

<https://idph.iowa.gov/Portals/1/userfiles/91/CHNA%26HIP/2016%20CHNA%26HIPs/Muscatine%20County%20CHNA%202-22-16.pdf>

g. **Annual Meeting of the Association on ECI Area Boards -**

h. **Monthly Diaper Bank Orders –** Kenitzer and Howell pulled orders and wrapped enough for this month. Howell also shared the need for size 6 and 7. There is a company willing to sell at the discount if we purchase a whole truckload. Howell is in conversations with neighboring banks to split a truckload in order to make it feasible.

i. **Virtual -** Howell also discussed Muscatine School District begins 100% virtual this week and would request that office hours be made virtual during this time as well. Kenitzer asked that we make that decision today. Wall asked if the building will be open during this time. Howell shared that we will still have access to the building and office during this time. Robison asked how virtual is effecting current work and meetings. Howell shared that work for her hasn't changed from March. All of our meetings are still virtual and providers have made an easy switch to scan and email vs snail mail. All but one provider who still needs to mail. Wall motioned to approve making office hours virtual as long as and in line with the MELC.

7. **Open Forum:** None

8. **Next Meeting: December 15th, 2020, at 11:00am** (Annual Director Review) Location: Zoom

9. Adjournment at 12:00 pm