**Tuesday, March 26, 2019, 12:00 pm – 1:00 pm**

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| **Board Members & Staff:**  **P = Present A = Absent E = Excused**   |  |  | | --- | --- | | **Chair:** Andrew Fangman **E** | Tasha Wall **P** | | **Vice Chair**: Pr. Aleese Baldwin **P** | Afi Awoussi **E** | | **Treasurer:** Brad Spratt **P** |  | | **Secretary**: Jody Riibe **P** | Outgoing Director: Amanda McKee **P** | | Jerri Robison **P** | Director: Whitney Howell **P** | | Scott Dahlke **P** (arrived @ 12:05) | Staff: Debbie Boos **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 Vice Chair Baldwin at 12:01 with introductions.
2. **Approval of Agenda:** McKee proposed adding a new item under “Mini Grants. Motion to approve the agenda as amended made by Riibe and second by Spratt. Unanimously approved.
3. **Approval of February 19, 2019, and March 8, 2019, Minutes:** Riibe moved to approve the minutes from the previous monthly meeting and the emergency meeting, second by Robison. Unanimously approved.
4. **Executive Committee Report:**
5. Financials – Current Claims – Expenditure Reports & Bank Statement: Treasurer Spratt presented this month’s claims to the board noting that CCR&R is well below their annual allocation. Representatives from CCR&R were in the audience and assured the board that funds will be spent. Spratt moved to approve payment of claims as submitted, second by Robison. Unanimously approved.
6. RFP Timeline and Format, 2 year: McKee presented the timeline for this year’s RFP.

* **Tuesday, April 9, 2019, 4:30 pm** – Applications due to ECIMC office which include original and 3 extra copies. Late applications will not be accepted.
* **Tuesday, May 21, 2019** – Board meeting to determine application funding.
* **Friday, May 24, 2019** – Notice of intent to fund, electronically delivered to all applicants.
* **Sunday, June 30, 2019** – Contracts are mailed to programs.

1. Draft Budget Numbers for FY2020: McKee presented the draft budget for FY2020 that was received from Des Moines. It appears that ECIMC will receive approximately $22,000 or 8% less funding for next fiscal year.
2. Approval of New Director Contract: Riibe moved to approve the contract for the new director, second by Spratt. Unanimously approved. Results from the roll call vote:

|  |  |
| --- | --- |
| Spratt | Y |
| Riibe | Y |
| Baldwin | Y |
| Robison | Y |
| Dahlke | Y |
| Wall | Y |

1. Advocacy Group: ECIMC has the opportunity to become part of an association along with other ECI areas that would advocate on our behalf to our state legislators for the safety, care and education of young children. Initial membership will be equal to 3.1% of a board’s total administrative award for FY2020. Howell will be reaching out to McKinley Bailey, our contact, to let him know of our board’s interest. Spratt moved to notify McKinley Bailey of our intent subject to budget availability, second by Riibe. Unanimously approved.
2. **Order for Choke Tube Testers**: The Child Care Nurse Consultant is putting together incentive bags for child care providers and would like to add the choke tube testers to these bags. This would come out of our Marketing budget. Cost would be $962 for 250 testers with our logo and website info. Robison moved to accept the Executive Committee’s recommendation to order the testers, second by Wall. Unanimously approved.
3. **Training Update**: ECIMC is hosting two provider trainings April 6. Training in the morning is Growing up Wild and ECIMC is providing a book for those participants in Muscatine county. The cost for this is $1180. The afternoon training is Pennies for Preschoolers and McKee was wanting to order some play money for this. One of our guests suggested some play cash registers. Howell will be looking into this.
4. **Mini Grants**: McKee reported that we have received 3 mini-grant requests from child care centers and are expecting 3 more. Three preschools have also requested funds. Since the preschools cannot use Early Childhood funds, the decision on the preschool mini-grants will be made later when we know how much is left in the School Ready budget. It was noted that there was $10,000 added to the mini-grant line item on the claims sheet in order to see the percentage of funds spent. That $10,000 was inadvertently left in; administrative coordinator will delete this. Spratt moved to approve up to $15,000 for mini-grants, second by Robison. Unanimously approved.
5. **Updated Food Policy**: Our new policy on food expenses reads: *Food expenses related to overnight travel will be reimbursed up to the state rate. Food expenses for programming must be outlined in the RFP and is up to Program Committee discretion*. Spratt moved to accept this policy as modified, second by Robison. Unanimously approved.
6. **Program Update – West Liberty Bilingual Associate**: Missy Johnson gave an update to the board on the West Liberty Bilingual Health Associate program. The health associate is a great resource for helping parents with insurance and setting up appointments, dental screenings and vision checks as well as facilitating referrals to Tanager Place which provides mental health. Following is a breakdown of the area population.

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| --- | --- | --- | --- | --- | --- |
| **2018-2019** | **White** | **Hispanic** | **Special Ed** | **SES** | **Total** |
| Preschool | 26 | 54 | 11 | 51 | 81 |
| Pre-K | 7 | 10 | 1 | 12 | 18 |
| Kindergarten | 41 | 55 | 5 | 64 | 103 |

It was stated that preschool enrollment is down for next year.

1. **Director Update**: Thirty businesses responded to the child care survey that was sent to area HR departments. They will be participating in a lunch this Friday to talk discuss issues that were identified in the survey.
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.

Robison suggested that a meeting for the Planning Committee should be scheduled. Wall volunteered to be on the Planning Committee.

Our guests today included Missy Johnson, Alison Daufeldt, Melissa Tucker, Kathy McDaniel-Shaman, Ann Hart, Jody Norton, Tessa Amato, Kenzi Failyer, and Jennifer Zamora.

1. **Next Scheduled Meeting:** The next board meeting is on **April 16, 2019**, 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 12:59, second by Dahlke. Unanimously approved.