



EARLY CHILDHOOD IOWA MUSCATINE COUNTY

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Executive Committee Meeting Minutes June 15th, 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 P	Director Whitney Howell P	
Treasurer: Jerri Robison P		
Secretary: Scott Dahlke P		
	Minutes completed by Jennifer Landa	

Called to Order: The Executive Committee meeting was called to order by Chair Kenitzer at 11:04 am

- 1. Review of Consent Agenda:** Robinson stated that ISU BEL was at 23% indicating that they had 2 months worth of claims and that's why they are over 20%. In addition, A Child's Place also turned in 2 months worth of claims (April & May) although it did not put them over. We have not received claims from Happy Time for the last two months. Robinson stated that Howell has tried to follow up with Happy Time. Robison stated that one person has been removed from the scholarship due to attendance and no contact and there are a few on the watch list. Howell reiterated that she has tried making contact with Holly at Happy Time to remind her that we need April and May claims, but has not received a response. Kenitzer asked how far we can back date claims before we don't pay them. Howell stated that we can back-date 30 days if a kid is approved for a scholarship at a later date, but it doesn't really apply to claims submitted after the due date. Robinson suggested addressing this in the future as it does become an issue when claims are submitted late. Kenitzer asked if this is something that should be reviewed in the fall when updating policies and all agreed. Motion by Wall to approve all claims including financials over 20%. Seconded by Dahlke. All Approve.
- 2. Directors Professional Development Plan Update:** Howell shared that she has updated her professional development plan for the upcoming year and has attached it for the committee to look at. Howell discussed focusing on building relationships, partnerships, and collaborations; as well as utilizing data to move forward on new projects. Howell shared that there is an opportunity to attend Strive Together Convening, an organization that AIM works with. Depending on the budget; she would like to attend as there are plans for a 3-day in person conference. Robinson asked where the conference will be held, Howell stated that it will be in TX. Howell stated that in person conferences provide greater opportunities for networking. Robinson asked if Howell knew what the cost of attending is, and Howell stated that she does not know yet. Howell also stated that she isn't sure if ECI would have to put any money towards this because Strive Together works with AIM, and learned about it because Kim Warren had brought up the conference to those interested in possibly attending. Robinson asked when Howell would have more information about the fee structure, and Howell stated that she will bring it up again once she learns more.
- 3. Committee Updates:** Howell stated that the designation committee met and that they are at the last gathering to go over all data collected before she starts putting the big report together. New goals and strategies were added. Parenting easier and learning happening priorities have stayed the same. Howell shared that next steps are to take the data and input from the committee and put a report together. Howell has set a deadline for the first draft to be completed by July so that it can be reviewed and revised as needed by the designation committee. The report will then go to the full board for review in Sept and will be submitted in Oct. Kenitzer stated that some of the work the designation team did was a reflection of



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what was found in the community survey and will serve as a guiding doc for goals and future projects. Howell asked if there was any other input. Robinson stated that there were just a few things that needed cleaned up to ensure that priorities are in line with where they should be.

4. **RFP & Budget Update:** Howell shared the budget that will be submitted to the state, and stated that the carry forward is an estimate. It is never exact because the budget is due before the end of year. Motion by Robinson to submit the budget. Second by Dahlke. All approved. Howell stated that the state contract will be sent directly to the board chairs this year. Kenitzer is to electronically sign the state contract when she receives it. Howell asked for approval to have Kenitzer sign it. Motion by Robinson, so long as it is reviewed prior to signing. Second by Wall. All approved.
5. **Directors Update:** Howell had her first in person director's meeting on Friday June 11th. Howell and Jenny have been putting together a list of items and ideas for the resource closet. Howell discussed the change in open meeting law and that there is a designated space for those that wish to attend meetings in person. Howell expressed wanting to offer both in person and virtual so people have the option to attend one way or the other. Howell stated that a pro is that we have not struggled to meet quorum due to the ease and flexibility of attending virtually. Howell suggested purchasing the meeting owl to help improve hosting meetings virtually. The meeting owl is voice activated and rotates 360 degrees so the camera focuses on any person speaking, while also maintaining a view of everyone in the room. Howell stated that there are 2 different owls that can be purchased and explained that the major difference between the two is the quality of the speaker, making one \$899 and the other \$999. She also explained that we have room in the budget under board expenses to purchase the meeting owl due to not utilizing travel funds. Kenitzer suggested that if we have the money to go ahead and purchase it, and make the recommendation to the board. Robinson suggested that we go ahead and spend the additional \$200 on the meeting owl with the better speaker and purchase the one priced at \$999. Motion by Robinson to recommend purchase of the owl to the board. Seconded by Wall. All Approve. Howell also brought up the need for a new laptop. Robinson asked Howell to share how much is available to spend on the meeting owl and a new laptop. Howell stated that there is a little over \$2000 available to spend on these items, as well as other items such as earbuds, Microsoft for the new laptop, and a computer stand. Robinson asked for the total amount of the list of things needed and Howell stated it would be a little over \$800 for these items, not including the meeting owl. Robinson stated that we are down to the end of fiscal year and since we have the funds available, to also make a recommendation to the board the purchasing of all these items. Seconded by Wall. All approve.
 - a) **Site Visit Summary**
 - b) **Scholarship Applications**
 - c) **FY22 RFP**
 - d) **Association PD**
 - e) **AIM**
6. **Open Forum:** Presentation by LSI
7. **Next Meeting: Tuesday July 20th** Location: Zoom/ Muskie Early Learning Center
8. Adjournment at 11:35 am