



EARLY CHILDHOOD IOWA MUSCATINE COUNTY

~Promoting quality beginnings

Board Minutes

February 16th, 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 E	Location: Zoom, Virtual Meeting
Vice Chair: Tasha Wall P	Jody Young P	
Treasurer: Jerri Robison P	Tony Loconsole E	
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:**
Kenitzer asked for an amendment to the agenda to remove #3 Purchase of ASQ kits. Motion by Wall to approve. Seconded by Dahlke. All in Favor
- 3) **Financials – Current Claims – Expenditure Reports & Bank Statements:**
Robison shared the financials for the month showing WAGE\$ above 20% needing approval. TMPH Coordinated Intake is off by .01 so Howell will follow up. Motion by Young. Seconded by Dahlke. All in Favor.
- 4) **Committee Reports:**
 - a) Designation – Howell shared Designation Committee met this month and put together the Community Needs Survey. Howell is waiting on members to proof read and then it will be ready to be published. Young asked if other members would like to review before it is live. Howell said she would send it out to everyone.
 - b) Planning – Planning Committee met and discussed mid year reports and highlighted some that are underspending as well as numbers of referrals from Coordinated Intake. Howell also scheduled virtual site-visits with all programs.
 - c) Program - Programming Committee also met and discussed the funder network, current RFP and possibility of moving to a 3 year competitive process.
- 5) **FY22 RFP Application and Timeline:** Howell shared the online RFP timeline as well as online format. Programming committee has recommended moving to a three year competitive RFP. Howell then shared that budget, goals etc would be updated annually but it would be a three year contract. The executive committee voted two to one to recommend it to the full board. This would be less work for our programs and would still give us the ability to alter funding based on our allocations as well as performance if necessary. Young asked about what discussion was had about going from one vs two or three. Howell shared how the major concern was longevity. Howell also shared conversations in her Directors professional development this month on other areas best practice. Some areas are on a three year and others on a five year process. When looking at our programs we do not have a lot of turnover. It is the same programs from year to year. Howell also shared we have leniency in our mini grants to offer additional finding. We also still have the ability to cease funding if issues arise and a correction plan could still be put in place. Dahlke also shared the conversation of it being new should we start smaller with two years. The executive committee was on the fence but after discussing the ability for mini grants and still having the ability to terminate they were in favor. Young asked about how many areas are on a multi year process now. Howell shared there are multiple but couldn't share an exact number. Howell then shared our priorities again. Even coming out of COVID our priorities and services that we should be focusing on haven't changed. The programs who offer those services in our area haven't changed either. Kenitzer asked Robison to share her concerns as she voted against it. Robison shared she is worried about what's next out of COVID and having potentially new partners in the future. She was in favor of a two year and then taking steps for longer in the future. Young asked how this would interact with the Funder Network. Howell shared that the



EARLY CHILDHOOD IOWA MUSCATINE COUNTY

~Promoting quality beginnings

Board Minutes

programming committee recommended not joining the network because of the cost. The cost to us could potentially fund a program and the committee believes we should spend it on a program and not on administrative expenses. Kenitzer echoed that the relationship with funders is still a great resource but weighing the cost to benefit the cost outweighed the benefit. Young asked about the ability to fund a one year or a three year based on the program. New programs for one year or not sustainable for three years. Howell shared that if the program applying was only asking for one year of funding it would be more like a mini grant not a three year contracted program. Young also asked about programs that don't follow guidelines. Do we still have ability to terminate. Howell echoed yes we can still put programs on a correction plan or cease funding if they are not following through. Motion by Dahlke to move to a three year RFP Process Seconded by Wall. Opposed by Young and Robison. Kenitzer voted in favor. Motion carries.

6) **Director Update:**

- a) **Intern** – posting has been extended another week
- b) **Mini Grant Applications** – One received so far and will send out a reminder of due date
- c) **Community Childcare update** -Howell was invited to speak on current programs and updates
- d) **Parent Advisory Meeting** – Howell was invited to attend and present to parents of the MELC on current programs
- e) **Unite Us** – Howell was interviewed on why we joined the program. An article was then sent out to all current Unite us partners and others interested in joining.
- f) **AIM** – Curriculum survey results were shared with the group, Howell is helping to host a virtual childcare legislative event on the 26th, Childcare Ready training begins in March
- g) **Association Professional Development** – Monthly topic was the RFP process

7) **Presentation:** West Liberty Bilingual Health Associate – Lindsay Meeker

8) **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.

9) **Next Scheduled Meeting:** The next board meeting is on **Tuesday March 16th, 2021, 12:00 pm -1:00 pm** via Zoom.

10) **Adjournment:** Meeting adjourned at 12:52 pm.