

**CLINTON/JACKSON ECI EXECUTIVE COMMITTEE MEETING MINUTES**

**Monday, March 7, 2016 –conference call**

**Clinton County Satellite Offices, 226 11<sup>th</sup> Street, DeWitt, Iowa**

Board Members Present: Jack Willey, Linda Hledik

Staff Member Present: Jenny Kreiter

FY16 Budget/Contract Update: The Executive Committee reviewed the financial report provided by the fiscal agent. Monthly bills and time sheets have been signed and reviewed by the Executive Committee Members. Parent Education Program has asked for an amendment to the current contract. They are requesting a line item change but not an increase to the total contract amount. The Executive Committee asked me to present this to the Board Members for approval.

FY17 RFP/contract renewal discussion: Jenny presented to the Executive Committee a form with Contract RFP/Renewal information. Jenny was instructed to share this with the Board at our next meeting.

FY16 Contract update/Contract site reviews/audits: Per the Board's request all contractors have responded that they will be attending the "Meet and Greet" activity at our Board Meeting on 2-22-16. This will be part of the required contract site visit/audit report this fiscal year.

Director Performance Review: The review document will be released to the Board Members at the March meeting.

Levels of Excellence Visit Schedule: The Executive Committee asked Jenny to create a document to review at our next Board Meeting which will prepare the Board Members for the Level of Excellence discussion with the State TA Team in April. The Executive Committee approved outsourcing the printing of this document.

2/11/16 & 2/23/16 Day on the Hill Event: Jenny did visit with our legislators and community members on 2/11/16.

Set agenda for next Board Meeting: Jack and Linda set the agenda for the March Board Meetings. March will be our annual meeting and Jenny was instructed to put together a LOE document to review at that time.

New Business: None.

Respectfully submitted by:

Jenny Kreiter, Director

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