

CLINTON/JACKSON ECI EXECUTIVE COMMITTEE MEETING MINUTES
Monday, February 10th, 2016 –conference call
Clinton County Satellite Offices, 226 11th 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. Linda has signed bills and signed Jenny's cost allocation per pay period timesheet. Jenny reported that she has been working with the fiscal agent as she found an error in January's cash and outstanding report from Clinton County Budget Director, Lynn Kirchoff. Becky Weaver, Clinton County Deputy Auditor, has identified the accounting issue and will be sending out a accurate report. Jenny also reported that the fiscal agent made an error in a payment to a vendor. The error has been corrected. Jenny did amend the budget and received approval from the ECI TA Team for the safety seats/harnesses but they requested Jenny contact Stephanie Trusty with IDPH as they have potential to provide the Period of Purple Cry DVD's to Mercy Hospital. Jenny will contact Angela Mullaley from Mercy Hospital to let her know the Board approved the DVD's but the ECI Coordinator will be contacting IDPH as the Board would like to be the payer of the resort.

FY16 Contract update: 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. Jenny reported that she identified a problem with the Parent Education Program December billing. She has contacted the program manager and the financial analyst to work on resubmitting the billing and / or request an amended budget from the Board.

FY16 requests: No requests have come to the Board at this time. Jenny did make an error on the requested amount for safety seats / harnesses in the amount of \$240. The amount requested and approved in the budget is now \$2,346.00.

FY16 ICAP review: The Board received the renewal packet beginning March 1, 2016. We received reimbursement redemption in the amount of \$281.78. The total amount of liability insurance is \$1,225.22. Jack will sign the membership agreement and Jenny will turn into our fiscal agent for payment.

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 discussed releasing a "Save the Date" notice to community partners for the purpose of inviting and informing them about meeting with Shanell Wagler and Jeffrey Anderson. Jenny will create the notice and share with the Board for review.

2/23/16 Day on the Hill Event: Jenny was invited to attend the Clinton County Day on the Hill Event by Mayor Don Thiltgen on 2-11-16. The Executive Committee approved Jenny attending that event and meeting with our area legislators at that time.

ECI Stakeholder webinar 2-9-16: Jenny participated in this webinar.

Set agenda for next Board Meeting: Jack and Linda set the agenda for the February and March Board Meetings. March will be our annual meeting and Jenny was instructed to put together a LOE document to review at that time. The Executive Committee approved using administrative funds to print the document for the Board Members to use a reference for our LOE meeting April.

New Business: Jenny participated in the ECI Stakeholder webinar on 2-9-16. The County has updated our web page. Jenny will be taking pictures of the “Meet and Greet” activity to post on the page.

Respectfully submitted by:

Jenny Kreiter, Director

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