

## CLINTON/JACKSON ECI BOARD MEETING

August 27, 2012

DeWitt, Iowa

Board Members Present: Jack Willey, Linda Hledik, Rev. Lynn Thiede, Dr. Jessica Ihns, Jill Davisson, Brenda Kunau, Brian Bopes, Daniel Srp, Lynn Bell and Jenny Kreiter, Coordinator.

Board Members Excused: Karen Breitbach, Pat Hendrickson, Lori Frick.

Guests: Mary Jo Huddleston - Community Action CCR&R, Cynthia Kaczinski – Hillcrest WIC Program, Sheila Busch – LSI, NPP & Parent Ed..

Quorum having been established, Jack Willey called the meeting to order at 4:03PM.

Introductions: The Board Members and the guests introduced themselves.

Review of 6-25-12 Board Meeting Minutes and Review of 8-13-12 Executive Committee Meeting Minutes: Mr. Jack Willey explained that we are sharing the Executive Committee Meeting Minutes with the Board Members prior to the meeting for review and questions. Mrs. Jill Davisson moved to accept the 6-25-12 Board Meeting Minutes and the 8-13-12 Executive Committee Minutes as printed. Rev. Lynn Thiede seconded. Mr. Jack Willey called for a vote. All those present voted in favor of the motion. Motion carried. A copy is attached to these minutes.

Financial Report - FY12 budget: Jenny presented the Board Members with our FY12 EC and SR Annual Report financial statements which reflects FY11 and FY12 information. The Board Members reviewed the financial report paying particular attention to revenues and expenditures for both years. Jenny presented the yearend Profit & Loss report (July 1, 2011 through June 30, 2012) and Balance Sheet (as of June 30, 2012) submitted by our CPA PC, Winkel, Parker & Foster. The Board Members compared our CPA year end reports with our FY12 Annual Report financial documents and confirmed that they reflect the same revenues and expenditures. Mr. Dan Srp moved to accept the FY12 budget report as printed. Mrs. Brenda Kunau seconded. Mr. Jack Willey called for a vote. All those present voted in favor of the motion. Motion carried a copy is attached to these minutes.

Financial Report – FY13 budget: Jenny presented the Board Members the approved EC and SR budget for FY13. The Board Members discussed and reviewed our categorical projected expenditures by contract holder and carve out. The Board Members then reviewed and discussed the FY13 EC and SR budget review checklist from the ECI Technical Assistance Team. The Board Members reviewed Jenny's monthly activity report. Mrs. Brenda Kunau moved to accept the FY13 budget report as printed. Dr. Jessica Ihns seconded. Mr. Jack Willey called for a vote. All those present voted in favor of the motion. Motion carried a copy is attached to these minutes.

FY12 Annual Report: Jenny presented the FY12 Annual Report documents to the Board Members. The Board Members reviewed and discussed the Annual Report Shell document, the Annual Report Template (including financials previously accepted) and the Executive Summary. The Board Members reviewed the ECI Director's data, Mrs. Lynn Bell found one numbers error in the quality and efficiency column and ask for correction to reflect the correct percentage. Mrs. Jill Davisson moved to accept and submit the FY12 Annual Report with final review from the ECI Executive Committee. Mr. Dan Srp seconded. Mr. Jack Willey called for a vote. All those present voted in favor of the motion. Motion carried a copy is attached to these minutes.

Clinton/Jackson WIC Program Presentation: Cynthia Kaczinski, RD, LD – WIC Co-Coordinator provided the Clinton/Jackson ECI Board Members with an overview of the WIC Program in Clinton and Jackson Counties. She walked the Board Members through a WIC visit and explained the services a consumer receives who qualifies and participates in this the program. The Board Members asked multiple questions about the WIC Program and then asked for specific information regarding the WIC proposal for funding and portion plate for educational purposes. The Clinton/Jackson ECI Board has identified reducing childhood obesity in our current community plan and working with the WIC Program is one of our strategies to having a positive impact on addressing healthy eating for children 0-5. Cynthia explained the project will focus on portion control and shared the actual portion plate with the Board Members. Portion plates will be given to parents of 2 -5 year olds participating in the WIC Program. They will use these plates with registered dieticians to educate on healthy food choices and portions for this age group. Participants will also receive a newsletter with recipes and information on buying fruits and vegetables. Mrs. Linda Hledik provided information about healthy eating, portion sizes and the need to educate parents on “how” to cook. She provided a variety of examples on how education of parents will reduce their grocery bill and expand their ability to feed their children well. Cynthia provided the Board Members with percentage of WIC children  $\geq 2$  years of age with BMI’s (Body Mass Index) between 85-95%iles in Clinton, Maquoketa, State of Iowa and National. She explained the health and social implications of not providing children and parents in this risk category services to educate and begin to address the issue and change daily dietary habits. The Board Members thanked Cynthia for her presentation and data information. Mr. Dan Srp moved to issue a contract with the WIC Program to purchase portion plates for 2-5 year olds. Dr. Jessica Ihns seconded. Mr. Jack Willey called for a vote. All those present voted in favor of the motion. Motion carried. A copy is attached to these minutes.

Conflict of Interest Statement: The Board Members reviewed this document. This document was presented at the June Board Meeting for review. Mrs. Brenda Kunau asked for clarification on the document which was provided through discussion. Mrs. Jill Davisson moved to accept the conflict of interest statement and all support documents as presented. Reverend Lynn Thiede seconded. Mr. Jack Willey called for a vote. All those present voted in favor of the motion. Motion carried. A copy is attached to these minutes. The Board Members signed and turned in this document to be kept on file in the ECI Office.

Board Professional Development Plan: The Board reviewed and discussed the identified goals for this plan in June. Jenny updated this plan per Board Member direction and discussion. Mr. Dan Srp moved to accept this plan as presented. Mr. Brian Bopes seconded. Mr. Jack Willey called for a vote. All those present voted in favor of the motion. A copy is attached to these minutes. Mr. Jack Willey signed and dated this document to be kept on file in the ECI Office.

New Business: Dr. Jessica Ihns received a Community Leader under 40 honors from the Lincolnway Community Foundation and The Observer. We want to congratulate her on her accomplishments and thank her for her service on the ECI Board. There being no further business Mr. Jack Willey called for a vote to adjourn the meeting at 5:10pm. All those present voted in favor of the motion. Motion carried.

Respectfully submitted by:  
Jenny Kreiter, Coordinator