

**Mahaska-Wapello Early Childhood IOWA
Board of Directors Meeting Minutes
Friday, February 27th, 2015 @ 9:00 AM
Great Prairie AEA, Ottumwa Campus / Auditorium
2814 North Court, Ottumwa, Iowa 52501**



Board Members Present: Desiree Johnson, Deb Deere, Greg Kenning, Tom Lazio, and Nick Maxwell.

Board Members Absent: Joy Prothero.

Community Members Present: Lynn Godwin & Jourdan Reynolds (Sieda PAT), Bettyna Cockerham (ISU Extension-NEST)

Staff Present: Pat McReynolds (Area Director)

1. Call to Order: The meeting was called to order by Board Chair, Greg Kenning at 9:05 AM. Quorum met (5:6).

2. Introductions: Introductions were made. Jourdan Reynolds was introduced as the new PAT Parent Educator for Sieda PAT Program.

3. Approval of February 27th, 2015 Agenda: Deb Deere made a motion to approve the agenda as written, Tom Lazio 2nd the motion. All Board Members present approved, motion passed unanimously.

4. Approval of January 28th, 2015 MWECI Board Meeting Minutes: Desiree Johnson made a motion to approve the January 28th, 2015 board meeting minutes as submitted, Deb Deere 2nd the motion. All Board Members present approved, motion passed unanimously.

5. MWECI Financial Business:

a/b. Pat McReynolds reviewed the January 2015 monthly financials reports as provided by the fiscal agent with the MWECI Board (payments made in January 2015 for December 2014 services). Board members were able to review monthly QB transactions, bank statement and bank reconciliation report, all showing agreement with the bank, fiscal agent's reports and the Area Director's financial tracking. Desiree Johnson raised a question regarding previous discussion about the fiscal agent accessing "on-line" banking to print out the monthly cleared checks rather than the bank charging the account for that service (\$6.42/mo). Other members suggested that it would probably cost more for the fiscal agent's time to go on-line and print out copies of each check. Pat McReynolds also shared that the fiscal agent, ISU Extension, must have some agency rules about on-line banking for they had shared that the bookkeeper was not allowed to have that type of access to the bank account. **Desiree Johnson a motion to approve the financial reports for January 2015, Tom Lazio 2nd the motion. All Board Members present approved, motion passed unanimously.**

c. Glen Swanson, TD&T CPAs and Advisors, joined the meeting via speaker phone at 9:20 am. Glen shared an overall review of the draft FYE2014 financial audit. The two audit "findings" were the same as previous year's regarding "segregation of duties" which is difficult with a limited number of individuals involved in the process, and the fiscal agent management (bookkeeper) does not have the knowledge and training to prepare financial statements in accordance with GPA accounting principles, so the board will continue to seek additional accounting assistance as needed. There were no instances of Non-Compliance. **Desiree Johnson made a motion to approve the FYE2014 financial audit as submitted, Tom Lazio 2nd the motion. All Board Members present approved, motion passed unanimously.**

6. Board Meeting Schedule Changes & Board Member Recruitment:

a. Pat McReynolds, Area Director, asked the board to reschedule the March 25th, 2015 board meeting to April 1st, 2015 as she needed to be out of town over March 25-28, 2015. Most board members could make the change to the April date. **Tom Lazio made the motion to change the March 25th, 2015 MWECI Board meeting date to April 1st, 2015, Desiree Johnson 2nd the motion. All Board Members present approved, motion passed unanimously.**

b. Pat McReynolds also asked the board to revisit scheduled board meeting dates / time / location, to increase successful recruitment efforts and participation of prospective board members. The possible solution shared was to switch to the Fremont Community Center, change the dates to the last Thursday of each month, and change the time to 2-4 PM. If the board were willing to make these changes, then we would be able to recruit more members. After some discussion, the time of meeting seemed to be the biggest concern of the current board members. Child care is the issue for potential new members. The meeting needs to take place either before or after the time when school is let out for the day, in order for parents to get their children home or to other child care. Current board members would be able to continue participation if the time was later at the end of their day. **Deb Deere made a motion to move the MWECI Board Meeting to the Fremont Community Center and to move the scheduled meeting dates to the last Thursday of each month including a meeting start time of 4PM, Nick Maxwell 2nd the motion. All Board Members present approved, motion passed unanimously.**

MWECI Board Adoption 04/01/15

c. Pat McReynolds provided a list of potential board members that she has been making contacts with in an effort to keep the board balanced between Mahaska and Wapello county representation and gender representation. Potential board members include: (Mahaska county contacts) Dr. Ronda Dennis-Smithart (health), Pastor Mark Doll (faith), Megan Wallace (parent/human resource), Shannon Hora (parent), and Dr. Mike Collins (Wm. Penn Univ) / Wapello county contacts: Dean Cremer (parent – 24/7 Dads) and Lynelle Diers (health). The timeline for seating approved MWECI new board members to function under the approved amended and restated by laws could be: 1) all prospective members will be invited and encouraged to attend and observe the 2/27/15 and/or 4/1/15 board meetings; amended and restated by laws to be approved at 4/1/15 board meeting then nominations of prospective board members approved and immediate seating of approved members to the board. This could allow new board members time for an orientation meeting before the 4/30/15 board meeting.

7. MWECI Board Discussion of Proposed By-Law Changes:

a. Pat McReynolds provided copies of the amended and restated by laws in the board packet as prepared by Nick Maxwell. The goals of restating and amending the by-laws were to keep the by-laws as legally concise as possible and to eliminate any language that should be board policy. There were two areas that board members asked for more clarity, those being board officers' duties and a clear board attendance. The Board directed Nick Maxwell to make these additions to the proposed by-laws and a final draft copy will be sent to all board members by March 21st, 2015 (10 days prior to the next board meeting).

b. Pat McReynolds shared a short list of possible board policies that need to be developed/updated in more depth for the next Levels of Excellence review (December 2015). Pat asked for board member volunteers to assist with this project. No one volunteered at this time, so Pat will contact board members individually to work on this project in the near future.

8. Community Updates and Opportunity for Input – FYI

a. Lynn Godwin, PAT Program Manager, shared additional details regarding the new PAT Educator, Jourdan Reynolds, recruitment focus on teen parents, the Hispanic population, and single dads, by sharing PAT information at both Oskaloosa and Ottumwa High Schools, St. Mary's, and 24/7 Dads groups in the area.

9. Agenda Items for Next Scheduled Board Meeting:

- a. Monthly Financial reports
- b. Area Director's Updates
- c. Board Membership Recruitment

- d. Committee Updates
- e. Amended and Restated By-Laws

10. Adjournment: Deb Deere made a motion to adjourn the meeting at 10:23 AM, 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: Tom Lazio, MWECI Board Secretary _____

NEXT MWECI Board Meeting: 1st Wednesday, April 1st, 2015, @ 4pm
Fremont Community Center, 107 East Main Street, Fremont, Iowa 52561

NEXT Advisory Committee Meeting: 4th Wednesday, April 22nd, 2015 - 9AM-11:30 AM
Great Prairie AEA, 2814 North Court, Ottumwa, Iowa 52501

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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