



EARLY CHILDHOOD IOWA MUSCATINE COUNTY

~Promoting quality beginnings

Board Minutes

December 15th, 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 P	Location: Zoom, Virtual Meeting
Vice Chair: Tasha Wall P	Jody Young P	
Treasurer: Jerri Robison P		
Secretary: Scott Dahlke P		
Andrew Fangman A	Director: Whitney Howell P	
Brad Spratt P		
	Minutes completed by Director	

- 1) **Meeting called to order:** The meeting was called to order by Chair Kenitzer at 12:02 pm with introductions.
- 2) **Approval of Consent Agenda including agenda and minutes:**
Motion by Young to approve. Seconded by Dahlke. All in Favor
- 3) **Financials – Current Claims – Expenditure Reports & Bank Statements:**
Robison shared one claim over the 20% mark due to splitting of transportation costs between Muscatine Charities and ECIMC. Spratt asked about remaining funds and Howell gave an update on current transportation needs with kids going virtual for some time. Motion by Wall. Seconded by Spratt. All in Favor.
- 4) **Executive Committee Report:**
 - a) **Director Annual Review:** Kenitzer shared that the Executive committee met twice leading up to today's meeting with Howell to review her performance. Kenitzer then gave a recap from the review and thanked board members for completing the survey to help in the process. One item that arose was the possibility to add a Designation Committee as we move forward this year in an effort to better support the director. Another item was "second checks" asking that Howell reports how many hours are being spent on AIM. The Exec team is also interested in an intern position to help with accounting second checks and other duties moving forward in an effort to help support Howell as well. No other comments.
 - b) **Board Membership:** Howell shared this meeting would be the last meeting for Spratt and Fangman and shared a huge thanks to them both. Howell then shared the need to replace at least one spot. In order to keep our gender balance Howell recommends adding Loconsole to the board as a Parent Representative. Wall voiced her opinion that Loconsole would be a great addition and moved to approve his membership. Second by Robison. All in favor.
 - c) **Election of Officers:** Howell shared that all our current officers are eligible for a second term. All officers were willing to continue in their current roles. Motion by Young to keep our current slate of officers. Seconded by Burns. All in favor.
 - d) **Selection of Committee Members:** Planning committee – Dahlke, Young, Robison and Loconsole. Program – Wall, Spratt (community member), Kenitzer and Loconsole Designation – Kenitzer, Burns, Young and Robison.
- 5) **Director Update:**
 - i) **Unite Us** – Howell shared about a new shared client system to help better coordinate services and help our community. This is a free web based shared client referral system. Howell has registered ECIMC and attended an online training. Services go live December 21st for Muscatine and then county wide in February. Howell



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then explained how the system works. Young asked about release of information and ability to maintain a waitlist in the program. Howell shared the program is safe and HIPPA compliant. Howell also shared the Childcare scholarship waitlist is not in this program but maintained by Howell.

- ii) **AIM** – Howell shared the K Readiness website for AIM and shared the goals and smart targets to help meet that goal. In order to increase childcare slots we plan to offer Childcare Ready this spring. In an effort to increase number of partners offering instructional learning we have compiled a database of providers in the county. We then built a survey to gauge what curriculum if any is being used as well as what barriers they have to provide curriculum and/or instructional learning time. Survey is ready and will be sent out after the holidays. We continue to meet as a AIM staff every other week to chat and collaborate.
- iii) **Designation** – Howell shared that she has gathered templates for community plans from other areas as well as attended a meeting with other areas on the same timeline as Muscatine. Howell also attended the Cedar Jones designation board meeting and community partners meeting last week. Howell walked through the steps of the process and shared that sitting in on their meetings were very helpful in knowing what to expect. The designation committee will meet in January and go over our schedule and some templates and info.

- 6) **Presentation:** Community Foundation of Greater Muscatine; Charla Schafer
- 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.
- 8) **Next Scheduled Meeting:** The next board meeting is on **Tuesday January 19, 2020**, 12:00 pm -1:00 pm via Zoom.
- 9) **Adjournment:** Meeting adjourned at 1:03 pm.