**Tuesday, December 18, 2018, 12:00 pm – 1:00 pm**

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| **Board Members & Staff:**  **P = Present A = Absent E = Excused**   |  |  | | --- | --- | | **Chair:** Jody Riibe **P** | Jerri Robison **A** | | **Vice Chair**: Andrew Fangman **P** | Scott Dahlke **P** | | **Treasurer:** Ben Brown **P** |  | | **Secretary**: Pr. Aleese Baldwin **P** |  | | Brad Spratt **P** | Director: Amanda McKee **P** | | Rosa Mendoza **A** | Staff: Debbie Boos **P** | | Mike Johannsen **P** | Minutes completed by Admin Coord | | **Meeting:** Board Meeting  **Location:**  1422 Houser St.  Muscatine, Iowa 52761 |

1. **Meeting called to order:** The meeting was called to order by Chair Riibe at 12:04 with introductions.
2. **Approval of Agenda:** Dahlke moved to approve the agenda, second by Spratt. Unanimously approved.
3. **Approval of November 20, 2018, Minutes:** There were no questions or concerns regarding last month’s minutes. Brown moved to approve the minutes from the previous meeting, second by Baldwin. Unanimously approved.
4. **Executive Committee Report:**
5. Financials – Current Claims – Expenditure Reports & Bank Statement: Treasurer Brown presented this month’s claims to the board and noted that West Liberty Bilingual Associate sent in claims for several months, July through November, which put them over 20%. MCSD Parents as Teachers have only sent in claims through October but not November. McKee explained that 37% of School Ready funds have been expended while only 18% of Early Childhood funds have been expended. Brown moved to approve payment of claims as presented, second by Fangman. Unanimously approved.
6. Early Childhood Carry Forward: Child Care Nurse Consultant position was just filled and will probably have about $12,000 unspent. McKee had several ideas to increase spending in this category.

* Purchase another Facebook ad promoting child care scholarships
* Increasing the amount of child care scholarship reimbursement
* Implementing a sliding scale for child care scholarships for those families who earn more than 200% of the federal poverty level
* Fund provider training through the Extension Office

1. ECIMC Board Self and Community Assessment:The Executive Committee suggested to the full board that a separate meeting be held in February to simplify our strategies. McKee will set up this meeting.
2. Director Professional Development Plan: McKee presented a preliminary plan to the Executive Committee and will submit the final PDP at the January meeting.
3. **Program Update – Muscatine Community YMCA – Family Program Services**: Diana Broderson and Holly Brugman presented an update to the board on the programs funded by ECIMC. Those programs are First Steps Group and Mujeres Latinas Group and she explained how these programs align with the ECIMC’s Community Plan priorities. Projected outputs for FY19 are 70 families with 85 children and 95 group sessions, and current participation (7/1/18 – 12/31/18) is 43 families with 59 children under 5 and 46 sessions.

Projected outcomes include:

* 85% of parents participating report an increase in parent knowledge and family management skills through the opportunity to process parenting education information in a supportive, non-judgmental environment.
* 85% of parents participating report increased confidence in parenting ability and a gain in personal growth and development through opportunities to explore issues and to contribute time and talent as volunteers, affirming self-worth and building confidence as individuals and as parents.
* 85% of parents participating report improved family functioning through the development of a strong, healthy family unit by exposure and encouragement to use available community resources, bot to prevent crisis and to enrich the lives of their children.

Current outcomes include:

* 89% of parents participating report an increase in parent knowledge and family management skills.
* 87% of parents participating report increased confidence in parenting ability and a gain in personal growth and development.
* 92% of parents participating report improved family functioning through the development of a strong, healthy family unit.

When asked, Broderson stated that the biggest concern is always funding and that their biggest source for referrals is word of mouth.

1. **Planning Committee Report**: McKee reported on last week’s Planning Committee meeting. Topics discussed included literacy and the possibility of a book drive and why child care matters to businesses. The committee suggested that the Program Committee meet regarding carry forward.
2. **Board and Officer Nominations**: The following nominations were made.

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| Andrew Fangman | Chair | Aleese Baldwin | Vice-Chair |
| Brad Spratt | Treasurer | Jody Riibe | Secretary |

Dahlke moved that these nominations go forward, second by Johannsen. Unanimously approved. The officers’ new terms begin January 1, 2019.

1. **Board Membership**: Fangman moved to accept Afi Awoussi and Tasha Wall as board members, second by Baldwin. Unanimously approved.
2. **Director Update**: See Page 4.
3. **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.

Riibe announced that Wednesday, January 16, 2019, 8:00 – 9:30 am, the Musser Public Library will introduce a new program, Tiny Talkers Ready Readers, specifically aimed toward birth to age 3. Everyone is invited.

Our guests today included Kathie McDaniel-Shaman, Diana Broderson, Alison Daufeldt, Afi Awoussi, Melissa Tucker, and Holly Brugman.

1. **Next Scheduled Meeting:** The next board meeting is on **January 15, 2019**, 12:00 pm -1:00 pm at 1422 Houser St., Muscatine, IA.
2. **Adjournment:** With no further business and no objections, Fangman moved to adjourn at 12:53, second by Dahlke. Unanimously approved.

**DIRECTOR UPDATE**

**Admin Update: December Meeting**

**Family Effectiveness Mtg:** Continued discussion regarding ways to engage families in building social connections. Discussion on building literacy campaign to focus on word exposure for children under 5. This group is built in partnership with Aligned Impact Muscatine.

**CPPC:** nothing relevant to ECI **State Directors Mtg:**

* Culture Vision: crculturevision.com Login: Iowa Password: diversity
* Business and Community Leader Partnership and Childcare. Presentation and conversation from the Iowa Women’s Foundation. They have a toolkit and board members offering to start community conversation around childcare.
* Childcare Presentation from Iowa Womens Foundation on businesses supporting childcare to support their workforce.
* ECI Performance Measures: Conversations changing the CCNC, literacy and TA categories going into FY 21
* Early Childhood Day on the Hill January 17th: *Workforce of Tomorrow*

**Contract Mtg** with CCNC and DHLW ECI director. Anticipated carry forward of approximately $12,000 due to staff position vacancy.