

**Mahaska-Wapello Early Childhood IOWA
Board of Directors Meeting Minutes
Wednesday, January 29th, 2014 @ 3:45 PM
Eddyville Elementary School Library
702 Vance, Eddyville, Iowa**



Board Members Present: Greg Kenning, Desiree Johnson, and Deb Deere.

Board Members Absent: Tom Lazio and Joy Prothero.

Community Members Present: Becky Falck, Sue Wolver, Jessica Gituma, Amy Norris Hernandez, Jennifer Bowles, Jill Lane, Lynn Godwin, Kathy Chamra, Teresa Sammons, Heather Miller, Leann Andre, Glen Swanson, Angela Livezey, 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 3:47 PM. Quorum met (3:5).

2. Introductions: Introductions were made.

3. Approval of January 29th, 2014 Agenda: Deb Deere a motion to approve the agenda as written, Greg Kenning 2nd the motion. All Board Members present approved, motion passed unanimously.

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

5. Board Nomination and Election of Officers:

Deb Deere nominated Greg Kenning as Board Chair and Desiree Johnson as Board Vice Chair. Desiree Johnson asked for nominations to cease and called for a vote of approval. All Board Members present approved, motion passed unanimously. Desiree Johnson nominated Deb Deere for Board Treasurer and Tom Lazio for Board Secretary. Greg Kenning asked for nominations to cease and called for a vote of approval. All Board Members present approved, motion passed unanimously. Effective immediately, the MWECI Board officers for 2014 are: Board Chair / Greg Kenning, Board Vice Chair / Desiree Johnson, Board Treasurer / Deb Deere, and Board Secretary / Tom Lazio.

6. MWECI Financial Business:

a. Guest, Glen Swanson, TD&T CPAs and Advisors, presented the draft copy of the MWECI FYE2013 financial audit to the Board. Glen reviewed the document page by page and explained the terminology and findings at the end of the report. Three findings were listed in the draft report with identified board responses. 1) Segregation of duties / increase duties of board members to increase internal controls. 2) Financial reporting / continue to rely on auditors in drafting the year-end financial reports. 3) Electronic check retention / fiscal agent is already doing this. Time was allowed for the Board to ask any further questions. Pat McReynolds, reminded the auditor and board that the report must be submitted to the state ECI office within 10 days of the Board's approval.

b. **Desiree Johnson made a motion for approval of the FYE2013 financial audit and submission to the state ECI office, Deb Deere 2nd the motion. All Board Members present approved, motion passed unanimously.** The auditors will supply hard copies for the Board at the next board meeting.

c. Pat McReynolds presented the MWECI Board with the financial statements and reports as provided by the fiscal agent for November and December 2013 including vouchers paid in November for October services and vouchers paid in December for November services, as well as the November 30, 2013 and December 31, 2013 bank reconciliations. Upon review of the financial statements, it was noted that the monthly bank fee for providing copies cancelled checks has not been expensed in the QuickBooks records, so the balances are not in exact agreement. Desiree Johnson made a recommendation to NOT approve the November and December 2013 monthly financial reports until the \$6.42 bank fee expenses are corrected by the fiscal agent. Pat McReynolds will work with the fiscal agent to make these corrections.

Deb Deere also asked that Pat McReynolds provide a copy of her monthly tracking of expenditures for the Board to review. Pat will provide her records next month for review with the fiscal agent's reports.

7. RFP Discussion & Recommendation for Funding:

a. Pat McReynolds shared that no additional RFPs were submitted from the 2nd RFP notice issued again in December with January 17th, 2014 deadline for Mahaska County group parent education services. There are \$18,551.60 in funds currently not allocated in our budget for family support services. Pat shared several options of how the funding could be used without any major changes to the state approved budget. After some discussion of the best possible uses of these funds, **Deb Deere made a motion for the unallocated funds of \$18,551.60 in family support be divided equally between the three current family support contracts to be used specifically for professional development purposes, Desiree Johnson 2nd the motion. All Board Members present approved, motion passed unanimously.** Pat McReynolds will request budget revisions and signed contract addendums from each of the current contractors (Sieda Community Action, First Resources and WCAED NEST).

b/c/d. Becky Falck, Sieda Family Support Unit Director, reported that they had met with American Home Finding's Director, Tracey Boxx Vass, on January 28th regarding the possibilities of moving forward with family support coordinated intake in Wapello County. Both Deb Deere and Desiree Johnson had participated in the state webinar about coordinated intake and stated that they came away with more questions to ask rather than any that were answered. Becky shared that Sieda had also had a meeting with the state MIECHV staff and was provided a basic intake form and was encouraged to utilize it at the local level. Sieda also has plans to visit Black Hawk County's coordinated intake group on February 13th and invited AHFA to go along. They will be glad to report back again next month. Pat McReynolds shared options of how the unallocated SR-Other funds of \$21,627.16 could be used for a larger audience of local early childhood professionals through the professional development mini grants program already in place. Community partners present, also shared their local needs for additional professional development. **Desiree Johnson made a motion to move all remaining unallocated funds to the professional development budget category for mini grants and since limited timing is of great importance, to allow the Area Director full discretion in approving the mini grants for disbursement, Deb Deere 2nd the motion. All Board Members present approved, motion passed unanimously.**

8. Area Director Updates:

a. Pat McReynolds, MEWCI Area Director, shared a copy of the required second quarter state financial report that was submitted on-line on 01/15/14. There were no areas of concern.

b. Pat reviewed the Advisory Committee Report of 12/18/13 with the Board. The committee continues to work 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 12/31/13, a total of 58 applications have been received, 34 applications were eligible, 14 applications were either over income (5) or under (21) income (9 referrals to Head Start) or more income information was needed. A total of \$42,930.00 of preschool scholarships funds have been committed.

d. Pat provided an update regarding contracts and program monitoring. As of 12/31/13, all but one contract has provided the required certificate of liability insurance. Mahaska Safe Kids is in the process of securing liability insurance. No payments will be made until a copy of the required insurance form is received.

e. Pat also shared that Joel Hernandez, has rescinded his application to be a board member due to his not feeling he had the time to commit to the meetings. Pat will call the nomination committee together when she has secured a prospective representatives from Mahaska County. She has contacted several community members, but they have not yet responded.

f. The LOE work group met on January 16th, 2014 to continue work on the MWECI action plan. Deb Deere and Desiree Johnson were able to participate and reviewed the data that had been collected regarding community indicators. Next steps include analysis of the trend data, setting goals, and reviewing bylaws. The next LOE work group is scheduled for January 30th, 2014, 9-11am at United Way Wapello County.

9. Community Input Opportunity / Updates – FYI

a. Deb Deere provided an update about the Wapello County Partners for Children and Families (CPPC) strategic planning meeting utilizing Don Broshar as the facilitator and the "Future Search" method. Don Broshar has agreed to continue to

work with this group towards implementation of a strategic plan. The next large group meeting is scheduled for February 13th, 2014, 11am-1pm, at the Correctional facility.

b. Heather Miller (CCR&R) shared an update about the SEIECE Symposium. Presentation and workshops have been scheduled and the keynote speaker is close to being set. Brochures are scheduled to be mailed out in February. The date is set for Saturday, April 12th, 2014 at IHCC Rural Health Building.

c. Sue Wolver, MIECHV Coordinator, shared an update on the MIECHV program. Wapello County has 15 families enrolled. The new PT home visitor has been hired and is a LSW.

d. Pat McReynolds reminded everyone that the ECI "Day on the Hill" is scheduled for February 12th, 2014. Anyone wishing to ride with her is more than welcome.

e. Jane Matzen shared information regarding the Healthy Children Data webinar she participated in. She reported that 98% children had health insurance. Low-income families still struggle with access to a medical home, less safe neighborhoods, higher needs, and food insecurities. Anyone wishing more information may contact Jane.

10. Agenda Items for Next Scheduled Board Meeting:

- a. Monthly Financial reports (January)
- b. Area Director's Updates / Budget tracking
- c. Committee Updates (LOE, Nomination, Advisory)

11. Adjournment: Deb Deere made a motion to adjourn the meeting at 5:26 PM, Desiree Johnson 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: Wednesday, February 26th, 2014 @ 3:45 pm

Eddyville Elementary School Library, 702 Vance, Eddyville, Iowa

NEXT LOE Workgroup Meetings: Thursday, January 30th, 2013 @ 9am-11am & February 13th, 2014 @ 9am-11am at Great Prairie AEA, 2814 North Court, Ottumwa, Iowa 52501 (Board Room)

NEXT Advisory Committee Meeting: Wednesday, February 19th, 2013 - 9AM-11:00AM

Great Prairie AEA, 2814 North Court, Ottumwa, Iowa 52501 (Room A)

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

Office Cell Phone: 641-451-5437

Email: patmcr@wildblue.net