

**Mahaska-Wapello Early Childhood IOWA
Board of Directors Meeting Minutes
Thursday, July 25th, 2019, 4:00 PM
Fremont Community Center
107 East Main Street, Fremont, Iowa 52561**



Mahaska Wapello

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

Board Members Absent: Tim Gibson.

Community Members Present: Lynn Godwin (Sieda / Family Support), Cicely Lawrence (ISU Extension & Outreach / Wapello County NEST), Karen Lauer (CCR&R), and Angela Livezey (North Mahaska CSD).

Staff Present: Pat McReynolds (Area Director).

1. Call to Order: The meeting was called to order by Board Chair, Nick Maxwell at 4:06 PM. Quorum met (7:8).

2. Introductions: Introductions were made.

3. Approval of July 25th, 2019 Agenda: Lynelle Diers made a motion to approve the agenda, Gina Buttikofer 2nd the motion. All Board Members present approved, motion passed unanimously.

4. Approval of May 30th, 2019 MWECI Board Meeting Minutes: Rozanne Warder made a motion to approve the May 30th, 2019 board meeting minutes as submitted, Ali Wilson 2nd the motion. All Board Members present approved, motion passed unanimously. There were no June 27th, 2019 meeting minutes due to board quorum not met.

5. MWECI Financial Business:

a. Pat McReynolds, Area Director, reviewed the May 2019-QB reports (payments made in May 2019 for April 2019 services) and June 2019-QB reports (payments made in June 2019 for May 2019 services).

b. Board members reviewed the monthly QB profit & loss, transactions and voucher reports, as well as the monthly bank statement and bank reconciliation reports for each month. **Blaine Vos made a motion to approve the financial reports for May 2019 and June 2019 as submitted, Lynelle Diers 2nd the motion. All Board Members present approved, motion passed unanimously.**

c. Pat McReynolds, Area Director, reviewed the FYE 2020 Budget Brief and Potential FYE2019 Carry-forward funds chart with all board members in preparation for consideration of additional funding increases. Pat shared that due to some contractual changes and negotiations with the PBIS program involving CCR&R and GPAEA, there is a need to increase the Orchard Place (CCR&R) contract by \$1200.00 to enable CCR&R to provide PBIS Infant & Toddler Modules 1 & 2 training, thus allowing GPAEA to increase their PBIS coaching contacts per their approved RFP and logic model goals, which increases the overall quality of the PBIS program for both contractors. **Ali Wilson made a motion to increase the Orchard Place / CCR&R contract by \$1200.00 for FYE 2020, Blaine Vos 2nd the motion. All Board Members present approved, motion passed unanimously.** Pat will reflect this increase in the Orchard Place contract and the MWECI Board budget.

d. Pat McReynolds, Area Director, was asked to leave the meeting while Board Members reviewed and discussed potential increases of awarded funding to Area Director Contract. Upon the Area Director's return to the meeting, **Lynelle Diers made a motion to increase the Area Director's FYE 2020 contract by 3% as a COL increase (\$2,166.00) based upon her quality leadership of the MWECI area over the past 10 years, Gina Buttikofer 2nd the motion. All Board Members present approved, motion passed unanimously.** The 3% increase will be reflected in both the Area Director's FYE 2020 contract and the MWECI Board budget.

e. Pat McReynolds, Area Director, reviewed information regarding the possibility of the MWECI Board joining the *Association of Early Childhood Iowa Area Boards*. Pat provided a two-page handout prepared by McKinley Bailey, Executive Director of Building Families (ECI Board for Hamilton, Humboldt and Wright Counties) who has provided leadership and background information regarding this association. The financial cost of the MWECI area to join would be a total of \$750.13 (3% membership fee of \$658 and private funds for lobbying of \$92.13 – based on % of costs). The Area Director encouraged the board members to ask questions and voice opinions regarding the association. Funds could come from the MWECI Community Dollars which is all private funds and not state funds, so there is no concern over states funds being used for lobbying. Several questions were asked that the Area Director could not directly answer. **Lynelle Diers made a motion to table this discussion until the next board meeting and to invite McKinley Bailey to join our board meeting via phone to answer more questions before the board voting to join the Association of Early Childhood Iowa Area Boards, Rozanne Warder 2nd the motion. All Board Members present approved, motion passed unanimously.**

f. Pat McReynolds, Area Director, shared the Wapello County Children's Alliance request for their 10th Annual Deb House Deere Memorial Golf Tournament sponsorship. This year's tournament is scheduled for Saturday, August 24th, 2019 at Cedar Creek Golf Course in Ottumwa. Deb House Deere was a former member of the MWECI Board for many years. **Rozanne Warder made a motion for MWECI to sponsor a whole hole for \$250.00 at this year's tournament, Ali Wilson 2nd the motion. All Board**

Members present approved, motion passed unanimously. MWECI will receive signage recognition at the golf course and in the Courier, which also increases MWECI community awareness.

g. Pat McReynolds, Area Director, provided a copy of the FYE 2020 Board Meeting / Advisory Schedule for review. **Gina Buttikofer made a motion to approve the FYE 2020 MWECI Board Meeting and Advisory Meeting Schedule, including dates, times and location, Ali Wilson 2nd the motion. All Board Members present approved, motion passed unanimously.**

6. MWECI Re-Designation Prep-Work:

a. In preparation for ECI state re-designation this FYE 2020, the board members reviewed the MWECI mission statement, vision statement, core values, and organizational philosophy that were developed and approved in Fall 2012. Several edits were offered by both board members and advisory members. Pat will re-word with the suggested revisions and present for approval at the next board meeting.

b. In preparation for ECI state re-designation this FYE 2020, the Area Director made a recommendation for one MWECI Policy revision regarding the RFP Cycle for competitive funds and uncommitted/unencumbered funds. Suggestions were made by board members and advisory members for the policy to change to every 5 years for funds to be competitive, while keeping any unencumbered funds available annually via a mini-grant process. **Blaine Vos made a motion to table this discussion until the next board meeting, Shannon Hora 2nd the motion. All Board Members present approved, motion passed unanimously.** Pat will write up a revision of this RFP policy cycle to include the items suggested by board members and present it at the next board meeting for approval.

c. Pat McReynolds, Area Director, provided some copies of the most recent County Data, Community Plan Local Indicators and Contractor 3Y Trends materials for Board review. Since this data contains so many pages, Pat has posted all sets of data to the MWECI website. She created a “new page” on the website entitled “Data for Decision Makers” so that any community member could access this local data for any project. As part of the annual review process, the Board members spent time analyzing data from the updated community plan local indicators (including baseline data, subsequent year data, goals and progress towards goals). See updated chart as page #4 of these minutes. Overall opinions of board members: “We can still work to do better.” “Things are always changing so it is difficult to determine if increased or decreased percentages are a true measure of success.” “Due to the limited number of families engaged in our programs and limited funding available, it’s difficult to say MWECI is the changing factor in play for most of our local indicators.”

d. Pat McReynolds, Area Director, reminded specific members of their commitment to assist in the re-designation prep-work Committees: By-Laws (Nick Maxwell, Rozanne Warder and Becky Falck); 2) MWECI Policies (Gina Buttikofer, Shannon Hora and Jane Matzen); and 3) MWECI Community Plan (Ali Wilson and Joan Garrett). Pat will be hosting additional sub-committee meetings this fall to finalize all re-designation materials. Thank you all to those who volunteered to assist in this process.

7. MWECI & Sieda Hosting of Local Focus Groups:

a. Pat McReynolds, Area Director, provided a two-age handout reviewing the components of the state ECI Preschool Development Grant. She continues to be active at the state level with the numerous projects and study groups held to support the overall work of this grant.

b. One of the grant activities was to host local focus groups with early childhood providers and parents. MWECI participated in this activity by partnering with Sieda Community Action and hosting two focus groups held on June 10th, 2019 in Ottumwa. There were 9 providers who participated and 7 parents. Refreshments, childcare and incentives were also provided via these grant funds. A final report is anticipated to be shared later this fall and include data from all 10 area focus groups that were held across Iowa.

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

a. Upcoming Community Events: Pat McReynolds, Area Director, shared that she will now be posting all COMMUNITY FLIERS FOR ALL ACTIVITIES ON THE www.mweci.biz WEBSITE HOME PAGE. These can then be downloaded to share with families and community partners.

b. Community Input Opportunity: 1) Rozanne Warder, board member, shared that she is an ACEs Trainer and available to provide this training for school districts and community providers. She also shared information regarding Wm. Penn University Para Assistant Program that offers training while working. She is seeking a 501c3 partner for writing a DE & SAMSHA grant, if anyone is interested, please contact her. 2) Lynn Godwin, advisory member, shared that Sieda PAT is looking forward to their Iowa Family Support Peer Review. The boxes of materials have been delivered to the two peer reviewers and the MWECI board members will receive an invite to participate in the funders panel interview. Sieda PAT will be seeking their IFS Credential Renewal (5 years) as well as the PATNC Blue Ribbon recognition. This review will include the following counties: Mahaska & Wapello, Iowa, Jefferson and Keokuk. 3) Karen Lauer, advisory member, shared that she has started her I-Consult training with ISU. Her contacts with childcare providers in Mahaska and Wapello counties are increasing. There has been growing interest in QRS in Mahaska and Wapello counties. CCR&R is beginning a new “peer to peer” program this year, hoping to increase supports for childcare providers. 4) Cicely Lawrence, advisory member, shared that the Wapello County NEST program continues to grow in numbers, and they have been able to continue support families involved in treatment with transportation. Cicely also shared a family success story.

9. Agenda Items for Next Board Meeting: 5th Thursday – August 29th, 2019

- a. Financial Reports
- b. Re-designation Updates
- c. Director Updates
- d. Fremont Community Center Donation.
- e. Contractor Trends (FYE 16/17/18) submitted with RFPs.

10. Adjournment: Ali Wilson made a motion to adjourn the meeting at 6:10 PM, Blaine Vos 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 Advisory Committee Meeting: 5th Thursday, October 31st, 2019 @ 1:30-3:30 PM, Fremont Community Center

NEXT MWECI Board Meeting: 2nd Thursday, September 12th, 2019 @ 4pm, Fremont Community Center

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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