



**Mahaska-Wapello Early Childhood IOWA  
Board of Directors Meeting Minutes  
Thursday, August 29th, 2019, 4:00 PM  
Fremont Community Center  
107 East Main Street, Fremont, Iowa 52561**

**Board Members Present:** Nick Maxwell, Lynelle Diers, Ali Wilson, Gina Buttikofer, and Rozanne Warder.

**Board Members Absent:** Shannon Hora and Blaine Vos.

**Community Members Present:** Lynn Godwin (Sieda / Family Support), Cicely Lawrence (ISU Extension & Outreach / Wapello County NEST), Karen Lauer (CCR&R), Joan Garrett & Jill Lane (GPAAE/BASEC), Jane Matzen (AHFA/CCNC), Heather Buckley (Cardinal CSD), Michaela O'Connell (Pickwick ECC), and Angela Livezey (North Mahaska CSD).

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

**1. Call to Order:** The meeting was called to order by Board Chair, Nick Maxwell at 4:03 PM. Quorum met (5:7).

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

**3. Approval of August 29<sup>th</sup>, 2019 Agenda:** Lynelle Diers made a motion to approve the agenda, Gina Buttikofer 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.

**4. Approval of July 25<sup>th</sup>, 2019 MWECI Board Meeting Minutes:** Ali Wilson made a motion to approve the July 25<sup>th</sup>, 2019 board meeting minutes as submitted, Lynelle Diers 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.

**5. MWECI Financial Business:**

a. Board discussion of the MWECI Board joining the *Association of Early Childhood Iowa Area Boards*. Pat McReynolds, Area Director, placed a phone call to McKinley Bailey at 4:15pm to engage in a discussion with the MWECI Board of Directors regarding the proposal for joining the *Association of Early Childhood Iowa Area Boards* and to answer any questions that may arise. McKinley was a member of the Iowa House of Representatives from 2007-2010 and is currently the Executive Director of Building Families, the ECI Area Board for Hamilton, Humboldt and Wright Counties. Mr. Bailey was able to answer all questions each board member had, primarily regarding the lobbying concerns. It was very helpful to have his expertise available and the phone call provided the extra assurance for the board to move forward with joining the newly formed association. **Rozanne Warder made a motion to approve the MWECI Board of Directors to pay the membership dues, including funds for lobbying, of \$750.00 to be taken from the MWECI Community Dollars / private funding category, (non-ECI funds) in support of joining the Association of Early Childhood Iowa Area Boards, Ali Wilson 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

b/c. Pat McReynolds, Area Director, reviewed the July 2019-QB reports (payments made in July 2019 for June 2019 services). Board members reviewed the monthly QB profit & loss, transactions and voucher reports, as well as the monthly bank statement and bank reconciliation reports for each month. **Gina Buttikofer made a motion to approve the financial reports for July 2019 as submitted, Ali Wilson 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

d. Board review of FYE 2020 Budget Brief and anticipated FYE2019 Carry-forward funds. Pat McReynolds, Area Director, provided an updated copy of the FYE2020 Budget Brief and identified a more accurate number of FYE2019 carry forward funds for Early Childhood (\$19,080.04 / 11%) and School Ready (\$17,265.71 / 4%).

e. Board opportunity to join the Southeast Iowa Early Childhood Summit, April 17<sup>th</sup> & 18<sup>th</sup>, 2020 (\$2500/SR2019CF). The planning committee of the SEI Early Childhood Summit offered an invitation for the MWECI Board of Directors to join in hosting their annual Early Childhood Summit. Pat shared handouts showing what the costs were and data about who attended, goals and objectives. Although it seems like a worthy project, there were not many providers or families that have attended from either Mahaska or Wapello counties, and opinions were voiced that not many would probably attend due to the distance to travel to Mt. Pleasant / Wesleyan Campus. **Ali Wilson made a motion that the MWECI Board of Directors decline the invitation to join the planning committee or provide any financial funds to support this event, Gina Buttikofer 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

f. Board review, discussion and approval of FYE 2019 Early Childhood and School Ready annual financial reports. Pat McReynolds, Area Director, provided copies of the FYE2019 EC & SR annual financial reports. Both the fiscal agent's and the director's financial tracking systems were in agreement with the final revenues and expenditures. **Rozanne Warder made a motion to approve the FYE 2019 Early Childhood and School Ready annual financial report as submitted, Ali Wilson 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.** These reports will be submitted with the rest of the full annual report document due on 9/15/2019 via [iowagrants.gov](http://iowagrants.gov).

## MWECI Board Adoption 11/07/19

g. September Board Meeting Date Conflict. Pat McReynolds, Area Director, brought to the Board's attention that the scheduled September 12<sup>th</sup>, 2019 board meeting conflicts with the all-day Southeast Iowa Children's Mental Health and Well-Being Collaborative monthly meeting, in which Pat provides facilitation. Reviewing the FYE 2019 annual report data is the only action that will take place at this board meeting and to meet quorum, there needs to be at least four (4) board members present. Alternative dates were discussed, but the decision to reschedule to a different date prior to the September 15<sup>th</sup>, required submission date, was left up to Pat to secure at least four board members to review and approve the data. Pat will follow up with each MWECI board member to secure the date and quorum needed, prior to the September 15<sup>th</sup> deadline.

### **6. MWECI Re-Designation Prep-Work:**

a. MWECI's mission statement, vision statement, core values, and organizational philosophy revisions. Pat McReynolds, Area Director, shared a document with the revisions for the mission statement and organizational philosophy stated as suggested at the July board meeting. The revision took out any repetitive language and shortened both statements. **Gina Buttikofer made a motion to approve the revised MWECI Board of Directors' mission statement and organizational philosophy as submitted, Ali Wilson 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.** The revised document will become a part of the revised and updated Community Plan to be reviewed during the next ECI state designation process this winter / spring.

b. MWECI Policies - RFP Cycle Revision Recommendation. In preparation for ECI state designation this FYE 2020, the Area Director made a recommendation for one MWECI Policy revision regarding the RFP Cycle for competitive funds and uncommitted/unencumbered funds. Suggestions were made by board members and advisory members for the policy to change to every 5 years for funds to be competitive, while keeping any unencumbered funds available annually via a mini-grant process. Pat provided a revised policy for review including the items suggested by board members. **Rozanne Warder made a motion to approve the revised RFP Cycle policy as submitted, Gina Buttikofer 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

c. RFP Contractor 3Y Trends Documents. Pat McReynolds, Area Director, informed the board and community contractor/providers that she intends to post the 3Y Trends that were a part of each FYE 2020 RFP on the [www.mweci.biz](http://www.mweci.biz) website. This information is important to review throughout the year as new data becomes available and will enable the board to continue using trend data to make informed decisions.

d. Re-designation Prep-Work Committees. Pat reminded those who volunteered for which review committees. They are as follows: By-Laws (Nick Maxwell, Rozanne Warder and Becky Falck); 2) MWECI Policies (Gina Buttikofer, Shannon Hora and Jane Matzen); and 3) MWECI Community Plan (Ali Wilson and Joan Garrett). Thank you all to those who volunteered to assist in this process.

### **7. Open Forum: Community Updates and Opportunities for Input:**

a. FRIENDS National Center for Community-Based Child Abuse Prevention (handout) regarding EI/EB programs and practices.

b. Upcoming area event fliers/notices are posted on [www.mweci.biz](http://www.mweci.biz)

c. Additional Input from Community Partners and MWECI funded program updates or events. Upcoming Events are: Kickin' In for Kids, Sept. 7<sup>th</sup>, 11am-2pm, sponsored by River Hills; Youth Mental Health First Aid, Sept. 13<sup>th</sup>, 9am-5pm at SIMHC; Regional ECIA Legislative Form, Sept. 13<sup>th</sup>, 10-12 in Iowa City; Peer to Peer CCR&R Meeting, Sept. 12<sup>th</sup>, 7pm at the Oskaloosa Library.

### **8. Agenda Items for Next Board Meeting: TBA in September 2019**

a. Review data for the FYE 2019 Annual Report

**9. Adjournment: Rozanne Warder made a motion to adjourn the meeting at 5:35 PM, Gina Buttikofer 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

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

Board Adoption Attested By: Shannon Hora, MWECI Board Secretary \_\_\_\_\_

**NEXT Advisory Committee Meeting: 5<sup>th</sup> Thursday, October 31<sup>st</sup>, 2019 @ 1:30-3:30 PM, Fremont Community Center**

**NEXT MWECI Board Meeting: TBA in September 2019 @ 4pm, Fremont Community Center**

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 the Area Director, Pat McReynolds.

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