



EARLY CHILDHOOD IOWA MUSCATINE COUNTY

~Promoting quality beginnings

Board Minutes

November 17th, 2020, 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 A	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 A		
	Minutes completed by Director	

- 1) **Meeting called to order:** The meeting was called to order by Chair Kenitzer at 12:04 pm with introductions.
- 2) **Approval of Consent Agenda including agenda and minutes:**
Motion by Young to approve. Seconded by Wall. All in Favor
- 3) **Financials – Current Claims – Expenditure Reports & Bank Statements:**
Robison shared one claim over the 20% mark due to splitting of transportation between Muscatine Charities and ECIMC. We also had multiple late claims this month due to staff illnesses. Robison would also like follow up on CCNC. Robison also brought the new table to everyone's attention showing our non state funds. Otherwise all others are in order. Young questioned why there were no claims noted from a Childs Place. Howell shared that A Childs Place is the only provider that still sends in attendance sheets and claims via snail mail so it came to Howell today and will be reviewed by Robison and shown on next months claim sheet. Motion by Wall. Seconded by Young. Unanimously approved.
- 4) **Executive Committee Report:**
 - a) **Family Support Update:** Howell shared with the committee that the state office has approved some Family Support guidance. In their guidance they are asking that all local boards adopt an in person visitation policy. Howell shared and reviewed a draft of a policy that she would like the board to consider. In the policy it states all necessary guidelines from the state office. Executive Committee asked that signature lines be added to the end of the document as well as adding a responsibility statement. It will remain in effect until further notice. Robison asked that this document be approved following those additions via an email vote. Young asked if local providers are keeping a spreadsheet of this information. Howell has reached out to LSI and they are following very much in line with these guidelines already. Cheyenne Driscoll spoke to the fact that this is in line and they are already tracing and tracking. There has only been one in person visit in the last 6 months. Young also brought attention to the State guidance and all the great questions listed. Howell shared that barrier questions for 0-5 families can be added to our needs assessment. Robison stated some of that info had been provided to the board in the past. Final draft was emailed and voted to approve on 11/17/20.
 - b) **Board Assessment and Community Survey:** Howell shared this years evaluation. We did not have as many responses as last year but did get a lot of written comments. Young asked about how many responses we got. Responses were down. It was sent out on all our platforms, its just if someone wants to say something. Majority of responses was average to very good. Howell went over the responses on what we should focus our energy on in the next year. Director evaluation, this is happening in the next month. Director development, Howell shared she has been utilizing the Strive Together Professional Development opportunities. COVID recovery. Preschool scholarships, Howell shared we still have funds available. Childcare and kindergarten readiness, we do have scholarships but there is a wait list. Our partnership with AIM targets this topic as well. Transportation outside of Muscatine, Howell is interested to look into this and add this to our needs assessment. Early Literacy, we did



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partner with imagination Library this last year. Conversations about LENA partnership in the future. Howell shared this is great information as we plan for our needs assessment.

- c) **Association FY20 Annual Report & Legislative Priorities:** Howell shared the annual report with the committee and reviewed. Howell also shared the Legislative priorities for the upcoming year. Support ECI, Solutions to Childcare & adding ECI into the Children's Behavioral Health System.
- d) **Board Membership:** We will be losing two members at the end of December. Howell reached out to Tony Locansole as his name had been mentioned previously. Tony agreed to check it out and joined us today. He would fill our parent role as well as keep gender balance. Yuli Diaz also joined us today. Yuli was recommended and was interested as well. She would also fill a parent role. They could be voted in in December with a term beginning in January.

5) **Director Update:**

- a. **AIM –**
Team Meetings
Family Effectiveness Meeting – working discussions on next steps to reach our smart targets and goals.
First steps compiling list of curriculum programs. Then survey them for a baseline.
Prenatal to Age 5 Webinar Monthly Professional Development
One on one planning with Kim Warren
- b. **Funders Network –**
Continued collaboration on January roll-out of new organization screening and application
- c. **Regional Directors Meeting –**
Great discussion on areas struggles and family support updates
- d. **ECI Area Directors Meeting –**
Family Support Updates
- e. **Sesame Street in Communities Launch –**
<https://sesamestreetincommunities.org/>
- f. **Muscatine Health Association Meeting –**
Update from Public Health
<https://idph.iowa.gov/Portals/1/userfiles/91/CHNA%26HIP/2016%20CHNA%26HIPs/Muscatine%20County%20CHNA%202-22-16.pdf>
- g. **Annual Meeting of the Association on ECI Area Boards -**
- h. **Monthly Diaper Bank Orders –** Kenitzer and Howell pulled orders and wrapped enough for this month. Howell also shared the need for size 6 and 7. There is a company willing to sell at the discount if we purchase a whole truckload. Howell is in conversations with neighboring banks to split a truckload in order to make it feasible.
- i. **Virtual -** Howell also discussed Muscatine School District begins 100% virtual this week and would request that office hours be made virtual during this time as well. Howell shared that we will still have access to the building and office during this time. Howell shared that work for her hasn't changed from March. All of our meetings are still virtual and providers have made an easy switch to scan and email vs snail mail. All but one provider still needs to mail. Young asked about AIMs responsibilities and are they virtual as well. Howell Shared they were also virtual. Robison motioned to approve making office hours virtual as long as and in line with the MELC. Wall Seconded. All in favor.



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- 6) **Presentation:** Iowa State University Extension and Outreach; Buy Eat Live Healthy Program, Kathy Jolly Vance
- 7) **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.
 - a) Kenitzer shared that the Directors Evaluation is coming up and we ask that all board members complete an evaluation that will be emailed to them. Those responses will be compiled by the exec committee. Howell will also be completing a self evaluation and meeting with the exec committee in December.
- 8) **Next Scheduled Meeting:** The next board meeting is on **Tuesday December 15th, 2020**, 12:00 pm -1:00 pm via Zoom.
- 9) **Adjournment:** Meeting adjourned at 1:04 pm.