**Tuesday, February 18, 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 **A** | 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 12:03 with introductions.
2. **Approval of Consent Agenda:** No changes were made. Robison moved to accept the agenda and the minutes from 1/21/2020, second by Fangman. Unanimously approved.
3. **Executive Committee Report:**
4. Financials – Current Claims – Expenditure Reports & Bank Statement: Robison mentioned that timeliness is a concern as there were some items over 20% this month due to the fact that we had child care claims for more than one month. Fangman moved to accept the financials as presented, second by Wall. Unanimously approved.
5. Mid-Year Reports: Howell mentioned that some of our providers have already reached their goals for this year. She is planning on discussing their carry forward with them on her site visits. Robison moved to approve the mid-year reports, second by Dahlke. Unanimously approved.
6. Mini-Grant Applications: Howell updated the board on this effort. She has received three applications so far and is expecting at least one more.
7. Approval of FY21 RFP and Timeline: The RFP will be on line this year. This new form has the benefit of some features such as needing to fill out previous pages before moving on to the next pages and keeping a word count. The link will go live February 25. The bidders’ meeting will be held March 10. All RFPs need to be completed by April 14 and the board will determine the awards at the board meeting on May 19. The Program Committee approved the addition of a question regarding past performance. Fangman approved the RFP form and the timeline, second by Robison. Unanimously approved.
8. **Director Update**:

* School Ready has expended 48% of this year’s funds while Early Childhood has expended 74%.
* Any shortfall in transportation funding will be coming out of Early Childhood funds. We should get our first invoice in April.
* Howell would also like to pay for some professional development training in *Raising School Ready Readers* through the extension office in June for parents from Muscatine County that would like to attend.
* Howell announced that we received a grant of $1000 from our insurance company that we can put toward anything safety-related. She thought that this could be used for some of the trainers for the Childcare Fast Track Training, such as the CPR trainer.
* Diaper Bank received more orders this month so we are on track. Howell has sent in our national membership application.
* AIM has realigned their early childhood goals with those of ECIMC. They are focused on whether businesses are interested in opening new child care centers for their employees or paying for slots in current centers. They have invited Bright Horizons to explain their business plan.
* Howell will be reaching out to Coordinated Intake as Muscatine no longer delivers babies.

1. **Board Members:** Susan Garvin has applied for board membership and Howell has gone through orientation with her. She is a retired teacher and will be our education representative. Robison moved to accept Susan Garvin as a board member, second by Dahlke. Unanimously approved.

1. **Program Update from West Liberty Bilingual Health Associate**: Missy Johnson provided an update to the board on the bilingual health associate program. She stressed that the demographics include a majority of low socio-economic families/children whose first language is not English. Children are screened for vision, dental, hearing, height and weight. The health associate makes note of any child screened with a discrepancy and helps the family navigate the system in making an appointment with the appropriate agency. Many problem areas can be corrected at this early age to ensure that each child can become successful and live up to their full potential.
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.

Kenitzer reminded the board about the fund raising efforts being made for the Diaper Bank including a community baby shower in April. All donations of diapers are welcome; however, cash donations go farther as diapers can be purchased at a discount because we are part of the national diaper bank association.

Our guests today included Cheyenne Driscoll and Missy Johnson.

1. **Next Scheduled Meeting:** The next board meeting is on **Tuesday,** **March 17, 2020**, 12:00 pm -1:00 pm at 149 Colorado St., Muscatine, IA.
2. **Adjournment:** Meeting adjourned at 12:44.