

## CLINTON/JACKSON COUNTIES ECI BOARD MEETING MINUTES

Monday, August 26, 2013 – 4:00pm

Francis Banta Wagonner Community Library, DeWitt, Iowa

### Board Members Present:

Jack Willey, Chair  
Daniel Srp, Vice Chair  
Jill Davisson  
Pat Hendrickson(by audio/GoToMeeting)  
David Hinds  
Linda Hledik  
Dr. Jessica Ihns  
Brenda Kunau  
Karen Breitbach

### Board Members Excused Absence:

Lori Frick  
Lynn Bell

### Clinton/Jackson ECI Staff Present:

Jenny Kreiter, C/J ECI Coordinator

Chair Jack Willey called the meeting to order at 4:05pm. A quorum was present (9/11). 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 6-24-13 and Executive Committee minutes dated 8-5-13. None were offered. Mrs. Davisson moved, Mrs. Breitbach seconded to approve Board Meeting minutes dated 6-24-13 and Executive Committee minutes dated 8-5-13 as written. Motion was carried unanimously. Copies are attached.

### **Financial Report:**

- a. Mr. Willey presented the FY14 approved budget for federal EC and State General Fund Budget Review Checklist which was approved as originally submitted by the ECI State TA Team and the Coordinator's activity report for FY13 and FY14. Mr. Srp requested that the Board review our unallocated funds to offer safety harnesses and safety seats to our school districts who provide transportation to preschool. This is noted and will be addressed after the Board has an accurate account of how many children will be accessing our preschool scholarship funds. Mrs. Breitbach moved, Mr. Hinds seconded to approve financial report as presented. Motion was carried unanimously. A copy is attached.
- b. Mr. Willey presented budget amendment request from Kati McNeme with the I Smiles Programs. I Smiles is requesting funds to purchase a display board for a total cost of \$301.64. The request and a photo of the display requested were provided to the Board Members for review. Mrs. Kunau moved, Mrs. Breitbach seconded to approve the request as presented. Motion was carried unanimously. Jenny provided each Board Member with a packet which provides information about the required finger printing guidelines. Our Child Care Consultant will be providing this service to our child care providers at no cost. The Board Members briefly discussed this requirement. A copy of the packet is attached. Jenny also informed the Board that she is attending meetings to develop a coordinated intake process as required in tool FF and in legislation. The Board Members also received a copy of the monthly newsletter "Quality Care For Kids" provided by our Child Care Nurse Consultant. This is an intentional educational and marketing tool used by our Board in our ECI Area.
- c. Mr. Willey presented tool B which is a document with FY14 Board Activities/Events/Deadlines. This is a tool that enhances the Board Members abilities to view at a glance the fiscal year work in advance.
- d. Mr. Willey and Mrs. Kunau discussed her position on our Board as our required faith representative. The Board also reviewed legislative changes to Board composition.

e. Mr. Willey presented the FY14 Clinton/Jackson ECI Policies and Procedures Manual to the Board for the purpose of annual review. All policies are current. New policy ID: 1.1.12, Title: Meals and Refreshments was given to the Board for discussion and approval. Mrs. Breitbach moved. Mrs. Hledik seconded to approve the FY14 Clinton/Jackson ECI Policies and Procedures Manual with the addition of Policy ID: 1.1.12. Motion was carried unanimously. A copy is retained in the local ECI Office.

**FY13 Annual Report Review:** Mr. Willey provided the FY13 Annual Report. The Board Members reviewed the content of the report. Discussion was held about data in the report with particular attention paid to the WIC data. Dr. Ihns moved. Mrs. Kunau seconded to approve the FY13 Annual Report with final review provided by the Executive Committee prior to submittal on or before 9-15-13. Motion was carried unanimously. A copy is attached.

**Hosting State ECI Board September 5<sup>th</sup> & 6<sup>th</sup>:** Jenny thanked the Board for all of their support in developing this event. Jenny updated the Board on the event and arrangements that have been made for the two day visit. Mrs. Davisson has graciously offered to donate gift bags to our State Board Members upon their arrival at the hotel. The Board discussed the meal on the night of the recognition reception. Jenny thanked the Board for all of their work on this event. Transportation will be provided by our public transportation system and because we receive federal funds the cost is very reasonable.

**New Business:** Mr. Willey and Mrs. Hledik reported that the Executive Committee recommends changing the name of the ECI Coordinator to Director as it better reflects the work of the required of the position. Mrs. Hendrickson moved. Mrs. Hledik seconded to approve changing the name of the Clinton/Jackson ECI Coordinator to Clinton/Jackson ECI Director. Motion was carried unanimously. This change will be reflected in the Policies and Procedures Manual. Jenny asked for permission to resend the letter that was given to the State Board last spring regarding the EC funding and potential changes. Board Members agreed that the letter is relevant and represents our area and its questions, concerns and comments on this subject. We are looking forward to seeing Pat, in person, at the September meeting!

**Adjourn:** By consensus, the meeting adjourned at 5:05p.m.

Respectfully submitted,

Jenny Kreiter, Clinton/Jackson ECI Coordinator