

CLINTON/JACKSON EARLY CHILDHOOD IOWA BOARD MEETING MINUTES

Monday, January 25, 2016 – 4:00pm, large board room

Clinton County Satellite Offices, 226 11th Street, DeWitt, IA 52742

Board Members Present:

Dan Srp, Vice Chair

Brenda Kunau

Dr. Jessica Ihns

Linda Hledik

Gabe Gluba

Torschia Thomas

David Hinds

Karen Breitbach

Board Members Excused:

Jack Willey

Rhonda Curts

ECI Staff Present:

Jenny Kreiter, Director

Guests

Kathy Richmond, CCR&R

Wendy Merkel, CCR&R

Vice Chair Dan Srp called the meeting to order at 4:00pm. A quorum was present (8/10). Introductions were made and a sign in sheet was circulated for signature.

Review of Agenda: Vice Chair Dan Srp introduced the agenda and asked for comments or any conflict of interests, none were offered.

Board Membership: The Executive Committee reviewed Dustin Deweerdt's application and the ECI Director met with him on 1-13-16 to complete new Board Member orientation. Mrs. Breitbach moved. Mr. Gluba seconded to approve Dustin Deweerdt as Board Member. Motion was carried unanimously. Jenny reported that Mr. Deweerdt could not attend the meeting today but plans to attend in February. This appointment took into consideration Tool LL, Iowa Code, Chapter 69.16A which references gender balance on appointive boards.

Approval of Minutes: Mr. Srp asked for comments on Board Meeting minutes dated 11-23-15, Executive Committee Meeting Minutes dated 12-28-15, and Executive Committee Summary Notes dated 1-11-16. Mr. Hinds moved. Mrs. Breitbach seconded to approve Board meeting minutes dated 11-23-15, Executive Committee Minutes dates 12-28-15 and Executive Committee Summary Notes dated 1-11-16 as presented. Motion was carried unanimously.

Financial Report/Contract Report:

- a. Mr. Srp presented the FY16 Expenditure by program and category financial reports. Board Members reviewed this report. Jenny reviewed the changes made to the FY15 SR year end expenditure report per the State Audit and fiscal agent guidance and recommendation. The change was accepted by Shanell Wagler. The problem and variance was identified and corrected in our report and now the treasurer and auditor foot. As a result the carry forward amount into FY16 was changed to \$31,788.91. Mr. Srp did sit in on the exit interview with our fiscal agent and the audit team from the State, he agreed that no significant findings were mentioned. Jenny noted that she has enhanced the program expenditure report by adding accounting columns which allow Board Members immediate access to current total expenditures and percentages. The Director's activity report was presented. The Board reviewed the required midyear expenditure report was submitted on the IowaGrant.gov on behalf of the Board on 1/12/16. This report was certified by our fiscal agent. Dr. Ihns and Mrs. Kunau asked that all expenditures be included on the program financial report in the future. Mrs. Hledik asked if we receive an email acknowledgment generated by

IowaGrants.gov when our reports are submitted. The Director responded that we do. Mr. Hinds moved to approve the financial report as presented. Mr. Gluba seconded. Motion was carried unanimously.

- b. Mr. Srp presented the released Quality Enhancement Funds notice which provides grant funding for QRS 3 or higher centers and homes. The Director then presented the document named FY15 Renewal Requests Narrative which was presented to the Board prior to the 5-18-15 Board Meeting. This provides the Board Members a narrative of each program that is currently receiving funding.

The Director presented three proposals:

- A. Safety Seats/Harnesses for four preschools - discussion was to fully fund two requests for \$360 and fund two of the request at 50% or \$1,053. The Director will provide a list of other potential funding resources
- B. Period of Purple Cry DVD request for Mercy Medical Center – discussion about the content of the DVD’s.
- C. CCR&R has requested a \$1,000 contractual increase to provide four additional trainings to meet providers’ needs in the spring. The full amount is approved but request CCR&R confirm that other funding from DHS is or is not available to blend with this funding.

The Board Members discussed that in the 3rd and 4th quarter they will review the budget again and see if increased funding can be provided to preschools for 3 year old scholarships.

Dr. Ihns moved to approve request A. in the amount of \$2,106, request B. in the amount of \$950 and request C. in the amount of \$1,000. Mrs. Breitbach seconded. Motion was carried unanimously.

The Director reported that we have no provider on a corrective action plan and LSI has turned in documentation confirming they had submitted RedCap data on time.

- c. The Board discussed the FY16 contract site visits/reviews and audits. Specifically, do Board Members want to go onsite like we have done in the past or would they like current contractors to come to our meeting? Consensus was that the Director will invite current contractors, excluding the preschools receiving 3 year old scholarships, to attend our Board Meeting on 2-22-16 for a “Meet and Greet” activity. The Director will visit the preschools as it would be a financial hardship to ask them to come to a meeting as staffing is an issue. The “Meet and Greet” activity will be part of the yearly contractual site visit/review.

Levels of Excellence Update: We have received the Levels of Excellence site visit schedule and that has been sent to the Board Members. The Board requested that a “Save the Date” notice be sent to our contractor’s inviting them to the community meeting.

Board’s Performance and Professional Development Plan FY16: The Board reviewed the plan and progress that has been made. This document will be updated next fiscal year as it is in place until June of 2016.

12-9-15 ECI Director’s Meeting/1-8-16 ECI State Board Meeting update:

The Board Members reviewed the agenda’s from both meetings.

New Business: No comments.

Adjourn: Mr. Srp declared the meeting adjourned at 5:10pm. Our next ECI Board Meeting will be 2-22-16.

Respectfully submitted, Jenny Kreiter, Clinton/Jackson ECI Director

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

Any person needing special assistance or with special accessibility needs should contact Jenny Kreiter at (563)659-3651 or kreiter@clintoncounty-ia.gov