

CLINTON/JACKSON ECI EXECUTIVE COMMITTEE MEETING MINUTES

Monday, February 9, 2015 - 8:00am, small board room

Clinton County Satellite Offices, 226 11th Street, DeWitt, Iowa

Board Members Present: Jack Willey, Linda Hledik

Staff Member Present: Jenny Kreiter

FY15 Financial Report(year & month)/Discussion: Jenny presented the bank statement and our fiscal agent monthly reports. The Executive Committee reviewed the documentation from our fiscal agent confirming that we have no outstanding checks as of 1/31/15. The Executive Committee reviewed and signed bills. They reviewed and signed Jenny's timesheet and cost allocation documentation.

FY15 Contract Update: Jenny provided the Executive Committee Members with communication from Julie Tchoumkeu, State Home Quality Assurance Coordinator, regarding our areas midyear report. Jenny reviewed a document she sent out to all the Board Members providing program descriptions and 1st and 2nd quarter data. Our CCC and CNC met last week with other review team members to review grant requests. Jenny has a contract review meeting set up this month with CCR&R to review scope of service and performance measures at this point in the year. Jack requested that Jenny invite all Board Members to attend contract site visits/audits when they are set up. Jenny reported that she will be meeting with Jennifer Jansen from AEA to review preschool scholarship progress data. Jack and Linda asked the Jennifer come to the March Board Meeting to report about QPPS. Jenny shared an email from Jessica Dopler, Iowa Association for the Education of Young Children, inquiring about funding for the WAGE\$ Program in FY16. Jenny asked Jessica for more information to present the Executive Committee.

Board Membership: Jenny provided two applications for Board Membership to the Executive Committee for review. Jenny has communicated by phone and met with each candidate numerous times since they had submitted their application. Jack and Linda asked Jenny to complete the new Board Member orientation process and ask them to attend our Board Meeting on 2-23-15.

Review of LOE materials: Jenny gave the Executive Committee the updated indicator trends document. The Executive Committee reviewed the FY15/16 Board Professional Development Plan for the purpose reviewing the Levels of Excellence portfolio and the 2015 Community Plan completion timeline.

Set agenda for February's Board Meeting: Jack requested that Jenny release her yearly evaluation document to the Board Members at February's meeting. Jack and Linda set the Annual Meeting for March 23, 2015.

New Business: Jenny reported that she attended the 22nd Annual Legislative Breakfast hosted by numerous agencies on 1-26-15. No Iowa legislators attended the event.

Respectfully submitted by:

Jenny Kreiter, Director

Attachments can be viewed by contacting Jenny Kreiter at the Clinton County Satellite Offices.