

**Mahaska-Wapello Early Childhood IOWA  
Board of Directors Meeting Minutes  
Wednesday, August 28th, 2013 @ 3:45 PM  
Eddyville Elementary School Library  
702 Vance, Eddyville, Iowa**



**Board Members Present:** Greg Kenning (left at 5:05pm), Deb Deere, Desiree Johnson, Jan Erhardt, Tom Lazio, and Joy Prothero.

**Board Members Absent:** None.

**Community Members Present:** Becky Falck, Angela Livezey, Heather Miller, Christina Schark, Cindy Shepherd, Tracey Boxx Vass, Jill Lane, Lynn Godwin, and Kathy Chamra.

**Staff Present:** Pat McReynolds (Area Director)

**1. Call to Order:** The meeting was called to order by Board Chair, Desiree Johnson at 3:49 PM. Quorum met (6:6).

**2. Introductions:** Introductions were made.

**3. Approval of August 28th, 2013 Agenda:** **Deb Deere a motion to approve the agenda, Tom Lazio 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

**4. Approval of July 24<sup>th</sup>, 2013 MWECI Board Meeting Minutes:** Tom Lazio asked that it be noted that he was absent last month due to the death of a family member. **Deb Deere made a motion to approve the minutes with the additional notation requested by Tom Lazio, Greg Kenning 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

**5. MWECI Financial Business:**

a. Pat McReynolds, Area Director, reviewed the board's annual liability insurance paperwork through the Iowa Communities Assurance Pool (ICAP) with the board and noted the annual updates of the listed board chair and current FYE2014 budget. Discussion continued regarding whether to have the ICAP/Noel Insurance representative, Willene White, visit with the board regarding annual updates. Board members determined that annual visits were not necessary. Willene White will be invited to visit with the board and explain the board's liability and insurance coverage when new board members have been added to the board.

b. Pat McReynolds shared information with the board regarding new fiscal requirements tied to the Federal Early Childhood (FYE2013 Carry Forward Funds). *"For SFY'14 financial accounts and records, for unspent federal Early Childhood carry forward and interest earned funding must be kept and reported separate from Early Childhood "state" and School Read funding. Federal Early Childhood carry forward and interest earned must be expended for eligible programs and services provided/completed by March 31, 2014. All unspent carry forward and interest earned funding must be returned to DHS office by June 10, 2014. DHS will monitor a minimum of 15% of ECIA's with this funding."* Pat also shared some of the auditor's recommendations about keeping the funding sources separate in more than one bank account to ensure a precise paper-trail and in keeping clean books. This would entail separating our current account into four separate accounts (increasing 4 bank reconciliations and creating multiple reports). **Tom Lazio made a motion to create a new account for the Federal Early Childhood funding and keep the remaining "state" funding in the current account, Greg Kenning 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.** Pat McReynolds and the finance committee will continue to search out banks in the area and investigate better interest rates and make future recommendations to the board for any additional financial changes.

c/d. Pat McReynolds presented the MWECI Board with the financial statements and reports as provided by the fiscal agent, for July 2013 including vouchers paid in July 2013 for June 2013 services and the July 31, 2013 bank reconciliation. **Deb Deere made a motion to approve the July 2013 financial reports, Joy Prothero 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

e/f. Pat McReynolds shared with the MWECI Board the final FYE2013 carry forward funding amounts in each School Ready category. After closing the FYE2013 financial QuickBooks, there is more School Ready carry forward funding

that first anticipated when funding awards were made in June 2013. Pat reviewed the possible funding programs that had been applied for via the MWECI – RFP last spring that did not get funded (Mahaska County Extension Parent Education Program) as well as several new community needs/gaps that had been recently identified (Cardinal Community School District / Sieda Head Start 3Y Preschool Partnership need for 2<sup>nd</sup> classroom and transportation and PCA Councils taking the lead in Family Support Coordinated Intake Process, a legislative mandate for FYE2015). Pat also shared that although the FYE14 approved budget placed the FYE13 carry forward funds in this category into Professional Development Mini Grants, the current needs may be a greater priority to the Board than the underused Professional Development Mini Grants. The MWECI Board continued with a pros/cons discussion about the possible uses of the carry forward funding.

**Tom Lazio made a motion to provide additional funding to the Cardinal Community School District / Sieda Head Start 3Y Preschool Partnership in the amount of \$26,344.00 (School Ready – Preschool Support for Low Income Families) with \$6,344.00 specifically for transportation, Jan Erhardt 2<sup>nd</sup> the motion.** Deb Deere voiced her concern regarding the Board following what is already in policy and procedures regarding rewarding funding and to be sure that the Board is flexible but fair in awarding additional funds without using an RFP process. Pat McReynolds assured the Board that they can award additional funding to currently funded programs that have already been approved in the FYE2014 budget without an additional RFP process. **Jan Erhardt amended the current motion to include that the remaining amount of \$22,484.83 (after the \$26,344.00 is provided to Cardinal Community Schools) carry forward funding in the School Ready – Preschool Support for Low Income Families category be awarded to community providers through a new RFP process this fall for 3-5 year old programming as allowed by State ECI Tool CC, Tom Lazio 2<sup>nd</sup> the amendment. A split vote called for voting by roll call: Joy Prothero, Jan Erhardt and Tom Lazio voted “yes” (3) and Deb Deere voted “no” (1) and voiced that she was opposed to the way funds were being awarded, not opposed to the programs receiving funding, and Greg Kenning abstained, declaring a conflict of interest as he is on the 10/15 Transit Board which Head Start uses for transportation needs. The motion passed.** Pat will notify the Cardinal Community School District, send a contract addendum and request a revised budget. Pat will prepare an RFP for Board approval next month. Board discussion turned towards the FYE13 carry forward funds in the School Ready General Use/Other category. Pat McReynolds shared information regarding the legislative mandate for ECI areas to provide a coordinate intake process for their family support programs by July 1, 2015. It was discussed that there are several local agencies that could provide this service in the two-county area. The MIECHV program in Wapello County is also mandated in their grant to work towards this goal of coordinated intake and there are also additional federal funds for this mandate available through the Department of Public Health. **Joy Prothero made a motion to issue a RFP to the community for the Family Support Coordinated Intake program using the \$30,795.21 FYE13 carry forward funds from the School Ready General Use/Other category, Tom Lazio 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.** Pat will prepare an RFP for Board approval next month.

The Board then reflected on the FYE13 carry forwards funds remaining in the School Ready – Family Support and Parent Education category. Pat McReynolds reminded the Board that there is currently no federally or state funded group parent education programs in Mahaska County and that there is not a duplication of “quality” services between the Mahaska County Extension NEST/CARE program as proposed in their spring RFP that was not funded (scored 85pts) and the current NEST program offered by New Hope, Inc. in Oskaloosa. **Greg Kenning made a motion to award the Mahaska County Extension \$18,551.60 as requested in their original RFP and award the remaining \$3,086.57 in a contract percentage split between Sieda Community Action (PAT-\$2,253.20), First Resources Corporation (Helping Hands-\$617.37) and the Wapello County Extension (NEST-\$216.06), Tom Lazio 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.** Pat will notify Mahaska County Extension about the reward and issue a contract. Pat will notify Sieda, First Resources and Wapello County Extension, send contract addendums and request revised budgets.

g. Pat McReynolds requested MWECI Board support for the upcoming Darkness to Light / Stewards of Children training that is being co-sponsored by CCR&R (paying for 1 session of facilitation - \$450.00) and Wapello County Children’s Alliance (paying for training materials - \$600.00). There is a need to pay for 2<sup>nd</sup> session facilitation and refreshments for both sessions. **Deb Deere made a motion for the MWECI Board to support the Stewards of Children training not to exceed \$600.00 from MWECI Community Dollars, Tom Lazio 2<sup>nd</sup> the motion. All Board Members present approved, motion passes unanimously.**

**6. Area Director's Report:**

- a. Pat McReynolds shared highlights from the MWECI Advisory Committee report. The committee is reviewing agency representation and participation to guarantee active involvement this year. Time was spent updating those in attendance to numerous staff turnover in several agencies and programs.
- b. Pat shared information regarding the *Circles of Security* training that she attended early this month. The training has been adapted for use as a group parent education curriculum vs. its original implementation as a one on one parent-child interaction strategy.
- c. Pat shared that there are six (6) preschool agreements to provide preschool scholarship services. She has received 24 applications so far.
- d. Pat shared that she is still working with FYE14 awarded contractors to get signatures on all contract items. At this time she is still waiting for Mahaska Safe Kids, Southern Iowa Mental Health Center, and Great Prairie AEA contracts. To be returned with signatures.

**7. LOE Work Group Updates:**

- a. July 25<sup>th</sup>, 2013 Workgroup Meeting Summary: The Area Director provided a verbal summary of the activities completed during the LOE workgroup. Deb Scowther is our designated State ECI office TA contact and provided additional guidance in reviewing the LOE matrix comments and with completing the required action plan. Desiree Johnson stated that she thought the Board received good support from the state TA contact. The next LOE workgroup is scheduled for September 12<sup>th</sup>, 2013, 9-11am at Great Prairie AEA. This is an open meeting work group.

**8. Community Input Opportunity – FYI**

- a. ACE Study Adverse Childhood Experiences Training is scheduled for September 13<sup>th</sup>, 2013 at the Bridgeview Center in Ottumwa (8:30-4:00). Tracey Boxx Vass shared that she needed volunteers to serve on a panel discussion following Dr. Anda's presentation. Tracey asked if Pat McReynolds would be willing to be involved and Pat agreed. Pat also shared the training flier with those in attendance and emailed it to the MWECI email list.
- b. Pat McReynolds also shared fliers for the upcoming Early Care & Education Fall Institute in Altoona on September 20-21, 2013 and the ACEs 360 Summit in West Des Moines on October 14<sup>th</sup>, 2013.
- c. Deb Deere shared follow up information about the 4<sup>th</sup> Annual Children's Alliance Golf Tournament. There were 18 participating teams. They got sponsors for all 18 holes and numerous prizes. Deb thanked all those who assisted from the community and believes they were able to raise about \$7,000.00. Half of these funds will remain with Children's Alliance and the other half will go to assist with needed services in Wapello County Family Drug Court.
- d. Heather Miller, CCR&R, gave a brief update on the planning committee for the 3<sup>rd</sup> Annual Southeast Iowa Early Care & Education Symposium. The date has been scheduled for Saturday, April 12<sup>th</sup>, 2013. They hope to secure Kelly Matthews as their keynote speaker and will send out save the date cards in November.
- e. Becky Falck shared an update on the MIECHV program. All positions have been filled and they will be having a site visit with state officials on September 9<sup>th</sup>, 2013. Sieda has submitted their grant request for the next fiscal year. Becky also introduced Lynn Godwin as the new PAT Program Manager.
- f. Tom Lazio shared that the Partners for Children and Families (CPPC) is moving forward with their strategic planning utilizing the Legacy Foundation grant they received. Don Brosnar has been hired to facilitate the work of the PCF executive committee planning and the community meeting strategic planning day, "Future Search," scheduled for October 21, 2013, 10am-4pm. More information will be shared next month.

**NEXT MWECI Board Meeting: Wednesday, September 25th, 2013 @ 3:45 pm**

**Eddyville Elementary School Library, 702 Vance, Eddyville, Iowa**

Pat McReynolds reminded the Board that the FYE13 Annual Report must be reviewed by the MWECI Board and approved before submission to the state by September 15<sup>th</sup>, 2013. Pat asked for a special called board meeting to be scheduled prior to September 15<sup>th</sup>, 2013. **Deb Deere made a motion to call a special board meeting to review and approve the FYE13 Annual Report on September 12<sup>th</sup>, 2013 at 11:00am right after the LOE Workgroup at Great Prairie AEA, Joy Prothero 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.** Tom Lazio asked to be excused since he will be on his trip to Italy.

**9. Agenda Items for September 25<sup>th</sup>, 2013 Scheduled Meeting:**

- a. Monthly Financial reports
- b. Executive Director's Updates / Committee Updates
- d. LOE Work group progress
- e. FYE13 Annual Report Review
- f. Nomination Committee (searching for new board members)
- g. Finance Committee (follow up with bank search)
- h. ACE Training Follow UP
- i. North Mahaska CSD-Presentation on GAP Program

**10. Adjournment: Tom Lazio made a motion to adjourn the meeting at 5:40 PM, Jan Erhardt 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

Respectfully Submitted By: Pat McReynolds, MW Early Childhood Iowa Executive Director

Board Adoption Attested By: Joy Prothero, MWECI Board Secretary \_\_\_\_\_

**Special Called Board Meeting: Thursday, September 12<sup>th</sup>, 2013 @ 11:00am**  
**Great Prairie AEA, 2814 North Court, Ottumwa, Iowa 52501**

**NEXT MWECI Board Meeting: Wednesday, September 25<sup>th</sup>, 2013 @ 3:45 pm**  
**Eddyville Elementary School Library, 702 Vance, Eddyville, Iowa**

**NEXT LOE Workgroup Meetings: Thursday, October 10<sup>th</sup>, 2013 @ 9am-11am & October 31<sup>st</sup>, 2013 @ 9am-11am**  
**Great Prairie AEA, 2814 North Court, Ottumwa, Iowa 52501 (Board Room)**

**NEXT Advisory Committee Meeting: Wednesday, October 16<sup>th</sup>, 2013 - 9AM-11:00AM**  
**Great Prairie AEA, 2814 North Court, Ottumwa, Iowa 52501 (Board Room)**

For questions concerning meeting location ADA accessibility or requests for assistance please contact the Mahaska Wapello ECI Director prior to the meeting. The Mahaska Wapello ECI Open Records custodian is Executive Director, Pat McReynolds.

Contact Information: Mahaska Wapello Early Childhood Iowa, PO Box 335, Richland, Iowa 52585

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