

**Mahaska-Wapello Early Childhood IOWA  
Board of Directors Meeting Minutes  
Wednesday, July 24th, 2013 @ 3:45 PM  
Great Prairie AEA  
2814 North Court, Ottumwa, Iowa 52553**



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

**Board Members Absent:** Tom Lazio.

**Community Members Present:** Becky Falck, Angela Livezey, Heather Miller, Sue Henderson and Christina Schark.

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

**1. Call to Order:** The meeting was called to order by Board Chair, Desiree Johnson at 3:48 PM. Quorum met (4:6).

**2. Introductions:** Introductions were made.

**3. Approval of July 24th, 2013 Agenda:** Date corrections were noted for items 1) 8b: Children's Alliance Annual Golf Tournament – August 17<sup>th</sup> not the 7<sup>th</sup>, 2) 9: Agenda items for August not July Board Meeting, and 3) next MWECI Advisory Committee Meeting date is August 21<sup>st</sup> not the 14<sup>th</sup>. **Joy Prothero a motion to approve the agenda with date corrections, Deb Deere 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

**4. Approval of June 26<sup>th</sup>, 2013 MWECI Board Meeting Minutes:** Greg Kenning made a motion to approve the minutes as written, Deb Deere 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.

**5. MWECI Financial Business:**

a/b. Pat McReynolds, Area Director, presented the MWECI Board with the financial statements and reports as provided by the fiscal agent, for June 2013 including vouchers paid in June 2013 for May 2013 services and the June 30, 2013 bank reconciliation. **Deb Deere made a motion to approve the June 2013 financial reports, Greg Kenning 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

c/d. The Area Director shared detailed information regarding FYE2013 expenditures and anticipated FYE2013 carry forward figures for the MWECI Board to review and begin discussion of possible funding of new ventures rather than utilizing these dollars as professional development mini-grants only (as indicated on the FYE2014 approved budget). The MWECI Board requested the Area Director to present a listing of all the possibilities that this funding could be used for in order to make an informed decision at the next board meeting. The Area Directors will send this information out to the MWECI board a week prior to the next board meeting.

e. The Area Director presented the MWECI Board with the \$130.00/hour cost analysis from TD&T Financial Group to provide TA for the director and fiscal agent bookkeeper with setting up the FYE2014 QuickBooks to meet new fiscal/audit requirements. **Deb Deere made a motion to approve spending up to \$500.00 for TD&T Financial Group to provide TA, Jan Erhardt 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

f. The Area Director presented the MWECI Board with the \$7,200.00 cost analysis from TD&T Financial Group to complete the state required FYE2013 annual audit to take place in October 2013. **Deb Deere made a motion to approve spending \$7,200.00 for TD&T Financial Group to complete the FYE2013 annual audit, Joy Prothero 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

g. The Area Director presented the MWECI Board with a request from Jennifer Keith to sponsor the Wapello County Children's Alliance for their annual Golf Tournament on August 17<sup>th</sup>, 2013. **Joy Prothero made a motion to sponsor the Wapello County Children's Alliance Golf Tournament at whole/hole cost of \$250.00, Jan Erhardt 2<sup>nd</sup> the motion. All Board Members present approved, Deb Deere abstained, motion passed.**

h. The Area Director presented the MWECI Board with a request from Mahaska County ISU Extension to sponsor the Kidtoberfest Event to be held October 12<sup>th</sup>, 2013. **Deb Deere made a motion to sponsor the Mahaska County ISU Extension's Kidtoberfest Event at the cost of \$250.00, Greg Kenning 2<sup>nd</sup> the motion. All Board Members present approved, Joy Prothero abstained, motion passed.**

**6. LOE Work Group Updates:**

a. July 12<sup>th</sup>, 2013 Workgroup Meeting Summary: The Area Director provided a verbal summary of the activities completed during the LOE workgroup. Those present at the workgroup reviewed the LOE Matrix with State Reviewer Comments. Most of the non-compliance items were connected to the incomplete Community Plan, which the board was already aware of. The other non-compliance item was related to supporting quality programming and not describing the process for promoting quality programming in our community plan. The workgroup also discussed the possibility of utilizing Don Broshar, who will be facilitating the Partners for

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Children and Families strategic planning event. The workgroup has decided to take advantage of the TA offered by the State ECI office. Deb Scrowther will be our TA contact. The next workgroup meeting has been scheduled for July 25<sup>th</sup>, 2013, 9-11am at Great Prairie AEA. Deb Scrowther will be attending and providing additional guidance with completing the required action plan.

**b. Joy Prothero made a motion to engage Don Broshar to assist the MWECI Board with some strategic planning facilitation at the cost of up to \$1,500.00, Deb Deere 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

### **7. Executive Director's Report:**

a. Pat shared with the Board that the state required 4<sup>th</sup> Quarter Financial Report had been submitted (July 15<sup>th</sup>, 2013) and approved. The MWECI FYE2014 Budget was also submitted (July 15<sup>th</sup>, 2013) and approved (July 19<sup>th</sup>, 2013).

b. Pat reviewed the Advisory Committee meeting notes, drawing attention to the HAWK-I Insurance information regarding parent choice between United Health and Blue Access. Board members expressed their opinion that this information should be shared with the Iowa legislators at the December legislative forum held in this area. Pat will include it with the rest of the MWECI information shared with legislators.

c. Pat shared highlights from the two state meetings she attended this month. The Iowa Family Support Professional Development meeting was held on July 18<sup>th</sup>, 2013. Points of interest were: 1) work continues on the development of family support competencies for direct service staff and supervisors, and 2) work continues on extending the Prevent Child Abuse Iowa conference to include additional breakout sessions specific to family support. The Iowa Family Support Leadership meeting was held on July 19<sup>th</sup>, 2013. Points of interest were: 1) more information regarding the Early ACCESS & Family Support Statewide Coordinated Intake and local level coordinated intake needs, and 2) new opportunities for infant/child mental health through Iowa State University / new Infant mental Health Certification / Human Development and Family Studies.

d. 3<sup>rd</sup> Annual Southeast Iowa Early Care & Education Symposium Update: CCR&R has agreed to act as the lead agency in planning the symposium this year. The planning committee is meeting monthly and will send out save-the-date cards in November 2013 and symposium brochures in January 2014 for the April 12<sup>th</sup>, 2014 event.

### **8. Community Input Opportunity – FYI**

a. Becky Falck, Sieda Family Support Unit Director, shared that a state TA person for MIECHV had visited with them regarding continued work with local coordinated intake work. The Family Support Unit continues to make progress with staff replacements and family recruitment.

b. ACEs 360 Summit - October 14, 2013, Sheraton West Des Moines. Register at: [www.iowaaces360.org/iowa-aces-summit](http://www.iowaaces360.org/iowa-aces-summit)

c. Children's Alliance 4th Annual Golf Tournament - Saturday, August 17th, 2013, 9AM Cedar Creek Golf Course \$50/person

### **9. Agenda Items for August 28<sup>th</sup>, 2013 Scheduled Meeting:**

a. Monthly Financial reports

b. FYE 2013 Carry Forward Review & Funding Decisions

c. Executive Director's Updates / Committee Updates

d. LOE Work group progress

e. Board vacancies

f. ICAP Insurance review

**10. Adjournment: Deb Deere made a motion to adjourn the meeting at 5:00 PM, Jan Erhardt 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

Respectfully Submitted By: Pat McReynolds, MW Early Childhood Iowa Executive Director

Board Adoption Attested By: Joy Prothero, MWECI Board Secretary \_\_\_\_\_

**NEXT MWECI Board Meeting: Wednesday, August 28th, 2013 @ 3:45 pm**

**Eddyville Elementary School Library, 702 Vance, Eddyville, Iowa**

**NEXT Advisory Committee Meeting: Wednesday, August 21st, 2013 - 9AM-11:00AM**

**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 Executive Director, Pat McReynolds.

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