

## CLINTON/JACKSON EARLY CHILDHOOD IOWA BOARD MEETING MINUTES

Monday, January 26, 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

Karen Breitbach

Dr. Jessica Ihns

Linda Hledik

Dave Hinds

### Board Members Excused:

Traci Gael

Jill Davisson

### ECI Staff Present:

Jenny Kreiter, Director

Chair Jack Willey called the meeting to order at 4:00pm. A quorum was present (7/9). Introductions were made and a sign in sheet was circulated for Board Members and guests to sign. Our Board Members congratulated Mr. Srp on his new position as a Clinton County Supervisor.

**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 11-24-14 and Executive Committee minutes dated 12-15-14. Mrs. Breitbach moved. Dr. Jessica Ihns seconded to approve Board meeting minutes dated 11-24-14 and Executive Committee Meeting minutes dated 12-15-14 as written. Motion was carried unanimously.

### **Financial Report/Contract Report:**

- a. Mr. Willey presented the IowaGrants.gov required midyear report submitted by Jenny on behalf of the Board to the State ECI TA Team. The report was reviewed and confirmed prior to submission by our fiscal agent. Mr. Willey presented the Director's activity report. Mrs. Kunau moved to approve the financial report and Director's activity report as presented. Mrs. Breitbach seconded. Motion was carried unanimously.
- b. Mr. Willey presented the FY15 1st Quarter Program Report to the Board Members. The Board Members reviewed the document and they directed Jenny to prepare a corrective action plan for three contractors for the purpose of contract management. All three corrective action plans are needed as first quarter reports were not submitted to the Board on time. It was noted that all contracts are meeting or exceeding expectations in the areas of billing and program service. Mr. Srp moved to accept the FY15 1st Quarter Program Report and prepare the corrective action plans. Mr. Hinds seconded. Motion was carried unanimously. Jenny notified that Board that Roger Pavey, Executive Director of CCR&R, sent an email to the Board dated 1-23-15 announcing that the Iowa Department of Education has awarded there agency \$100,000 for the implementation of Early Head Start. The Clinton/Jackson ECI Board wrote a letter of support for this grant to provide 12 home based Early Head Start slots in rural Clinton County.

**Child Care Nurse Consultant Presentation, Heidi Hotvedt:** Heidi provided our Board Members with a three page document with detail about: the program, the Child Care and Development Block Grant, Key Area Health and Safety, Key Area Training and Professional Development, Key Area Improving Access for Underserved Populations, Child Care

Nurse Consultants in Iowa and Nationally, and Child Care Nurse Consultant Program Support. The Board thanked Heidi for her work in our two county area.

**Community Plan Update; Indicator Trends:** Mr. Willey provided the Board the Community Plan Update FY15: Indicator Trends. Jenny updated the document to include the indicator - Low Birth Weight Babies, Percent of live births weighing less than 5.5 pounds at birth in the Healthy Children results area. Mrs. Kunau moved. Mrs. Breitbach seconded to approve the document as presented. Motion was carried unanimously.

**ECI Updates: 12-3-14 ECIA Directors Meeting & 1-9-15 ECI State Board Meeting:** Mr. Willey presented both meeting agenda's to the Board. Jenny did attend these meetings and briefed the Board Members on the Public Engagement Efforts and the 2014 ECI State Annual Report.

**New Business:** Jenny reported that she had received an application for Board Membership from Ms. T. Thomas and will be speaking with her by phone and meeting with her. Jenny will provide the Executive Committee her application information at our next meeting.

**Adjourn:** By consensus, the meeting adjourned at 5:10p.m. Our next ECI Board Meeting will be 2-23-15.

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