

**Mahaska-Wapello Early Childhood IOWA  
Board of Directors Meeting Minutes  
Thursday, June 25<sup>th</sup>, 2015, 4:00 PM  
Fremont Community Center  
107 East Main Street, Fremont, Iowa 52561**



**Mahaska Wapello**

**Board Members Present:** Greg Kenning, Desiree Johnson, Dean Cremer, Shannon Hora and Lynelle Diers.

**Board Members Absent:** Deb Deere, Tom Lazio and Joy Prothero.

**Community Members Present:** Becky Falck and Lynn Godwin (Sieda Family Support) Liz Fairchild (Sieda Head Start), Jill Lane (FRC-Helping Hands), Angie Mach (ISU Extension-NEST), Leann Andre and Heather Miller (CCR&R), .Angela Livezey (North Mahaska CSD).

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

**1. Call to Order:** The meeting was called to order by Board Chair, Greg Kenning at 4:07 PM. Quorum met (5:8).

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

**3. Approval of June 25<sup>th</sup>, 2015 Agenda:** Desiree Johnson made a motion to approve the agenda as written, Dean Cremer 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.

**4. Approval of April 30<sup>th</sup>, 2015 MWECI Board Meeting Minutes and May 28<sup>th</sup>, 2015 Board Meeting NOTES:** Desiree Johnson made a motion to approve the April 30<sup>th</sup>, 2015 board meeting minutes and May 28<sup>th</sup>, 2015 board meeting notes as submitted, Greg Kenning 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.

**5. Board Member Recruitment and Board Officer Elections:**

a. Pat McReynolds introduced Lynelle Diers, Wapello county Public Health Director, as a new potential MWECI board member. Lynelle has been involved with ECI in the past and is familiar with the how the board works and the local programs that the board supports. **Desiree Johnson made a motion approve the nomination of Lynelle Diers to serve as the health representative on the MWECI Board of Directors, Dean Cremer 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.** Board members welcomed Lynelle to the table. Pat McReynolds shared that she did make a plea for interested board members at the Mahaska County CPPC meeting held on June 2<sup>nd</sup>, and hopes to get some response soon. At this time we continue to have a need for Mahaska County representation. Pat also followed through with Cathy Pringle's suggestion to reach out to Cindi Bossard at Imagine the Possibilities. We hope to have two additional prospective board members approved and join the board at the July 30<sup>th</sup>, 2015 board meeting.

b. Election of new board officers for FYE2016 – Pat McReynolds reviewed the section of the MEWCI by-laws regarding board officers. **Desiree Johnson nominated Nick Maxwell to serve as board chair for FYE 2016, Lynelle Diers 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.** Nick was not present at the meeting, however, he had indicated at the last board meeting he would be willing to serve as board chair. **Greg Kenning nominated Lynelle Diers to serve as board vice chair for FYE 2016, Dean Cremer 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.** Lynelle graciously accepted the vice chair officer position. **Dean Cremer nominated Shannon Hora to serve as board secretary for FYE 2016, Lynelle Diers 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.** Shannon graciously accepted the secretary officer position. **Desiree Johnson made a motion to re-appoint Deb Deere to serve as board treasurer, Dean Cremer 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.** Deb was not present at the meeting so Pat McReynolds will check with her about serving another year as treasurer.

**6. MWECI Financial Business:**

a. Pat McReynolds reviewed the April 2015 and may 2015 monthly financials reports as provided by the fiscal agent with the MWECI Board (payments made in April 2015 for March 2015 services; and payments made in May 2015 for April 2015 services). Board members were able to review monthly QB transactions, bank statement and bank reconciliation reports, all showing agreement with the bank, fiscal agent's reports and the Area Director's financial tracking.

b. **Desiree Johnson made a motion to approve the financial reports for April 2015, Dean Cremer 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

c. **Desiree Johnson made a motion to approve the financial reports for May 2015, Shannon Hora 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

d. Pat provided copies of the FYE 2015 summary review of site visits completed. All funded and contracted programs participated in the annual site review process. All programs have done a good job meeting the requirements of their individual contracts. The only areas that still need fine tuning are getting new copies of the certificate of insurance from those program that are insured by a calendar

## MWECI Board Adoption 07/30/15

year, a few programs have been late with claims, and there have been many errors within the monthly claims. Pat and the fiscal agent will continue to work individually with the programs that seem to struggle with these details.

e. Pat McReynolds provided copies of anticipated funding for FYE2016 for Early Childhood funding (DHS) and School Ready funding (DE). Discussion focused on 1) all the “unknowns” around next year’s funding, 2) the fact that the Iowa Legislature is still in session and has not yet approved the state budget, 3) MWECI will have an overall average of \$15,000.00 budget reduction, and 4) FYE2015 is difficult to determine until after the books are closed. FYE2016 anticipated initial awards will be reflective of FYE2016 funding (new dollars only) plus conservative estimates of FYE2015 carry forward funds. The board may have to make additional budget adjustments over the summer and into fall depending on what actually passes through the legislature and what budget the governor signs. Everyone will need to be flexible.

f. FYE 2016 Preliminary Budget Review and initial Awards – The FYE 2016 preliminary budget proposals include categorical funding for the eight current contractors, the fiscal agent and the area director, utilizing projected FYE 2016 new funding and projected FYE 2015 carry forward funding. The eight current contractors were asked to submit a FYE 2016 budgets based on their FYE 2015 award and could include COL increases. It is a complicated process to award funding and to provide for cost allocation from a variety of funding categories that have different guidance as to how the money can be utilized. The FYE 2016 preliminary budget has tried to reflect all of these complexities. Bottom line conclusions are that there is a slight shortfall of funding for the eight current contractor’s minimum budget requests including COL increases. However, it should be noted that two contractors purposefully reduced their FYE 2016 funding request to assist with the overall funding shortfall and two contractors asked for the same amount as last year while making cuts within. The MWECI Board approved each individual contractor’s FYE 2016 funding request as separate business item.

The Sieda Parents As Teachers program has provided home visiting services in the MWECI area since January 2000 and has received the Iowa Family Support Credential signifying excellence in home visiting programming. **Desiree Johnson made a motion to award Sieda Community Action the amount of \$187,895.37 in MWECI School Ready funding for the FYE 2016 Parents As Teachers services, Lynelle Diers 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

The First Resources Corporation’s Helping Hands Nurturing program has provided home visiting services in the MWECI area since July 2005 and has received the Iowa Family Support Credential signifying excellence in home visiting programming. **Desiree Johnson made a motion to award First Resources Corporation the amount of \$54,314.00 in MWECI School Ready funding for the FYE 2016 Helping Hands Nurturing Program services, Shannon Hora 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

American Home Finding Association’s Child Care Nurse Consultant services promote best practice within all early learning environments and include additional nursing consultant services for family support programs. **Lynelle Diers made a motion to award American Home Finding Association (AHFA) the amount of \$57,000.00 in MWECI Early Childhood funding for the FYE 2016 Child Care Nurse Consultant services, Desiree Johnson 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

ISU Extension & Outreach of Wapello County’s NEST parent education services promote best practice, provide families with needed incentives and has received the Iowa Family Support Credential signifying excellence in group parent education. The program also receives additional funding through Prevent Child Abuse Iowa – ICAPP funds. **Lynelle Diers made a motion to award ISU Extension & Outreach of Wapello County the amount of \$22,614.00 in MWECI School Ready funding for the FYE 2016 NEST Parent Education services, Shannon Hora 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

Orchard Place / Child Care Resource & Referral and Child Care Consultant services promote best practice and QRS achievement for local child development home providers, licensed child care centers and preschools. **Desiree Johnson made a motion to award Orchard Place (CCR&R Region IV) the amount of \$71,329.00 in MWECI Early Childhood funding for the FYE 2016 Child Care Consultant services, including quality improvement incentive grants, Shannon Hora 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

The North Mahaska Community School District continues to provide their 2 week summer GAP Program, a kindergarten transition program, providing all potential kindergarteners the opportunity to experience public school prior to the new school year. **Desiree Johnson made a motion to award the North Mahaska Community School District the amount of \$11,809.43 in MWECI School Ready funding for the FYE 2016 Summer GAP Program services, Shannon Hora 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

## MWECI Board Adoption 07/30/15

Great Prairie AEA's BASEC program services have increased in depth and purpose over the past 5 years to include the Family PBIS Workshops and Community Wide PBIS awareness. They are currently receiving TA for the Iowa Family Support Credentialing. **Desiree Johnson made a motion to award Great Prairie Area Education Agency (GPAEA) the amount of \$146,730.00 in MWECI School Ready and Early Childhood funding for the FYE 2016 BASEC-PBIS services, including family support services through the Family PBIS Workshops and the Iowa Family Support Credentialing Program, Lynelle Diers 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

The Cardinal Community School District and Sieda Head Start 3Y Preschool Partnership has provided evidence-based quality preschool programming for the past 6 years. The school district is committed to providing services and funding for these children. **Lynelle Diers made a motion to award the Cardinal Community School District, in partnership with Sieda Head Start, the amount of \$78,146.00 in MWECI School Ready funding for the FYE 2016 3Y Preschool services, Desiree Johnson 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

The WCAED (Wapello County Agricultural Extension District) has served as the MWECI fiscal agent since FYE 2007. The state required annual audits of 2014, 2013 and 2012 have had no compliant issues, but continue to encourage additional segregation of duties and additional training in QB. **Desiree Johnson made a motion to award WCAED the amount of \$3,347.50 in MWECI School Ready and Early Childhood administration funding for the FYE 2016 fiscal agent fee and services, Lynelle Diers 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

Pat McReynolds, MWECI Area Director, has provided independent contractor services for MWECI since FYE 2009. Independent contractor services do not include any benefits. The Area Director must pay all their own expenses including: social security, state and federal taxes, health & dental insurance, life insurance, disability insurance, professional liability insurance, mileage and business expenses (phone & internet, computer/programs/printing, postage, and office consumables). **Desiree Johnson made a motion to award Pat McReynolds (independent contractor) the amount of \$73,923.51 in MWECI School Ready and Early Childhood funding for the FYE 2016 Area Director fee and services, Shannon Hora 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

The proposed FYE 2016 budget will be sent to the State ECI office via the on-line method of Iowagrants.gov. FYE2015 carry forward funds will not be exact until the final claims are processed in July for June's services. The proposed budget is based on the new FYE2016 funds and our best guess of FYE2015 carry forward funds, anticipated to be under the 20% restricted amounts allowable to carry forward. **After careful review of the proposed FYE2016 budget, Desiree Johnson made a motion to approve the FYE 2016 budget and submit it to the State ECI office, Shannon Hora 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

### **7. MWECI Community Plan Updates & Recommendations from the Advisory Committee:**

a. Pat McReynolds sent out copies (as an email attachment) of the current MWECI Community Plan to Advisory Members prior to the June 17<sup>th</sup>, 2015 meeting. She encouraged members to keep an electronic copy to save (trees and ink) and provided a projected copy of the MWECI Community Plan for use during the meeting. The current community plan (52 pages) was approved by the MWECI Board of Directors in May 28<sup>th</sup>, 2014, after several months of TA from the state ECI office. The current plan also includes 4 one page Community Plan Briefs (community indicators and priorities summaries) and two Supporting Quality Programming Matrixes.

Pat briefly reviewed each section of the community plan with the advisory members and explained the history behind each section and what items need updated. Those advisory members who were not familiar with the community plan shared that they were impressed with the amount of information within the plan and how it would be useful to others in the community as they worked on writing for other grants. Most thought it was a reader-friendly document and know how to gain access to a copy.

After careful review, the advisory members will recommend no major changes to the MWECI Board, other than update data with another year's information as it can be accessed from internet and agency sources. The advisory committee verifies that it is a valuable, thorough document that provides concrete guidance for the MWECI Board, Advisory Committee, and the early childhood community at large. The advisory committee will 1) assist with the collection of the most rest data needed, 2) continue to address additional program quality strategies within the Supporting Quality Programming Matrixes throughout the new fiscal year (FYE 2016), 3) and bring recommendations to the MWECI Board as needed.

### **7. Community Updates and Opportunity for Input – FYI**

a. Wapello County MIECHV and CI Updates: Becky Falck shared that the CI group will be putting out a news release regarding their services soon and they have completed an agency partnership booklet.

b. Additional Input from Community Providers and MWECI funded programs: None.

c. Community Fliers: Dean Cremer shared a flier regarding a new monthly support group for parents with children who have autism. This group will be meeting in the Keota area. Pat will share the flier with GPAEA and the Parent Coordinator, Annette Clarahan.

## MWECI Board Adoption 07/30/15

d. Board members will sign new conflict of interest statements at the next board meeting.

### **8. Special Thanks to Members Serving 2.5 Terms and Going off the Board:**

a. Open forum time to personally thank Greg Kenning, Joy Prothero, and Desiree Johnson for serving 2.5 terms (6.5 years) on the MWECI Board of Directors. Pat McReynolds present both Greg and Desiree with a certificate of appreciation for their years of exceptional service on the MEWCI Board. Refreshments were also provided for the group at large. Pat will mail Joy's certificate to her. Greg Kenning shared that it had been his pleasure to serve, although it wasn't always easy, it was very rewarding and he encouraged the new recruits to enjoy their time on board. Desiree Johnson also shared that it was a pleasure and honor to serve. Over the course of her time on the board she had seen many improvements in the way the board functioned such as more precise accounting procedures. She also expressed her appreciation for Pat McReynolds, the Area Director, as her knowledge and expertise is beneficial to the work of the board. Although we will miss these board members, we are also excited for new members to step up and share their thoughts and experiences with the board.

### **9. Agenda Items for Next Scheduled Board Meeting:**

- a. Monthly Financial Reports
- b. Board Membership Recruitment
- c. FYE 2016 Budget Revisions – if needed.
- d. Director and Committee Updates
- e. Community Updates and Fliers

**10. Adjournment: Lynelle Diers made a motion to adjourn the meeting at 5:10 PM, Shannon Hora 2<sup>nd</sup> 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: 5<sup>th</sup> Thursday, July 30<sup>th</sup>, 2015, @ 4pm**  
**Fremont Community Center, 107 East Main Street, Fremont, Iowa 52561**

**NEXT Advisory Committee Meeting: 3<sup>rd</sup> Wednesday, August 19<sup>th</sup>, 2015 - 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.

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