

**Mahaska-Wapello Early Childhood IOWA  
Board of Directors Meeting Minutes  
Wednesday, January 28<sup>th</sup>, 2015 @ 3:45 PM  
Eddyville Elementary School Library  
702 Vance, Eddyville, Iowa 52553**



**Mahaska Wapello**

**Board Members Present:** Desiree Johnson (arrived at 4:00pm), Deb Deere, Greg Kenning (left at 5pm) and Nick Maxwell.

**Board Members Absent:** Tom Lazio and Joy Prothero.

**Community Members Present:** Becky Falck (Sieda Family Support), Lynn Godwin (Sieda PAT), Angie Mach & Bettyna Cockerham (ISU Extension-NEST), Jennifer Bowles (GPAEA-PBIS), Jill Lane (FRC Helping Hands), Joan Garrett (GPAEA-PBIS), Angela Livesey (North Mahaska CSD), Heather Miller (CCR&R), Sue Wolver (Sieda MIECHV), and Jessica Gituma (Sieda MIECHV).

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

**1. Call to Order:** The meeting was called to order by Board Chair, Greg Kenning at 3:45 PM. Quorum met (4:6) at 4:00 PM.

**2. Introductions:** Introductions were made. Since quorum was not yet established, board chair moved to agenda item #8, Area Director Updates.

**8. Area Director Updates:**

Pat McReynolds, Area Director, briefly reviewed the additional packet of board/community handouts. Rather than trying to summarize all the information and activities from the past 3 months (November, December and January), Pat shared the most important handouts (details can be read individually at a later date) from these activities and briefly reviewed the highlights in the following notes.

- a. ECI Director's meeting held 12/3/14 – From the Family Support Administrative Update: FYE2014 family support data via the state-wide collection system still contains inaccurate information. FYE2015 data is being cleaned up on a monthly basis and will reflect current data more accurately. From the CCDBG handout: Primary new federal changes are moving from a 6 month to a 12 month eligibility re-determination period for families receiving child care assistance and a phase-in approach to increasing reimbursement costs for child care providers.
- b. Ottumwa Legislative Forum held 12/12/14 – Pat has received many requests for the ACEs information that she shared at the forum. These handouts were included in this additional packet. The final page included information about SSNRs (Safe, stable and nurturing relationships) as a response to ACEs and the programs and services in our area (and funded by MECI) that would be recognized as SSNRs programs.
- c. Ottumwa Community School District's Early Childhood Programs has applied for the Shared Visions FYE2016 grant cycle. Pat was able to meet with Karie Martindale and Kim Hellige on three occasions to assist with the grant writing process and provide data. Successful grantees will be notified on March 6, 2015.
- d. ECI State Board Meeting held 1-9-15 – From the Early Childhood Iowa Update: Muscatine County has not yet merged with any other contingent county. Eleven (11) ECI areas will be having LOE site visits this spring. MWECI is on the spring 2016 schedule for their next LOE site visit.
- e. Board Member Nominations Update: Pat has made additional Mahaska County contacts with Dr. Ronda Dennis-Smithart, Mark Doll (Nazarene Church), Sharma Parlett (retired AEA) and Mike Collins (Penn University professor). She is also working on recruiting a father from Parent Partners/ 24-7 Dads.
- f. Wapello County "Fatherhood Initiative": A one page overview of "fatherhood" activities being planned and implemented for each of the 11 community sectors was shared.
- g. Wapello County "CBPR to ACEs Project" Update: Pat shared the most recent activities that this group is doing to plan for a community based response to child abuse via ACEs education. We are still waiting for the data from the local interviews with community leaders that the state PCAI – TA team is conducting. Meantime, the local ACEs project team is promoting all community partners to take advantage of the "on-line" training about ACEs that is available via the PCAI website: [www.pcaiowa.org/resources/training](http://www.pcaiowa.org/resources/training)

**3. Board Membership and Officers Extensions:** Over the past year the Board has struggled to recruit new members. Currently we do have several Mahaska County citizens that are interested. In order to make a smooth transition and provide time for new members to be added to the board and educated about the business of the board, it was suggested that the 3 board members that were scheduled to go off the board at this meeting have their membership and officer positions extended for an additional 6 month period ending June 30<sup>th</sup>, 2015. Pat has spoken with each of these board members who all agreed to committing to this extension should the rest of the board approve this action. **Deb Deere made a motion to extend the board terms and office of Greg Kenning (Board Chair), Desiree Johnson (Vice Chair) and Joy Prothero (Member) for an additional 6 month period to end June 30<sup>th</sup>, 2015, Nick Maxwell 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

**4. Approval of January 28th, 2015 Agenda:** Deb Deere made a motion to approve the agenda as written, Desiree Johnson 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.

**5. Approval of October 29<sup>th</sup>, 2014 MWECI Board Meeting Minutes:** Pat McReynolds shared a correction to the minutes needing to indicate that Greg Kenning and Nick Maxwell both left the meeting at 5pm after which only information items were left on the agenda. **Desiree Johnson made a motion to approve the October 29<sup>th</sup>, 2014 board meeting minutes as amended, Deb Deere 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

**6. MWECI Financial Business:**

a/b. Pat McReynolds reviewed the October 2014, November 2014 and December 2014 monthly financial and 2<sup>nd</sup> quarter QB reports as provided by the fiscal agent with the MWECI Board (payments made in October 2014 for September 2014 services; payments made in November 2014 for October 2014 services; and payments made in December 2014 for November 2014 services). Board members were able to review each month's QB transactions, bank statements and bank reconciliation reports, all showing agreement with the bank, fiscal agent's reports and the Area Director's financial tracking. **Deb Deere made a motion to approve the 2<sup>nd</sup> quarter financial reports for October, November, and December of 2014, Desiree Johnson 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

c. FOX 15 Marketing: Pat McReynolds, provided information regarding possible marketing opportunities that were available due to her participating in the FOX 15 Open House held November 19<sup>th</sup>, 2014. Just by attendance, MWECI is now able to receive a \$450 advertising package which includes a free commercial production and 30 free aired commercials. Additional advertising packages are also available for additional fees. **Desiree Johnson made a motion to table action on this item until further information can be researched and gathered, Deb Deere 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.** Board discussion included numerous thoughts about having a clear focus on what the results needed to be for marketing MWECI; such as marketing to the community for additional support or marketing to educate about early childhood? The Board instructed the Area Director to do additional research and follow up with her contacts with FOX 15 in order to move forward with the free advertising and assist with a focused marketing campaign and possible additional advertising.

d. State Semi-annual Financial Report: Pat McReynolds has submitted (1/15/15) the electronic semi-annual financial report as required by the state ECI office. Pat shared a copy of the report with the Board and compared it to her 5 months of tracking FYE2015 funds. All MWECI funded programs seem to be spending granted funds appropriately and at an acceptable percentage rate (average 60% funds remaining) for the past 5 months.

e. After the 5 month review of Board and program expenditures, it was noted by the Area Director that there is a small amount of unencumbered funds in Early Childhood and School Ready General. Since each of these categories have specific criteria of what they can or cannot fund, Pat shared several ideas for which this funding could still be designated.

Early Childhood Funding - Restricted	School Ready Funding – Restricted
Available: \$6,702.98	Available: \$3,672.05
Not as flexible.	Flexible Funding
Designated for child development homes, centers and private preschools (DE core programs can only get	Can be used for any program or service for children/families 0-5 years.

assistance for hour's children not supported by DE funds).	
Possible Uses:	Possible Uses:
CCR&R – QRS reward \$ for DE programs that meet qualifications	Preschool busing needs (Ottumwa CSD identified need).
Competitive mini-grants.	Fatherhood Initiative Resources
Resources for the CCC and/or CCNC	ACEs Team Resources
Resources for SEIECEd Symposium to go directly to child care providers.	Competitive Mini-grants.

**Desiree Johnson made a motion to split the Early Childhood unencumbered funds of \$6,702.98 – 1/3 cut between the Child Care Consultant, Child Care Nurse Consultant and the Southeast Iowa Early Care & Education Symposium, Deb Deere 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.** Heather Miller (CCR&R) reported that she still has “reward program” dollars available for child care providers in her grant and does not need any additional funding for this purpose. Board members voiced that would rather see this funding going into additional resources that might be needed by the CCC, CCNC and the Symposium. The Area Director will notify and include this funding through a contract addendum with Orchard Place and American Home Finding. **Desiree Johnson made a motion to utilize the School Ready General Use (Other) unencumbered funds of \$3,672.05 to support the ongoing work and needed resources for the ACEs Project, Deb Deere 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.** There was good discussion about the current needs of school districts and busing transportation for ½ day 4 year old preschoolers. Karie Martindale with OCS D had shared a busing need with the Area Director and was searching for funds to assist with this concern. Karie provided good data showing a probable increase in preschool attendance if busing were available in the district. The costs of this transportation would be \$70.00 per day (approx. 180 days X 70.00 = \$12,600.00 annual). Board members recognized that transportation is a concern and would like to know more from other school districts and their costs so that possible future funding might be directed to this concern. Strong support for the ACEs Project was voiced by both board members and community partners indicating that these funds for resources could have a direct and positive effect on services for many families through the collaboration of all the agencies participating in the ACEs project. The Area Director will be able to approve purchases requested by the ACEs Project Team and the fiscal agent will provide payments with approved purchase orders and invoices.

f. Great Prairie AEA / BASEC staff, Jennifer Bowles and Joan Garrett, presented a training request asking for the Board’s permission to allow a local child care provider to take Jennifer Bowles slot at the April 20-25, 2015 National Institute of Effective Practices: Addressing Challenging Behavior Conference in Saint Petersburg, Florida due to health restrictions that she will not be able to fly at that time. This is not a request for any additional funding. GPAEA’s current approved grant allows for two people to attend this training. Rather than not spending these funds, they would like to open the opportunity for a community provider involved in PBIS to participate. Joan presented a brief outline of how they would select the attendee. **Deb Deere made a motion to approve Great Prairie AEA’s request to substitute a community provider to attend the April 20-25, 2015 National Institute of Effective Practices: Addressing Challenging Behavior Conference in Saint Petersburg, Florida as outlined in their request, Desiree Johnson 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.** The BASEC staff also requested that the Board provide them with a letter of support for the Iowa Family Support Credentialing Program to be submitted with their application to the process. The PBIS for Families (6 weeks family workshop) is being supported with School Ready Family Support funds. ECI – Tool FF requires all funded programs to go through this credentialing process. The Board directed the Area Director to provide the letter of support to the BASEC staff.

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

a. Board members, Nick Maxwell and Desiree Johnson, provided copies for all the board members of the amended and restated by laws which they are currently working on. 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. The Board directed the Area Director to send out an electronic copy to all board members of both the amended and restated by-laws and the existing by-laws for additional board review and input. All comments will be shared with Nick and Desiree and a final draft copy will be sent to all board members by February 16<sup>th</sup>, 2015 (10 days prior to the next board meeting). Approval of the amended and restated by-laws will be on the February 25<sup>th</sup>, 2015 MWECI Board of Director’s meeting agenda.

**9. Community Updates and Opportunity for Input – FYI**

- a. Becky Falck (Sieda Community Action), in partnership with Iowa State Extension, shared an invitation to join a community-wide dialogue on poverty in Mahaska County. This will be a four session discussion to help Sieda identify the issues facing people living in poverty and begin discussion of ways to address those issues. Meetings will be held every Monday in February from 6-8pm and every Wednesday morning 9-11am at the Extension Office (212 North I Street, Oskaloosa).
- b. Wapello County MIECHV Update: Sue Wolver shared that progress continues to be made with Coordinated Intake. Signed MOU's are to be turned in by 2/19/15 and they are looking into Visit Tracker (a computerized program) to assist with CI data.
- c. Southeast Iowa Early Care & Education and Family Support Symposium Update: Planning committee members present shared that the mass mailing has been completed and first registrations are coming in. Gratitude was expressed for the Early Childhood funding approved at this meeting to assist with symposium resources. There will be more to report next month.
- d. Legislative Form was reported on earlier in the Area Director's Updates.
- e. Upcoming Events Reminders: Wapello County Public Health Community Assessment will be held on 2/12/15 at IHCC, Rural Health Building, Room 109. Early Childhood Iowa Day on the Hill is scheduled for March 5<sup>th</sup>, 2015. All are encouraged to attend if possible.
- f. Lynn Godwin, PAT Program Manager, shared about their new hire, Jourdan Levi Reynolds. Discussion ensued regarding the pros/cons of a male home visitor. Lynn assured the board that Sieda has taken extra time in training regarding home visitor safety and prioritizing/assigning appropriate families (single dads and families with dads participating).
- g. Angie Mach (ISU Extension / NEST) shared that they plan to celebrate their achievement of receiving the Iowa Family Support Credential on March 4<sup>th</sup>, 2015, 12noon to 1pm, at the Extension Office (214 East Main, Ottumwa).
- h. Desiree Johnson reminded everyone that United Way is providing the tax assistance program again this year, helping low-income families file their 2014 taxes. (VITA Program).

**10. Agenda Items for Next Scheduled Board Meeting:**

- a. Monthly Financial reports
- b. Area Director's Updates (Preschool Scholarships)
- c. Board Membership Recruitment
- d. Committee Updates
- e. FYE2014 Audit Review by TD&T
- f. Amended and Restated By-Laws

**11. Adjournment: Deb Deere made a motion to adjourn the meeting at 5:38 PM. Meeting adjourned, no quorum for official action.**

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 25th, 2015 @ 3:45 pm**  
**Eddyville Elementary School Library, 702 Vance, Eddyville, Iowa 52553**

**NEXT Advisory Committee Meeting: Wednesday, February 18<sup>th</sup>, 2015 - 9AM-11:30AM**  
**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.

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

Office Cell Phone: 641-451-5437

Email: patmcr@wildblue.net