

## CLINTON/JACKSON EARLY CHILDHOOD IOWA BOARD MEETING MINUTES

Monday, November 24, 2014 – 4:00pm, large board room

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

### **Board Members Present:**

Dan Srp, Vice Chair

Brenda Kunau

Karen Breitbach

Dr. Jessica Ihns

Linda Hledik

Jill Davisson, by phone

### **Board Members Excused:**

Jack Willey, Chair

Dave Hinds

Traci Gael

### **ECI Staff Present:**

Jenny Kreiter, Director

Vice Chair Dan Srp called the meeting to order at 4:07pm. A quorum was present (6/9). Introductions were made and a sign in sheet was circulated for Board Members and guests to sign.

**Review of Agenda:** Vice Chair Dan Srp introduced the agenda and asked for comments or any conflict of interests; none were offered. It was noted that Jenny invited all area legislators to this Board Meeting. Two accepted the invitation the other three declined because of prior commitments. We are currently experiencing inclement weather conditions, consequently, some board members and two legislators who had intended on attending this meeting have cancelled.

**Board Member update:** Jenny informed the Board Members that Lynn Bell has submitted her letter of resignation due to a new job assignment. The Board Members thanked Lynn for her service to the Board. Mrs. Davisson moved to accept Lynn's resignation with regret. Mrs. Breitbach seconded. Motion was carried unanimously. Jenny informed the Board that Mrs. Traci Gael had submitted her Clinton/Jackson Board Membership application. She is a DHS Supervisor in the Clinton Office providing services to families in Clinton and Jackson Counties. Mrs. Breitbach moved to approve her application for membership on the Clinton/Jackson Early Childhood Iowa Board. Dr. Ihns seconded. Motion was carried unanimously. Jenny provided the completed document, which was developed and reviewed by Board Members and Advisory Board Members, called "Introduction to CJ ECI". This will be used to inform the public about ECI.

**Approval of Minutes:** Jenny found one typographical error on the agenda which is item 2. B. 10-10-14 Executive Committee Meeting Minutes. That should be 11-10-14 Executive Committee Meeting Minutes which is what was submitted to the Board Members for review. Mr. Srp asked for comments on Board Meeting minutes dated 10-27-14, Executive Committee minutes dated 11-10-14. Dr. Ihns moved. Mrs. Breitbach seconded to approve Board Meeting minutes dated 10--27-14 and Executive Committee minutes dated 11-10-14 as written. Motion was carried unanimously.

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

- a. Mr. Srp presented the FY15 financial reports labeled FY15 Total Expenditures by category, FY15 Expenditure by program and category and the Coordinator's activity report. Dr. Ihns moved to approve the financial report and Director's activity report as presented. Mrs. Breitbach seconded. Motion was carried unanimously. Jenny presented a letter which was received in November from the Great River Bend Community Foundation informing the Board that a grant in the amount of \$1,000 was transferred to the Imagination Library for Clinton County in honor of the outstanding services our Board provides. Jenny was instructed to send a thank you letter to Mr. and Mrs. Gaylon Heetland. Jenny presented a report provided by the ECI TA Team dated 9-22-14 Funding Trend Data of

Early Childhood Initiatives/Programs. The Board Members asked for a copy of this report be sent to them electronically.

- b. Mr. Srp presented the document; Do you know who is watching your child? Quality Matters! Dr. Ihns and staff from CCR&R have completed this document and are ready for Jenny to submit this to area newspapers, media and use for marketing purposes. Jenny provided documents from our Child Care Consultant called Iowa Quality Rating System: QRS Cumulative Points, QRS Application Checklist Child Development Homes and QRS Application Checklist Licensed Centers, Preschools, and School-Based Programs. This was a follow up to the presentation provided to the Board on 10-27-14 by Kathy Richmond and Mary Jo Huddleston. Jenny presented a page from the YWCA Annual Report FY14 which features the Clinton/Jackson ECI funding used at The Children's Center.

**Community Plan Update; A. Indicator Trends:** Mr. Srp provided the Board a review of the FY14 Annual Report document, Community Plan Updates. Jenny provided a powerpoint presentation called Clinton/Jackson Early Childhood Iowa Community Plan Update FY15: Indicator Trends. The Board reviewed our five result areas individually and discussed the enhanced and updated indicators and data sources under each one. The Board referenced the last LOE review document notes from Shanell Wagler and Tami Foley during the review. The Board decided to adopt the presented indicators and trend data with the addition of 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. Hledik seconded to approve with the stated addition. Motion was carried unanimously. Jenny also has enhanced our website by providing a link to our funded programs and services.

**ECI FY15/16 Board Professional Development Plan:** Jenny reported that this document is completed as directed by the Board on 10-27-14 and in each Board Members binder.

**ECI Updates: ECI Board Meeting 11-7-14:** Mr. Srp presented the agenda to the Board. Jenny did attend this meeting and briefed the Board Members on the Strategic Planning Session and the Advocacy, promoting leadership agenda items.

**New Business:** The Board Members instructed Jenny to send our legislators these documents; Introduction to CJ ECI, Funding Trend Data of Early Childhood Initiatives/Programs and Do you know who is watching your child? Quality Matters!

**Adjourn:** By consensus, the meeting adjourned at 5:15p.m. Our next ECI Board Meeting will be 1-26-15.

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