

#### EXECUTIVE COMMITTEE Meeting

**Thursday, September 10, 2020**

**Meeting Minutes**

1. The meeting was called to order, via Microsoft Teams video and conference call, at 10:03 am by Eric Kool. Also present were Stephanie Swartz, Jim Ward, and Linda Colby for John Hawkins, Teresa Burke, and Decat Staff Cassie Kilgore. Absent were Jana Rhoads and John Hawkins.
2. The August 13, 2020, minutes were reviewed. Jim moved to approve the minutes and Stephanie seconded. All were in favor and the motion was carried by unanimous vote.

The Board agreed to amend the agenda to add an item: Cassie Kilgore complete the quarterly report review that was unfinished from the August 13, 2020 meeting.

1. Discuss and vote: Review and approve FY21 Polk Decat Annual Plan.
   1. The FY21 Polk Decat Annual Plan was provided to the Board prior to the meeting for review
   2. Eric pointed out the helpfulness of the demographic information at the beginning of the plan.
   3. Stephanie moved to approve the FY21 Polk Decat Plan and Jim seconded. All were in favor and the motion was carried by unanimous vote.
2. Completion of Semi-annual contract performance reporting:
   * 1. Cassie reported on the remainder of the FY20 Contract Report Summart to the board, that she initiated at the last Executive Committee meeting. She reviewed the performance summary of contract DCAT5-19-003, with Iowa Legal Aid, which included highlighting a few performance measures that went unmet in fiscal year 2020.
     2. In consideration of this summary of DCAT5-19-003, Cassie suggested a meeting take place between Decat and the contractor to discuss either the resolution of the potential issue with unmet performances, or to identify how performance measurements could be rewritten to better reflect the work that the contractor is doin, since activities have changed since the onset of the contract.
     3. Eric expressed interest in joining this meeting, in an effort to try and bolster a strong referral channel between Iowa Legal Aid and the new Financial Empowerment Center at Evelyn K. Davis Center. Cassie agreed to keep him included in scheduling communications.
3. Next meeting topics:
   1. Transfer(s) of funds, if any
   2. Possible adjustment to DCAT5-19-001, Fiscal Agent contract FY21 value
   3. Review of FY21 budget
   4. Trauma Informed Supervision Project update
   5. RJCE and CPPC activities
   6. Anything else
4. Adjourn: Jim moved to adjourn the meeting at 10:26 am. Linda seconded, all were in favor, and the motion was passed unanimously.

The next regularly scheduled meeting will be Thursday, October 8, 2020, 10:00 am, via video and conference call.