

Board Members Present via role call:
Bobbi Bartels-Poll
Carlene Erikson
David Hinds
Gabe Gluba
Jack Willey
Jessica Ihns
Jim Irwin
Linda Hledik
Peggy Sellnau
Rebecca Barnes
Sarah Hogan
Board Members Absent:
Staff Present:
Gwen Deming

CLINTON/JACKSON EARLY CHILDHOOD IOWA BOARD MEETING MINUTES

April 26, 2021

This meeting was held via Zoom due to the Covid-19 restrictions on gatherings.

C/J ECI Board Meeting Called to Order/Roll Call: Jack Willey called the meeting to order at 4:00 p.m. Gwen Deming conducted roll call: Members present listed.

February, 2021 Minutes: Gwen Deming presented the minutes from the 2/22/21 C/J ECI Board Meeting. Jim Irwin made a Motion to approve the Minutes as presented; Linda Hledik seconded the Motion; all Ayes, Motion carried.

Director's Expenditure Report: Gwen Deming presented the Director's Expenditure Report for review. David Hinds made a Motion to approve the expenditure report as presented; Peggy Sellnau seconded the Motion; all Ayes, Motion carried.

FY2021 Preschool Scholarship Site Visits: Gwen shared the preschool site visit schedule with the board, and invited any board members who are interested to attend. She also noted she will email out each Zoom link separately to members.

Policy ID 2.3 - Job Vacancies/Hiring/Selection

Process: The C/J ECI Board discussed the updated policy for hiring staff. The following was presented for approval Linda Hledik made a Motion to approve the Policy as presented; Bobbi Bartels-Poll seconded the Motion; all Ayes, Motion carried.

2.3

Job Vacancies/Hiring/Selection Process

Policy: To establish a standardized process for the hiring and selection of C/J ECI Board staff.

Definitions: C/J ECI Board staff includes the C/J ECI Director.

Procedures:

- An open position announcement is published in all official county-wide newspapers in Clinton and Jackson Counties.
- A cover letter and resumé is requested from all interested applicants. A standardized application form may also be used for accepting applications.
- A committee of C/J ECI Board Members is established to select and to interview applicants.
- The most qualified applicant is presented to the C/J ECI Board for approval for employment.
- All newly-hired employees will be directed to the Employer of Record's Human Resource Department or HR Representative to complete initial new employee paperwork and administrative/technical support regarding employee policies and procedures.
- The committee will be responsible for contacting applicants in regard to the status of their candidacy.
- Solicited resumé's will be held for one year on file, per federal guidelines.

Community Plan: Gwen reported the results from the parent/caregiver and provider surveys were reviewed and discussed with the 0-5 in 60 Minutes attendees on April 14, 2021.

FY22 Contract Renewals/Draft Budget: The C/J ECI Board reviewed contract renewals and their scores. Board members also reviewed a draft budget for FY22 presented by Gwen Deming. Discussion will continue at the next board meeting on May 24, 2021.

In-person Board Meetings: Gwen reported the extension for allowing virtual meetings, in regards to Open Meeting Laws, was May 2, 2021. Unless the Governor extends the date, ECI Boards would be expected to meet in person to allow for the public to attend.

New Business/Community Input: Gwen reported the FY21 Audit was completed.

Adjourn/ Next Meeting Date: The next C/J ECI Board Meeting will be held on May 24, 2021 at 4:00 p.m. via Zoom

*Respectfully submitted by Gwen Deming, C/J ECI Director
Any person needing special assistance or with special accessibility needs should contact
Gwen Deming at GDeming@ClintonCounty-IA.gov or (563) 659-3651.*

Every child, beginning at birth, will be healthy and successful.