



EARLY CHILDHOOD IOWA MUSCATINE COUNTY

~Promoting quality beginnings

Board Minutes

Monday, September 14th, 2020, 12:00 pm – 1:00 pm

Board Members & Staff: P = Present A = Absent E = Excused		Meeting: Board Meeting
Chair: Pr. Aleese Kenitzer E	Nick Burns P	Location: Zoom, Virtual Meeting
Vice Chair: Tasha Wall P	Jody Young P	
Treasurer: Jerri Robison P		
Secretary: Scott Dahlke P		
Andrew Fangman P	Director: Whitney Howell P	
Brad Spratt E		
	Minutes completed by Director	

- 1) **Meeting called to order:** The meeting was called to order by Vice Chair Wall at 12:10 with introductions.
- 2) **Approval of Consent Agenda including agenda and minutes:**
Motion by Young Seconded by Wall. Unanimously Approved.
- 3) **Financials – Current Claims – Expenditure Reports & Bank Statements:**
Robison discussed the EMC payment and invoice from last month was correct. Robison also discussed line items over their 20% allowances. CCNC specifically was put in one line and needs to put in SR and EC. Howell will split in months to come. We also received a claim from WLBHA for March-June. Because of their timeliness issues in the past we will be implementing a Correction Plan. Howell will have to go back in and show the correct year end of FY20 with corrected Carryforward. Correction plan will go through FY21. Young asked for definition of timely. Howell shared our claim due date is the 10th of the month. Motion by Dahlke to approve and implement the correction plan with WLBHA. Seconded by Fangman. Unanimously approved.
- 4) **Executive Committee Report:**
 - a) **Raising School Ready Readers:** Howell shared a request from ISU Extension and Outreach for \$300 to put together a program kit that will be used to implement this pre-reading program in Muscatine starting in the spring. Dahlke asked if this was a one time ask or do we think more will come. Robison asked what line funds would come from. Howell said it would come out of the unspecified funds as a mini grant. Robison questioned awarding it as a grant without opening it up for others to apply. Howell shared the financials could be changing as well following a further conversation about partnership with AIM. Executive Committee has tabled this request. Young questioned if this program is happening face to face currently. Howell shared this program isn't taking place at this time but will in the spring. Young also questioned in the proposal it listed 6 year olds again out of our realm.
 - b) **Bylaw and Policy and Procedure Review:** Howell shared the Planning Committee met and reviewed both documents. With the bylaws we did not see any needed changes. The policy and procedures documents had some verbiage changes in who carries office keys from admin assistant and director to ECIMC Staff and addition of Directors cell phone number. Young highly recommended the board chair also needs a set of keys to the office. Howell shared she would have to reach out to the school and get permission. Howell also shared that they could get access by contacting the school because there is a master key. Motion by Robison to approve presented documents with the addition of getting a key or getting success to the office for the board chair. Seconded by Wall. Unanimously approved.
 - c) **Facilitator Partnership with AIM:** Howell introduced Kim Warren with Aligned Impact Muscatine. Kim then went through the background of where AIM is to this point in their cradle to career smart targets and why there is a need for a new Kindergarten Ready/Early Childhood facilitator. Howell also shared the MOU and Facilitator description with the board. Robison highlighted the third grade reading portion is outside our realm as Early Childhood. Dahlke asked for more specific 3rd grade reading definition. Warren shared the same group should be working on both those areas and a common facilitator would be beneficial. There is the



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possibility that the third grade reading area could be added to another group and separated from Early Childhood realm. Dahlke also asked about the hourly split between reading and kindergarten ready. Without final set of work groups that isn't known exactly at this moment if it would be an even split. Dahlke said he does see the benefit of continuity among groups. Young voiced her opinion that she also sees the third grade reading as something outside of our realm and we need to stay on target with our 0-5 age range. Robison voiced her concern about receiving monies from another entity and how that will effect our funding from the state moving forward. Howell shared there are other ECI areas where their Directors have blended funding for example they are the ECI and CPPC directors for their area and there is no financial punishment on amounts granted. The stipend is specific to the work. Young would like to see the Executive committee have a conversation with Shanell, pick her brain before we move forward. Dahlke and Robison agreed that speaking with Shanell would be a good idea. Howell will reach out to Shanell and Amanda and have them look over the proposed partnership and get those questions answered. Motion by Robison to table. Seconded by Young. All in favor. Following speaking with Shanell and Amanda we will have a special board meeting to make our final decision before our October meeting.

- d) **Planning Committee Recap:** Howell shared the committee met and reviewed our Bylaws and Policy and procedures. We also discussed our resource magnets. Howell still has some in stock if any partners are in need of more. We also discussed our shirt orders. They are being printed and will be ready soon.
- 5) **Director Update:** Howell shared that it is Professional Development season and she will be attending them virtually. The National Diaper Banks in America Conference, Strive Together Conference, IAIEYC Conference, National Diaper Needs Awareness Week. Howell shared she has started looking at other areas community plans and getting data sources and templates to start the process. Young asked for Howell to write a blurb following all of her Professional Development sessions to report back.
- 6) **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.
- 7) **Next Scheduled Meeting:** The next board meeting is on **Tuesday October 20th, 2020**, 12:00 pm -1:00 pm at TBD A Special Meeting will also be scheduled for a decision on the AIM partnership.
- 8) **Adjournment:** Meeting adjourned at 12:53 pm.