



EARLY CHILDHOOD IOWA MUSCATINE COUNTY

~Promoting quality beginnings

Board Minutes

April 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 P	
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 12:05 pm with introductions.
- 2) **Approval of Consent Agenda including agenda and minutes:**
Motion by Dahlke to approve. Seconded by Robison. All in Favor
- 3) **Financials – Current Claims – Expenditure Reports & Bank Statements:**
Robison shared the mini grants and car seats line items were above the 20% mark and the executive committee recommends to pay all claims as presented. Motion to approve by Young. Seconded by Burns. All in Favor.
- 4) **Partnership vs Intern Update:** Howell shared that the intern search took longer than anticipated but we have interviewed two individuals as well as received two proposals from partner organizations. The executive committee is recommending making an offer to Jennifer Landa to fill our intern position through the end of December at 8 hours a week minimum wage. This fall we can then revisit the idea of extending her contract. Our executive committee conversation was influenced by the fact our contract with the school district has one more year. We can look into other community partnerships following this year and the end of our current contract. Robison shared that with this intern we would be getting someone in the office to work on other tasks as well as accounting duties. This will give us a better understanding going forward as we look at other fiscal agents in the future. Young asked about the individuals accounting experience wondering if she is qualified. Young also asked about her availability and hours. Howell shared she is a current student and her flexibility sounds like a good fit. Young asked about a confidentiality clause for her to sign. Howell shared that yes there is a confidentiality statement included as well as other documents with the district. Motion by Burns, Seconded by Young Dahlke abstain and noted he did not offer input on this topic due to conflict of interest.
- 5) **In Home Provider Safety Grants:** CCRR reached out to us about funds to help an in home provider. This lead us to an executive committee conversation about offering safety funds to in home providers. We have safety funds available in a line item that was going to be for incentives but isn't needed at this time. In order to spend those safety funds the Executive committee is recommending opening up Safety Mini Grants to QRS Rated in home providers in Muscatine county for up to \$200 a piece. Howell shared the current amount in that line is \$1000 and she had applied for this same safety grant again this year through our insurance company. Approve by Dahlke, Seconded by Robison.
- 6) **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. Young shared that we had 87 individuals complete



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the survey. She also asked for Howell to share any aha items. Howell then discussed the topic of “quality” We in Early Childhood define quality very differently than a parent. Educating parents on what actual quality is vs their idea of quality is one of the topics we should focus on. Robison shared that the data also showed that we need to continue to promote ECIMC more in the community as there are still individuals who need to know about us.

- 7) **RFP & Budget Update:** Howell shared that our FY22 RFP has closed and we received 8 applications. 2 of those are new programs. 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.
- 8) **Director 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
- 9) **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.
- 10) **Next Scheduled Meeting:** The next board meeting is on **Tuesday May 18th, 2021**, 12:00 pm -1:00 pm via Zoom.
- 11) **Adjournment:** Meeting adjourned at 12:35 pm.