



EARLY CHILDHOOD IOWA MUSCATINE COUNTY

~Promoting quality beginnings

Board Minutes

January 19th, 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 P	Location: Zoom, Virtual Meeting
Vice Chair: Tasha Wall P	Jody Young P	
Treasurer: Jerri Robison P	Tony Loconsole P	
Secretary: Scott Dahlke P		
	Director: Whitney Howell P	
	Minutes completed by Director	

- 1) **Meeting called to order:** The meeting was called to order by Chair Kenitzer at 12:02 pm with introductions.
- 2) **Approval of Consent Agenda including agenda and minutes:**
Motion by Loconsole to approve. Seconded by Young. All in Favor
- 3) **Financials – Current Claims – Expenditure Reports & Bank Statements:**
Robison shared financials are in order with one follow up question to LSI. Howell also shared that we received a mid year expenditure report from the School District. There again were some checks coded to the wrong line items. Howell sent back notes for corrections. Howell has now added account codes to the cover sheets in hopes that those errors will not continue to happen. Motion by Young. Seconded by Wall. All in Favor.
- 4) **Committee Reports:**
 - a) Designation – Young gave a brief recap of the meeting. We discussed some trend data and timelines for completion. The group will work on some survey questions and next month we will work on compiling those questions.
 - b) Planning – Howell shared that most of the meeting was old business to bring new members up to date. We also discussed the Diaper Bank annual report. Next month they will review Mid Year reports. Howell also shared that there was an article in the Journal about the Diaper bank and will be another with Discover Muscatine later in the month.
- 5) **Preschool Mini Grant –** Howell shared we had budgeted this year for a potential mid year cut that we now don't foresee happening. That being said we have some funds to spend. Howell is recommending that we open up a Preschool Mini grant to spend those funds. Howell shared the application with the group and discussed what lines the funds could come out of. Applications will be due back March 1st with decisions made at our March meeting. Motion by Robison. Seconded by Burns. All in favor.
- 6) **Intern Position:** Following our last meeting Howell did some research on an intern. Some other ECI areas have had interns and Howell got some guidance on funds from them. Howell shared how an intern could be paid and shared an Intern Ad that she had put together. Some edits recommended from the Executive Committee are a date change to end contract in June, add accounting duties and that it be a paid position. Young asked about advertising with a Temp agency. Howell shared the Position will be advertised with MCC to start as well as Facebook. Loconsole agreed to go with a low cost track before going with an agency. Motion by Loconsole. Second by Robison. All in Favor to advertise the position.



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- 7) **Preschool Scholarship Reimbursement:** Howell is recommending we increase our reimbursement to \$90 a month per child. This will help us spend down funds as well. This won't empty that line item but will help families and help spend down our funds. Motion by Dahlke. Seconded by Young to approve. All in favor.
- 8) **Director Update:**
- a) **AIM –**
 - Team Meetings
 - Curriculum Survey is live
 - Family Effectiveness Meeting – Iowa Women's Foundation is giving a presentation this afternoon
 - Meeting with CCRR to schedule Childcare Ready
 - b) **Unite Us account is live**
 - c) **Special Needs Childcare Barriers** – community group has met multiple times to help these families. Short term fix is in place and we continue to work on a long term solution. Discussions with Childcare Centers to open special needs slots. Similar to a respite service.
 - d) **Professional Development** – Child Development through an infant mental health lens. Association PD is now a monthly offering as a benefit to members. This month we went over annual calendars.
 - e) **Iowa Women's Foundation annual recap** – Kim Warren and Howell attended and gave an update on Muscatine and our work on childcare.
- 9) **Presentation:** Imagination Library – Shane Orr
- 10) **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.
- 11) **Next Scheduled Meeting:** The next board meeting is on **Tuesday February 16th, 2021**, 12:00 pm -1:00 pm via Zoom.
- 12) **Adjournment:** Meeting adjourned at 12:52 pm.