

**Mahaska-Wapello Early Childhood IOWA
Board of Directors Meeting Minutes
Thursday, January 25th, 2018, 4:00 PM
Fremont Community Center
107 East Main Street, Fremont, Iowa 52561**



Board Members Present: Nick Maxwell, Ali Wilson, Gina Buttikofer, Lynelle Diers Blaine Vos, Dean Cremer and Shannon Hora.

Board Members Absent: Larry Reisch.

Community Members Present: Becky Falck (Sieda Family Support), Jill Lane (GPAEA), Jane Matzen (American Home Finding Association), Crystal DeBoef and Angela Livezey (North Mahaska CSD), Mandi Vellinga (Employee & Family Resources), Sarah McGlothlen (Ottumwa CSD), Meagan McCartie (Mahaska County YMCA), and Leann Andre (CCR&R).

Staff Present: Pat McReynolds (Area Director).

1. Call to Order: The meeting was called to order by Board Chair, Blaine Vos at 4:01 PM. Quorum met (7:8).

2. Introductions: Introductions were made.

3. Approval of January 25th, 2018 Agenda: Lynelle Diers made a motion to approve the agenda, Shannon Hora 2nd the motion. All Board Members present approved, motion passed unanimously.

4. Approval of October 26th, 2017 MWECI Board Meeting Minutes: Dean Cremer made a motion to approve the October 26th, 2017 board meeting minutes as submitted, Nick Maxwell 2nd the motion. All Board Members present approved, motion passed unanimously.

5. FYE 2017 Required Financial Audit:

Glen Swanson, CPA & Assurance Manager with TD&T CPAs and Advisors P.C., was present to review the draft FYE 2017 MWECI financial audit report with the Board. Glen briefly reviewed the key components of the report and noted that it was once again a "clean audit" with no compliance issues. Pat McReynolds, Area Director, expressed her appreciation for Glen and his partner Nick Lyon. Both were very easy to work with. Glen also noted that MWECI and Pat was also very prepared for the audit and it was quick and easy. No board members had any questions regarding the audit results. **Lynelle Diers made a motion to approve the FYE 2017 MWECI Audit report as submitted, Ali Wilson 2nd the motion. All Board Members present approved, motion passed unanimously.** Glen will forward a copy of the approved report to the state ECI offices and hard copies will be mailed to Pat McReynolds.

6. MWECI Funded Program Highlight: North Mahaska Community School District / Summer GAP Program

Angela Livezey, North Mahaska CSD Superintendent, and Crystal DeBoef, Kindergarten Teacher, were present to share information regarding the kindergarten transition program that was completed at the end of the 2016-2017 school year at North Mahaska CSD. MWECI has been funding this Summer GAP program since FYE 2010 (2009-2010 School Year), a total of 8 years consecutive funding. This would place the first year funded kindergarten students into 8th grade this school year. Angela and Crystal shared a power point presentation that covered the following information: The 9 day program was completed on Thursday, June 8, 2017, with 26 incoming kindergarteners participating. One day was utilized for program preparation, planning and communication with parents. Eight days were spent with students in the classrooms. The teachers taught the students about daily routines and expectations, shared social skill stories, practiced desired student behaviors, and took them through the routines of lunch and busing. Teachers also completed a social/emotional survey on day 1 and day 8. By the end of the 8 school days, two referrals were initiated with GPAEA for behavior and speech. The CSD collaborates with local churches providing VBS services to ensure the highest number of eligible students can participate in the Summer GAP program. Teachers agree that connecting early with parents and children allow them to ensure early referrals and student success. The CSD would like to add additional supports to this program and throughout the school year around mental health services, additional para-educators in the classroom, and emphases with parents about the importance of school attendance in the Summer Gap program as well as throughout the school year.

7. MWECI Financial Business:

a.b.c. **Nick Maxwell made a motion to combine the three months of financials into one board motion for approval instead of three separate motions as indicated on the agenda, Gina Buttikofer 2nd the motion. All Board Members present approved, motion passed unanimously.** Pat McReynolds, Area Director, reviewed the October 31st, 2017; November 30th, 2017; and December 31st, 2017 monthly financial reports as provided by the fiscal agent with the MWECI Board. Board members reviewed each month's QB profit & loss, transactions and voucher reports, as well as each month's bank statement and bank reconciliation reports. **Dean Cremer made a motion to approve the financial reports for October 2017, November 2017, and December 2017, Ali Wilson 2nd the motion. All Board Members present approved, motion passed unanimously.**

MWECI Board Adoption 03/29/18

d. Pat McReynolds reviewed her submission of the Semi-Annual financial on-line reporting to Iowa Grants.gov that was due on January 15th, 2018. Total School Ready revenue equaled \$251,636.54 and total School Ready disbursements equaled \$154,902.95 resulting in 62% of the current funds received have been expended. Total Early Childhood revenue equaled \$106,186.85 and total Early Childhood disbursements equaled \$63,050.43 resulting in 59% of the current funds received have been expended. The percentage of funds expended reflect: 1) contractor's who do payroll every two weeks, paid out 3 payrolls in September 2017; 2) MWECI payment of annual liability insurance; and 3) MWECI payment of annual audit fees. All contractors have expended awarded funds as intended with some budget revisions.

e. Sieda Community Action submitted a FYE 2018 budget amendment to adjust a variety of line items (over 10%) to better reflect their program expenses for the rest of this fiscal year. Money from line items such as out of area travel, training, program supplies, dues were decreased and moved to line items that needed increases such as contracted IT service, travel/mileage, utilities, office supplies, occupancy, and printing. Sieda provided a detailed report for the MWECI Board to review and approve these line item changes. **Lynelle Diers made a motion to approve the Sieda Budget Revision for the remainder of FYE 2018, Nick Maxwell 2nd the motion. All Board Members present approved, motion passed unanimously.**

f. Pat McReynolds, Area Director, shared information provided by NOEL Insurance regarding additional ICAP benefits that the MWECI Board could desire to take advantage. The first benefit available is to receive up to 180 minutes of free legal consultation services regarding governmental operations or general municipal law. Topics included could be: employment matters, open records and meeting laws, contract review and recommendations, etc. The second benefit available is an ICAP grant for up to \$1,000.00 for select loss control and/or risk management. Examples of such items include fall materials for playgrounds, exit signage, AED, fire extinguishers, sidewalk repairs, specific training, etc. This benefit is available to be utilized through MWECI for the Fremont Community Center since it is our designated meeting facility. **Dean Cremer made a motion to seek out the greatest need of the Fremont Community building and max out the available \$1,000.00 to benefit this community, Shannon Hora 2nd the motion. All Board Members present approved, motion passed unanimously.** Pat McReynolds will contact Ed Elder, Fremont Mayor, and investigate the community building needs and bring back a recommendation to the MWECI Board at their next meeting.

g. Pat McReynolds, Area Director, provided materials to review the funding formulas for how the state ECI dollars are dispersed. The state ECI office has indicated that ECI boards should be prepared for another year of legislative de-appropriations. Pat also reminded the board that the Early Childhood funding formula will be changing for FYE 2019 and affect our local area with additional decreases in EC funding. Pat shared her thoughts on "worse case scenarios" of maximum reductions. This topic will also be addressed on February 14th, 2018 with all ECI Directors at their state meeting. Pat will continue to keep the MWECI Board abreast of news regarding FYE 2019 funding as it is shared by the state ECI office.

8. FYE 2018 MWECI Project Updates:

a. **Child Care Desert Project:** Partnership project assessing the need and creating a strategic plan to address additional child care slots in Wapello County / Ottumwa. First Children's Finance (DSM) has been contracted to guide this process. Leading committee members include: Pat McReynolds (MWECI), Becky Falck (Sieda), Brenda O'Halloran (CCR&R), Jay Álvarez (JBS), Sarah McGlothlen (Ottumwa Schools), Sharon Stroh (Wapello Economic Development). Initial stage: Preparation of community survey of child care needs to be release by Feb. 1st. Two surveys will be utilized via a MonkeySurvey link. One will be given to the HR departments of approximately 30 local companies (with 100+ employees) and the other will be given to their employees. Surveys will close by Feb. 15th and initial results will be shared with the leadership group on Feb. 27th.

b. **Child Health and Well-Being:** This is a collaborative project being facilitated by Prevent Child Abuse Iowa for Wapello, Jefferson and Van Buren Counties. Mission: To use our diversified knowledge, expertise, and networks to build, improve, and connect a sustainable system of preventative and responsive mental health supports for children and families. Goals of this collaborative include: 1) Mental Health awareness and training, including cultural competency; 2) Developing a collaborative resource guide and universal releases; and 3) Marketing and Public Relations / changing the stigma of Mental Health. Primarily service agencies involved, but also great participation by the Ottumwa Schools and GPAEA. Awareness and Training: Local screening of "Resilience" film in each community and "Connections Matter" short course on ACEs and resiliency efforts.

c. **Southeast Iowa Early Learning and Family Support Symposium:** Collaborative partners are bringing back our spring training for providers of services for children ages 0-5. Partners include: MWECI, GPAEA, United Way of Wapello County, ISU Extension & Outreach Wapello County, CCR&R, and IHCC.

Please join us for this important event where, as early childhood professionals, we begin to come to grips with what ACEs (Adverse Childhood Experiences) is, and how it impacts our lives, and the children and families we serve. Our goal is not only to increase awareness of the scope of this issue, but together to strategize how, as a community, we can with greater intentionality embark on a shared journey to provide the best child care, preschool experiences and family support services possible for children and families with high ACE scores. The keynote presentation examines the role that adverse childhood experiences have on both children and adult's future health and well-being.

The two age specific breakout sessions (infant/toddler & preschool) will provide training to 1) apply a trauma informed lens to interpret, understand and respond appropriately to behaviors and 2) learn specific strategies to use when working with young children. All participants will receive the "123 Care Toolkit" developed by the Spokane Regional Health District, Spokane, Washington.

MWECI Board Adoption 03/29/18

As community members, professionals, parents, advocates, educators, faith leaders, judges, business leaders, mentors, policymakers, philanthropists, and grandparents, we have a responsibility to respond to childhood trauma. When we all take steps to act with compassion and promote effective interventions, we create a better future for the individuals we serve and our community overall. The capstone presentation examines hope for the future from two different high ACE score perspectives. The intent of this presentation is to excite you about new possibilities of resiliency, hope and healing!

9. Open Forum: Community Updates and Opportunities for Input:

- a. Community Events Feedback: Tabled since the meeting was running long this month.
- b. Upcoming Community Events: Pat McReynolds, Area Director, provided a packet of upcoming community event fliers and notices.
- c. Additional Input from Community Partners and MWECI funded program updates or upcoming events: 1) Becky Falck shared an invitation from Sieda for their upcoming fundraiser (silent auction & dinner) to be held at Bridge View Center on March 23rd, 2018, 5:30pm. 2) Dean Cremer let everyone know that a Strengthen Families group will be starting back up in Wapello County (see Mary Derby for more details). 3) Sarah McGlothlen shared information regarding the new early childhood center for the Ottumwa CSD. The new building will house 20 classrooms for 3Y and 4Y preschool, as well as wrap around child care, M-Th, starting next fall. 4) Leann Andre shared that Gina Wells, our child care consultant, has been very busy with QRS applications. The new QRS system overhaul is anticipated to be active/effective in January 2019, so that gives current providers about a year to meet current requirements.

10. Agenda Items for Next Board Meeting:

- a. Monthly Financial Reports.
- b. Director's Updates.
- c. Child Desert Update/FCF.
- d. Mid-Year Review: Community Plan Local Indicators, State & County Data, County Assessment Summaries.
- e. Opportunity for Community Input.

11. Adjournment: Lynelle Diers made a motion to adjourn the meeting at 5:55 PM, Dean Cremer 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: Shannon Hora, MWECI Board Secretary _____

NEXT MWECI Board Meeting: 4th Thursday, February 22nd, 2018 @ 4pm, Fremont Community Center

NEXT Advisory Committee Meeting: 3rd Wednesday, February 21st, 2018 - 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.

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

Office Cell Phone: 641-451-5437

Email: patmcreynolds318@gmail.com