

CLINTON/JACKSON EARLY CHILDHOOD IOWA BOARD MEETING MINUTES

Monday, April 27, 2015 – 4:00pm, large board room

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

Board Members Present:

Jack Willey, Chair

Dan Srp, Vice Chair

Brenda Kunau

Dr. Jessica Ihns

Dave Hinds

Gabe Gluba

Torschia Thomas

Karen Breitbach

Linda Hledik

Traci Gael

ECI Staff Present:

Jenny Kreiter, Director

Guests Present:

Kathy Richmond

Sheila Busch

Chair Jack Willey called the meeting to order at 4:05pm. A quorum was present (10/10). Introductions were made and a sign in sheet was circulated for Board Members and guests to sign.

Review of Agenda: Chair Jack Willey introduced the agenda and asked for comments or any conflict of interests; none were offered

Approval of Minutes: Mr. Willey asked for comments on Board Meeting minutes dated 3-23-15 and Executive Committee minutes dated 4-6-15. Dr. Ihns moved. Mrs. Kunau seconded to approve Board meeting minutes dated 3-23-15 and Executive Committee Meeting minutes dated 4-6-15 as written. Motion was carried unanimously.

Financial Report/Contract Report:

- a. Mr. Willey presented the FY15 Expenditure by program and category financial report. Board Members discussed this report and Jenny did add total funds expended to date out of School Ready and Early Childhood Funds on the report. Mr. Willey presented the Director's activity report. Mr. Srp moved to approve the financial report and Director's activity report as presented. Ms. Thomas seconded. Motion was carried unanimously.
- b. Mr. Willey presented the results of our FY14 audit. The Board discussed the report. Mr. Srp moved to submit the audit to the State TA Team on behalf of the Clinton/Jackson ECI Board. Mr. Gluba seconded. Motion was carried unanimously.
- c. Mr. Willey reported that Jenny had been notified that the YWCA Bilingual Translator had taken a new position. Jenny was informed that the position is being filled as needed by a current employee. Jenny reported that she had advised the YWCA contract manager to not fill this position permanently. The Board discussed the scope of service and performance measures of this contract. The Board instructed Jenny to send the YWCA a 60 day notice that the Bilingual Translator contract would not be renewed in FY16. Jenny will contact the AEA for contact information about the translation services provided by their agency to our area. Mr. Srp moved to send a 60 day notice to the YWCA stating that the Bilingual Translator contract will end on June 30, 2015 with no renewals. Mrs. Kunau seconded. Motion was carried unanimously.

- d. Mr. Willey presented a request from the I Smiles dental program manager asking to move funds from one budget line item to the supplies line item. This request does not change the amount of the FY15 contract total. It is line item budget adjustment request. Mr. Srp moved to approve the line item budget adjustment request as submitted. Mr. Hinds seconded. Motion was carried unanimously.
- e. Mr. Willey presented the Draft FY16 School Ready and Early Childhood Iowa Funds report dated 4-14-15 which was released by the ECI State TA Team. The Board reviewed the draft funding. The Board discussed that they were in a situation to release FY16 Renewal Requests as no Request for Proposals were needed at this time. Mr. Srp moved to approve releasing the FY16 Renewal Request document to the current contract holders. These documents will be evaluated by the full Board on 5-18-15. . Mrs. Breitbach seconded. Motion was carried unanimously.
- f. Mr. Willey asked if Jenny would like to leave the meeting as they would be discussing her yearly evaluation. Jenny voluntarily excused herself from the meeting. Mr. Willey asked Jenny to return and the Board Members reported that Jenny did well on her ECI Board evaluation and her DECAT Board evaluation which Mr. Srp shared with the ECI Board. Mr. Srp moved to approve increasing her current vacation amount by one week and a 1 to 2% salary increase pending conversation with the DECAT Board. Mrs. Gael seconded. Motion was carried unanimously. Jenny was instructed not to take action with the Clinton County Board of Supervisor's until she has been notified by Mr. Willey and Mr. Srp to do so. Jenny thanked the Board for all their support. It is her honor to work for both the ECI and DECAT Board in our two county areas.

4. Levels of Excellence update: Jack reported that Jenny had spoken with Shanell Wagler about our indicators and Community Plan. Shanell offered to assist our area by attending one of our Board Meetings to go over those items. Shanell indicated that Jeffrey Anderson has in depth experience in this area. The Board directed Jenny to accept Shanell's offer and see if Jeffrey Anderson could attend our May or June meeting.

5. ECI State Board Meeting, ECI Directors Meeting, Scott County ECI Contract Committee Meeting, Professional Training Summit: Jenny reported that she attended all the meetings above except the ECI State Board Meeting. Jenny updated the Board on each meeting by providing a general overview of the content.

6. New Business: Jenny reported that she had been in contact with Linda Nudd regarding the Jackson County Grade Level Reading Campaign. Jenny will be attending these meetings. Brenda Kunau asked that Jenny contact Linda and include her in the emails regarding this effort.

7. Adjourn: By consensus, the meeting adjourned at 5:00p.m. Our next ECI Board Meeting will be 5-18-15.

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