**Tuesday, August 21, 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 **P** (arrived @ 12:22) | | **Vice Chair**: Andrew Fangman **P** | Scott Dahlke **P** (arrived @ 12:14) | | **Treasurer:** Ben Brown **P** |  | | **Secretary**: Pr. Aleese Baldwin **P** |  | | Brad Spratt **E** | Director: Tangie Viner  **P** | | Rosa Mendoza **E** | Staff: Debbie Boos **P** | | Mike Johannsen **E** | Minutes completed by Debbie Boos | | **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 12:11 with introductions. Not all members had arrived and quorum had not been met. Riibe recommended moving agenda items 6, 7 and 8, which are informational items and do not require motions, to just before item 3.
2. **Planning Committee Report:**
   1. Preschool Transportation Update: Muscatine School District will be providing transportation to those children attending a district school. Non-Emergency Transport will provide transportation to those children attending preschool at community providers at a discounted rate. A child will qualify for free transportation if the family qualifies for a preschool scholarship. MCI has accepted a proposal for providing transportation for up to 20 children. This is a pilot program to identify any problems and disconnects before it is rolled out to the entire community. MCI will purchase the car seats needed. Linda Cavazos offered to train Non-Emergency Transportation personnel in installing car seats.
   2. Provider Survey: Since the number of child care providers has been declining not only in our community but across the state, the Planning Committee sent a survey to child care providers to learn what challenges exist and what can be done to overcome them to increase the number of providers in our area.
3. **Approval of Agenda:** Dahlke arrived and quorum was met. Baldwin moved to approve the amended agenda with item 6 being moved to before item 3, second by Fangman. Unanimously approved.
4. **July 24, 2018, Minutes:** There were no questions or concerns regarding last month’s minutes. Dahlke moved to approve the minutes from the previous meeting, second by Baldwin. Unanimously approved.
5. **Executive Committee Report:**
   1. Financials – Current Claims – Expenditure Reports & Bank Statement: Treasurer Brown presented this month’s claims noting that there was nothing special this month and that budget columns will be adjusted as we move forward through the year. Brown moved to approve payment of claims as presented, second by Baldwin. Unanimously approved.
   2. Provider FY18 Annual Reports: Annual reports had been emailed to board members the end of July, and Viner asked the board for any questions or concerns. There were none.
   3. FY18 ECIMC Annual Report: The link to this report was emailed to board members and includes Community Plan updates, financial sheets, and Executive Summary. Fangman moved to accept the annual report, second by Brown. Unanimously approved.
6. **Program Committee Report:**
   1. FY19 Budget Revision Recommendation: Viner reviewed the revisions that the Program Committee recommended. These changes include:

* Preschool scholarships were reduced from $57,107.61 (representing 97 scholarships) to $53,410.66 (representing 91 scholarships).
* Eliminated funds for car seats. Viner said if LSI needs car seats that they should continue to ask ECIMC as the Committee did have some ideas for funding such as targeted fund raisers.
* The Y’s funding has been removed from Early Childhood ($11,424.00) and $9,697.91 was added to School Ready for a total of $20,976.95.
* $1,065.00 was added to Professional Development in Early Childhood.
* Public Engagement was increased by $1,067.23 for a total of $2,629.85.
* Funds were added for wrap around day care centers, which include Happy Times, Stepping Stones and Learning Tree.
* Funds were added for day care scholarships.

Dahlke moved to approve the amended budget as presented, second by Baldwin. Unanimously approved.

1. **FY19 Conflict of Interest Forms:** All board members received a conflict of interest form for the new year. These should be signed and returned to the director as soon as possible.
2. **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.

Viner passed on an invitation to the Early Childhood Summit to the board and asked them to pass it on to individuals they feel would be interested in attending. This summit is held on October 3 and discusses quality child care and the impact, or lack of, it has on the business community. Riibe also suggested that this could be emailed to the Chamber of Commerce.

In answer to a question, the preschool transportation service will be door to door. An attendant will be in the vehicles. Cameras may be installed at a later date. Private pay families should contact Non-Emergency Transportation directly and scholarship families should contact ECIMC or the preschool.

Our guests today included Alison Daufeldt, Linda Cavazos, and Jamie Walker.

1. **Next Scheduled Meeting:** The next board meeting is on September 18, 12:00 pm -1:00 pm at 1422 Houser St., Muscatine, IA.
2. **Adjournment:** With no further business and no objections, Robison moved to adjourn at 12:50, second by Fangman. Unanimously approved.