



# EARLY CHILDHOOD IOWA MUSCATINE COUNTY

~Promoting quality beginnings

## Executive Committee Meeting Minutes April 20th, 2021 11:00-12:00

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

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

- 1. Review of Consent Agenda:** Robison discussed claims sharing the LSI is now caught up as they have been behind. Robison also shared lines over the 20% mark, mini grants, and car seats. Robison also shared that Howell will be following up on some kiddos who preschool attendance is below the 85% mark. Motion by Wall to approve all claims. Seconded by Kenitzer. All Approve.
- 2. Partnership vs Intern:** Howell shared we have interviewed two individuals and one of them is a very good pick should we go with an intern vs a partnership with another organization. Howell then shared the proposals from Vision 2020 and the Muscatine Community School District. Vision 2020's offer was an hourly rate of 17.50 for the amount of time it would take for assigned tasks. Howell also shared that they could be our fiscal agent in the future should we change following our contract ending with the district next year. The District proposal was for \$5,400 a year to take over administrative duties. Robison asked about what we are currently paying for fiscal duties. Our contract with the school we are not paying anything. In discussions with the district should they not be our fiscal agent they would likely apply for our funds again. Robison shared she prefers to go with an intern at this time. She could fill in for the remainder of our contract with the district and then we look into a new fiscal agent. An intern would also give us more availability for other tasks not just the accounting and financials of the other proposals. Dahlke shared he would refrain from too much opinion and abstain from voting due to a conflict of interest with Vision 2020. He also shared he agreed with Robison and her plan for a year of an intern. Wall discussed the offer with Vision 2020 still standing in a years time should we decide to go with them in the future. Howell shared that yes they would be interested in a years time should we decide to wait. Robison asked about office space should we switch fiscal agents. Howell shared that if the district was not our fiscal agent they would most likely charge us rent of some kind. Dahlke asked about the directors IPERS contributions should we move away from the district as an employer of record. Howell shared that IPERS go along with the position not with the employer of record. Wall echoed Robisons idea in going with an intern for a year as we start further conversations about fiscal agents in the future. Howell asked the committee to consider offering her more than just two months as originally discussed. Committee then discussed hours and timeline moving forward. Howell also shared that she's not concerned about how to pay for an intern as we have carry forward and possibly a budget increase for FY22. Motion by Robison to hire an intern May through December, minimum wage, 8 hours a week. Dahlke abstain. Seconded by Wall. All in favor.
- 3. In home provider Safety Grants:** Howell shared that we have funds I our safety line item that we had planned to use for incentives for Child Care Ready. We don't need to sue those funds any longer and we should offer them out to providers in another way. Howell also received a special request from an in home provider that sparked further conversations about offering monies to in-home providers. Howell recommends offering up Safety Mini Grants to QRS rated in-home providers. There are 8 in Muscatine County who would qualify. Howell also shared she applied for this safety grant again this year and is



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waiting to hear back on if we will be awarded. With current funds Howell recommended \$200 per provider. Motion by Dahlke Seconded by Wall All in favor.

4. **Committee Updates:** Howell shared that the designation committee met this month and dug into the data from our community needs survey. Howell then sent the committee home with some homework comparing our results to the states needs assessment to see where we are in line and address where our priorities line up. We will meet next month and discuss this further as we select our priorities moving forward.
5. **RFP & Budget Update:** Howell shared that our FY22 RFP has closed and we received 8 applications. 2 of those are new programs One from LENA and another from TMPH for early developmental screenings. Howell also shared that there is a potential increase coming in EC and SR. The programming committee will be working on these in the weeks to come.
6. **Directors Update:**
  - a) **Site Visit Summary**  
Attachment was sent
  - b) **Scholarship Applications**  
Forms have been updated and sent out to current applicants for renewal and to providers
  - c) **FY22 RFP**  
RFP has closed. We received 8 applications, 2 of those new programs.
  - d) **Association PD**  
This months PD topic was contracts  
Another PD opportunity on Running Effective meetings next week
  - e) **AIM**  
Participated in IWF updates  
Hosted a Muscatine County Provider Roundtable  
Working on childcare advocacy and ideas on a resource closet for in-home providers
7. **Open Forum:** None
8. **Next Meeting:** May 18th, 2021, at 11:00am Location: Zoom
9. Adjournment at 11:47 am