



EARLY CHILDHOOD IOWA MUSCATINE COUNTY

~Promoting quality beginnings

Board Minutes

Tuesday, July 20th, 2021, 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 A	Location: Zoom, Virtual Meeting
Vice Chair: Tasha Wall P	Jody Young P	
Treasurer: Jerri Robison E		
Secretary: Scott Dahlke P		
	Director: Whitney Howell P	
	Minutes completed by Jenny Landa	

- 1) **Meeting called to order:** The meeting was called to order by Chair Kenitzer at 12:04 with introductions.
- 2) **Approval of Consent Agenda including agenda and minutes:**
Motion by Young Seconded by Dahlke. Unanimously Approved.
- 3) **Financials – Current Claims – Expenditure Reports & Bank Statements:**
The last of year end claims for fiscal year 21 have come through. Howell stated that she was able to get the last 3 months worth of claims from Happy Time and they are now up to date. Robinson had questions about the recent LSI claim. Howell will be following up with Kathryn from LSI on that claim. Executive committee did not meet, quorum was not met. Howell asked for approval on the financials, pending Robinson's signature and follow up on LSI's claim with Kathryn. Motion by Wall. Seconded by Dahlke. Unanimously approved.
- 4) **Executive Committee Report:**
 - a) **Final FY21 Carryforward –** Howell shared that she is still waiting on the school district's year end balance sheet that was requested on July 6th. Howell shared that she still has not received it, but that her records show that the year end carry forward for school ready funds will be at \$55,000 and early childhood at \$15,000. Howell shared that as long as the records match with the school district's, the expected carry forward amount will be right at 20%, which is the maximum allowable carry forward. Howell shared that as soon as she receives the balance sheets from the district she will work on the year end statements, which have to be signed by the district and then submitted to Iowa grants. Should anything change, Howell will inform the board.
 - b) **Conflict of interest forms-** Howell shared that conflict of interest forms were attached to the meeting docs. This is something that every board member is asked to fill out annually for ECI's records. They need to be filled out, signed and returned to Howell.
- 5) **Director Update:**
 - a. **PD -Strategic Storytelling-** Howell shared that she attended a Strive Together class on strategic storytelling. The takeaway from this class was learning how to tell a story and learning to build on it when presenting or in conversations with funders.
 - b. **IWF Childcare Solutions Update-** Dawn with IWF held a meeting in order to figure out next steps. Howell shared that a couple years ago IWF came together and discussed child care needs and growing issues,



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and broke out into groups to work on next steps which were halted. Howell shared that the recommendation was to bring the groups back together in order to update those needs and continue with next steps. However, it is unsure when exactly the meetings will start back up due to government recommendations and covid-19 guidelines.

- c. State Contract & Budget- Howell shared that the state contract was received and signed.
 - d. Annual Block Party Planning- Howell shared that the annual block party will be on Sept 10th. There will be a meeting to plan the event. ECI has sponsored a bounce house for the event in the past. Howell shared that she also sets up a table and craft and asked if this is something we'd be interested in doing again. Young stated that a concern is covid and keeping the bounce house sanitized. Kenitzer asked if we would be liable. Howell shared that liability lies in many areas, including the company renting out the bounce house, if they choose to. Young stated that she is not comfortable with participating. Howell will be exploring other activities that we can sponsor.
- 6) **Open Forum**: Kenitzer shared that she's been working with other leaders in the community about funds that were given to different counties through the American Rescue plan. There has been advocacy work to see if some of those funds can go to excluded workers/ essential workers that did not receive any of these funds (primarily undocumented workers). In order to gather more information, Kenitzer shared that a survey has been put together to understand and look into those that did not receive those funds. Kenitzer's ask is to reach out to her to get the survey out into people's hands.
- 7) **Next Scheduled Meeting**: The next board meeting is on **Tuesday, August 17th, 2021**, 12:00 pm -1:00 pm at TBD
- 8) **Adjournment**: Meeting adjourned at 12:52 pm.