

**Mahaska-Wapello Early Childhood IOWA
Board of Directors Meeting Minutes
Wednesday, December 4th, 2013 @ 3:45 PM
Eddyville Elementary School Library
702 Vance, Eddyville, Iowa**



Board Members Present: Greg Kenning, Desiree Johnson, Jan Erhardt, Tom Lazio, Deb Deere and Joy Prothero.

Board Members Absent: None.

Community Members Present: Becky Falck, Sue Wolver, Jessica Gituma, Amy Norris Hernandez, Jennifer Bowles, Christina Scharck, Jill Lane, Lynn Godwin, Chrystal DeBoef, Tracey Boxx Vaxx, Kathy Chamra, and Jane Matzen.

Staff Present: Pat McReynolds (Area Director)

1. Call to Order: The meeting was called to order by Board Chair, Desiree Johnson at 3:46 PM. Quorum met (6:6).

2. Introductions: Introductions were made.

3. Approval of December 4th, 2013 Agenda: Jan Erhardt a motion to approve the agenda as written, Deb Deere 2nd the motion. All Board Members present approved, motion passed unanimously.

4. Approval of September 25th, 2013 MWECI Board Meeting Minutes: Greg Kenning made a motion to approve the September 25th, 2013 board meeting minutes, Tom Lazio 2nd the motion. All Board Members present approved, motion passed unanimously.

5. MWECI Financial Business:

a/b. Pat McReynolds presented the MWECI Board with the financial statements and reports as provided by the fiscal agent for September 2013 including vouchers paid in September 2013 for August 2013 services and the September 30, 2013 bank reconciliation. Since the board meeting scheduled for October 30th, 2013 was cancelled due to illnesses and lack of quorum, Pat McReynolds also presented the MWECI Board with the financial statements and reports as provided by the fiscal agent for October 2013 including vouchers paid in October 2013 for September 2013 services and the October 31, 2013 bank reconciliation. It was noted that starting in October, the bank is now charging against our account \$6.42 for providing copies (front & back) of all cancelled checks per audit recommendations. This is more than the account is making in interest each month and copies of checks can be accessed by the fiscal agent through on-line banking. The October 2013 report and subsequent monthly reports will need to reflect this expense so that the total assets report and the bank reconciliation will agree. It was suggested that the fiscal agent transition to the on-line banking system to eliminate this expense. It was also suggested to combine the YTD column from the summary report with the profit and loss sheet and eliminate the summary sheet. **Greg Kenning made a motion to approve the September and October 2013 financial reports with the noted \$6.42 bank fee expense correction, Joy Prothero 2nd the motion. All Board Members present approved, motion passed unanimously.** Pat McReynolds will work with the fiscal agent to implement these suggestions.

c. The fiscal agent brought to Pat McReynolds' attention that the signatory card for the MWECI/WCAED bank account is out of date and the bank will not allow the current fiscal agent to make necessary changes to the account without it being updated. To update the signatory card the MEWCI Board must have old the signatory members taken off the signatory card and name the new signatory members to be added to the signatory card. This action must be noted in Board meeting minutes and a copy of the minutes submitted to the bank in order to get current signatory members approved and noted on the signatory card. **Joy Prothero made a motion to have all past signatory members removed from the signatory card at US Bank associated with the MWECI/WCAED bank account and add the following new signatory members to the card: Pat McReynolds (MWECI Area Director), Jessica Heisdorffer (WCAED fiscal agent), Desiree Johnson (MWECI Board Chair) and Deb Deere (MWECI Board Treasurer), Tom Lazio 2nd the motion. All Board Members present approved, motion passed unanimously.** Pat McReynolds will work with the fiscal agent to get this process started.

d. Pat McReynolds shared an invoice from TD&T Financial Group for the technical assistance they provided for Jessica Heisdorffer (fiscal agent rep) and herself regarding FYE2013 *QuickBooks* program and FYE2013 MWECI financial record keeping. The MWECI Board had approved up to \$500.00 for TA at the July 24th, 2013 Board meeting. It took more time than originally thought to make the necessary changes recommended by the TA and the invoice amounted to \$1,312.00. It was recommended that the fiscal agent take additional training in *QuickBooks* as the Board expects the fiscal agent to have a working knowledge of such tools. **Deb Deere made a motion to approve payment of the submitted invoice from TD&T Financial Group for \$1,312.00 to be expensed from the Community Dollars category funding, Tom Lazio 2nd the motion. All Board Members present approved, motion passed unanimously.**

6. Fall RFP Discussion & Recommendation for Funding:

a. Pat McReynolds shared the composite RFP scoring matrix with the Board for American Home Finding Association's request for funding for \$4,544.64 for the 4Y Hearing Screening Program. The total average score was 95.2/100pts. Deb Deere voiced concern that Great Prairie AEA was going to charge to train the CCNC to perform the screenings. She suggested the AEA should provide the training at no cost since the AEA would also benefit from having access to the new hearing screen machine to be purchased with these funds and sharing of data. Deb recommended that AHFA develop a MOU with the AEA as part of their MWECI contract for this program. **Jan Erhardt made a motion to approve American Home Finding Association's RFP for \$4,544.64 for the 4Y Hearing Screening program, including development of a MOU with Great Prairie AEA as part of their contract with MWECI, Deb Deere 2nd the motion. Three Board Members present approved, Tom Lazio and Joy Prothero noted a conflict of interest and abstained from voting. Motion passed.**

b. Pat McReynolds shared the composite RFP scoring matrix with the Board for the Oskaloosa Community School District & Preschool Partnership's request for funding for \$16,050.00 for Preschool Partnership Professional Development. The total average score was 83.2/100pts. Deb Deere asked for more clarification on the extent of the professional development training proposed in the RFP (how many will be trained, how many days/hours of training, and training content). Kathy Chamra, Sieda Head Start Director, shared what information she could from participating in writing some of the RFP. Deb Deere suggested that a one page description of the components of the training be shared with the Board for better understanding of the extent of the training. Kathy Chamra agreed that she could provide that information by the next Board meeting. **Deb Deere made a motion to approve the Oskaloosa Community School District & Preschool Partnership's request for funding for \$16,050.00 for Preschool Partnership Professional Development, Greg Kenning 2nd the motion. All Board Members present approved, motion passed unanimously.**

c. No RFP's were submitted for providing Mahaska County Group Parent Education services. No RFP's were submitted for providing Family Support Coordinated Intake services. Pat McReynolds shared that she had received verbal inquiries regarding both RFP's, but agencies had indicated that they were not able to meet the RFP time frames and had concerns about having less than 6 months to complete any programming with no guarantees for funding beyond June 30, 2014. Pat reminded the Board that these two ECI approved activities were already included in the FYE2014 budget without a specific contractor identified and that the Board could award this funding to any contractor that has already been approved on the FYE2014 MEWCI budget. Pat also shared that both American Home Finding Association and Sieda Community Action had verbally expressed some interest in providing Family Support Coordinated Intake services. **Deb Deere made a motion for the Board to approve funding in the amount identified in the MWECI-FYE2014 budget for coordinated intake (\$21,627.16) to go to American Home Finding Association and for the agency to submit a one page program description, logic model and budget for Family Support Coordinated Intake services for both Mahaska and Wapello counties, Joy Prothero 2nd the motion.** Community input cautioned setting a precedent for rewarding funds in this manner. Community input also included that the federal MIECHV grant awarded to Sieda Community Action includes funding to assist with family support coordinated intake and the agency is currently working on this activity in Appanoose and Wapello counties. Pat McReynolds reminded the Board that ECI area boards are legislatively mandated to require all family support programs in their community to participate in the implementation of a coordinated intake process by July 1, 2015 which needs to include Mahaska County, too. Community input indicated that AMFA has "first contact" referral potential to reach eligible families in need of family support services through WIC and MCH services. Tom Lazio suggested that there were too many "unknowns" about coordinated intake and few proven successful programs in the state; it would be in our local best interest to "table" the coordinated intake discussion and allow both Sieda and AHFA to research how the two agencies might work together and report to the MWECI Board at the January 29th, 2014 meeting. **Deb Deere withdrew her previous motion and Joy Prothero withdrew her 2nd to the**

motion. Motion withdrawn. Joy Prothero made a motion to re-issue the RFP for Mahaska County Group Parent Education services with notice posted December 9th, 2013 and RFP's due by January 17th, 2014, Greg Kenning 2nd the motion. All Board Members present approved, motion passed unanimously. Pat McReynolds will re-issue the RFP with approved timeline.

7. Area Director Updates:

- a. Pat McReynolds, MEWCI Area Director, shared a copy of the required first quarter state financial report that was submitted on-line on 10/15/13. There were no areas of concern.
- b. Pat reviewed the Advisory Committee Report of 10-16/13 with the Board. The committee is currently working on updating quality criteria recommendations for child care/preschools, family support, and health/mental health and nutrition programming.
- c. Pat reviewed the Preschool Scholarships program update with the Board. As of 11/30/13, a total of 54 applications have been received, 28 applications were eligible, 26 applications were either over income (5) or under (21) income (14 referrals to Head Start) or more income information was needed. A total of \$35,000.00 of preschool scholarships funds have been committed.
- d. Pat provided an update regarding contracts and program monitoring. As of 12/4/13, all but one contract has provided the required certificate of liability insurance. Mahaska Safe Kids is in the process of securing liability insurance.
- e. Pat shared with the Board that the state required FYE2013 financial audit was completed by TD&T CPAs and Advisors with the on-site visit at the fiscal agent's office on November 21-22, 2013. There did not seem to be any significant findings. A TD&T representative will review the draft audit report with the Board at the January 29th, 2014 MWECI Board meeting.
- f. Pat also shared that Joel Hernandez, a father of 2 young children and a Parent Partner mentor, has applied to be a board member. Pat has met with Joel to discuss the responsibilities of a board member. Pat will call the nomination committee together when she has secured a prospective health representative from Mahaska County.

8. Levels of Excellence Updates:

- a. Pat McReynolds shared and reviewed with the Board copies of the MWECI community plan's proposed community indicators and priorities that had been worked on at the last LOE workgroup held on October 10th, 2013.
- b. **Joy Prothero made a motion to adopt the proposed community indicators and priorities as recommended by the LOE workgroup, Jan Erhardt 2nd the motion. All Board Members present approved, motion passed unanimously.**
- c. Pat shared and reviewed with the Board copies of the revised timeline for the LOE Action Plan. It was apparent through the LOE workgroup sessions that the Board will need the rest of the fiscal year to complete the community plan which will be reviewed by the state ECI office, for a recommendation to move the MWECI Board from a probationary LOE status to compliant. **Joy Prother made a motion to approve the revised timeline on the LOE Action Plan, Jan Erhardt 2nd the motion. All Board Members present approved, motion passed unanimously.** Pat will forward a copy of the revised LOE Action Plan to the state ECI office.

9. Community Input Opportunity – FYI

- a. Several MWECI Board members and community providers attended the ACE 360 Summit held October 14th, 2013 at the Sheraton in West Des Moines. Those present shared personal views about how the day went. Becky Falck and Tom Lazio both shared that they had received good information and data. Copies of the Iowa ACEs data can be downloaded from the state ECI website.
- b. Those who participated in the Mahaska County "Kidtoberfest," held on October 12th, 2013 at Penn Central Mall shared that it was a great day for children and families to experience numerous activities and to get a lot of information about community providers.
- c. Tom Lazio shared about the Wapello County Partners for Children and Families (CPPC) strategic planning meeting utilizing Don Broshar as the facilitator and the "Future Search" method. About 35 community citizens attended and more plans are being made for Don to facilitate future meetings to move forward with strategic planning. A summary of the October 21st, 2013 community meeting is available from the CPPC coordinator.

MWECI Board Adoption 01/29/14

- d. Pat McReynolds shared that both training sessions for the “Darkness to Light: Stewards of Children” were well attended. Jennifer Bowles who had attended the training shared that the statistics were “eye-opening.” Deb Deere shared that the tips about checking out “how safe” any place that we leave are children was something to think about.
- e. Becky Falck shared that Sieda held a very successful legislative luncheon on 10/30/13 with 5 legislators attending. The focus was on early childhood issues and Sieda programs.
- f. Leann Andre (CCR&R) shared an update about the SEIECE Symposium. Proposals are now being accepted for workshop titles and content. The date is set for Saturday, April 12th, 2014 at IHCC Rural Health Building.
- g. Sue Wolver, MIECHV Coordinator, shared an update on the MIECHV program. There is now an open FT position in Wapello County and they hope to have it filled soon.

10. Agenda Items for Next Scheduled Board Meeting:

- a. Monthly Financial reports (November & December)
- b. Area Director’s Updates
- c. Committee Updates (LOE, Nomination, Advisory)
- d. MWECI Officer Elections
- e. TD&T Audit Review
- f. Coordinated Intake Report

12. Adjournment: Greg Kenning made a motion to adjourn the meeting at 6:14 PM, Tom Lazio 2nd 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: Joy Prothero, MWECI Board Secretary _____

NEXT MWECI Board Meeting: Wednesday, January 29th, 2014 @ 3:45 pm
Eddyville Elementary School Library, 702 Vance, Eddyville, Iowa

NEXT LOE Workgroup Meetings: Thursday, January 16th, 2013 @ 9am-11am & January 30th, 2013 @ 9am-11am
Great Prairie AEA, 2814 North Court, Ottumwa, Iowa 52501 (Board Room)

NEXT Advisory Committee Meeting: Wednesday, December 18th, 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 Area Director, Pat McReynolds.

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