



# EARLY CHILDHOOD IOWA MUSCATINE COUNTY

~Promoting quality beginnings

## Executive Committee Meeting Minutes November 15th, 2022 10:45-12:00

<b>Committee Members &amp; Staff:</b> P = Present    A = Absent    E=Excused		<b>Meeting:</b> Executive Committee
<b>Chair:</b> Scott Dahlke P		<b>Location:</b> Zoom Virtual Meeting
<b>Vice Chair:</b> PR Aleese Kenitzer P	Director Whitney Howell P	
<b>Treasurer:</b> Tasha Wall P		
<b>Secretary:</b> Tony Loconsole P		
	Minutes completed by Whitney Howell	

**Called to Order:** The Executive Committee meeting was called to order by Dahlke at 10:48 am

### 1. Review of Consent Agenda:

- a. Review Agenda-
- b. Oct 11th, 2022 Meeting Minutes:
- c. Financials: Tasha stated the Non Emergency transport claim is over 20% so needs mentioning. This is due to ECIMC spending our allocation before Muscatine Charities funds to help with potential carry forward. Otherwise everything is in order.
- d. Motion to approve consent agenda and financials No opposition. Motion carries.

### 2. Directors Update & Resignation:

- a. Howell officially submitted her resignation to the executive committee. She has accepted another position in Louisa County as the County Director for ISUEO. Her last official day with ECIMC and AIM will be December 16th. No Opposition. Accepted Regretfully
  - i. Dahlke shared that he had started conversations with the Community Foundation and The United Way for a possible management agreement. Community Foundation and United Way both decided it didn't make sense for them to hire for the position.
  - ii. Howell recommended to the board that they hire a full-time ECIMC Director. In the job description combine the ECIMC duties and AIM duties. This new position could then be housed at the United Way.
  - iii. Tony Reed with CIJDC spoke to the hiring process with CIJDC. They will provide interim coverage 3-4 hrs a week, advertise the position, set up a hiring committee of board members, and some onboarding. Needs include hiring committee members, salary range and description in order to get the position posted.
  - iv. Hiring Committee members include Dahlke, Reed, Howell, and Kim Warren. Howell recommended a full time position with a 50-57 starting salary range. Motion by Loconsole, seconded by Wall to recommend to full board.
  - v. Howell will work on a job description with Kim Warren and get it to Reed.
  - vi. Howell also agreed to help on an hourly basis when needed to get the new director off to a great start.
- b. Howell also shared that she attended the Fall CPPC convening.
- c. Diaper Bank is officially moving Dec 2nd to the Community Foundation Building.
- d. EC-PBIS presentation is tonight. They have requested to make one presentation to the group of all boards included in the contract.
- e. AIM, IWF and League of Women's Voters are holding a Legislative forum on Dec 1st at 10:00am.



# EARLY CHILDHOOD IOWA MUSCATINE COUNTY

~Promoting quality beginnings

---

**3. Director Evaluation Summary:**

- a. Dahlke shared the results from the directors evaluation survey. Dahlke averaged all the scores and Howell scored a 4.8 out of 5. Well organized, professional, and pushed the agenda forward. No questions.

**4. Open Forum:** None

**5. Next scheduled meeting:** December 13th , 2022, 11:30 am at TBD

**6. Adjournment:** Meeting adjourned at 11:22am