

**Mahaska-Wapello Early Childhood IOWA  
Board of Directors Meeting Minutes  
Thursday, June 28th, 2018, 4:00 PM  
Fremont Community Center  
107 East Main Street, Fremont, Iowa 52561**



**Mahaska Wapello**

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

**Board Members Absent:** Dean Cremer.

**Community Members Present:** Lynn Godwin (Sieda Family Support), Jill Lane & Joan Garrett (GPAEA), Jane Matzen (American Home Finding Association), Gina Wells (CCR&R), Sue Henderson (ISU Extension & Outreach / Wapello County NEST) and Tim Gibson (Mahaska County United Way).

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

**1. Call to Order:** The meeting was called to order by Board Chair, Blaine Vos at 4:02 PM. Quorum met (6:7).

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

**3. Approval of June 28<sup>th</sup>, 2018 Agenda:** Lynelle Diers made a motion to approve the agenda with the postponement of item # 8c (Symposium Report), Ali Wilson 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.

**4. Approval of May 31<sup>st</sup>, 2018 MWECI Board Meeting Minutes:** Lynelle Diers made a motion to approve the May 31<sup>st</sup>, 2018 board meeting minutes as submitted, Shannon Hora 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.

**5. Board Membership Recruitment:**

a. Pat McReynolds, Area Director, reviewed the board membership list with those present, highlighting term limits and state ECI required representation. Tim Gibson was nominated by Blaine Vos as a potential board member representing Mahaska County last month. Pat was able to meet with Tim earlier this month and Tim submitted a MWECI board application which was emailed to all current board members prior to the meeting. Tim was also present at this month's meeting and board members were able to ask questions and learn more about Tim, his work at United Way and his history in the community. **Lynelle Diers made a motion to approve Tim Gibson's application and nominated him to be seated to the MWECI board immediately, representing Mahaska County as a citizen member, Ali Wilson 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

**6. MWECI Financial Business:**

a. Pat McReynolds, Area Director, reviewed the May 31<sup>st</sup>, 2018 monthly financial reports as provided by the fiscal agent with the MWECI Board (payments made in May 2018 for April 2018 services). Board members reviewed the monthly QB profit & loss, transactions and voucher reports, as well as the monthly bank statement and bank reconciliation reports. **Gina Buttikofer made a motion to approve the financial reports for May 2018, Nick Maxwell 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

b. Pat McReynolds, Area Director, reviewed the FYE 2019 contractor funding awarding at the May 31<sup>st</sup>, 2018 MWECI Board meeting. Since that meeting, additional information has been received that will affect the MWECI award to ISU Extension and Outreach for the Wapello County NEST Program. The NEST Program was notified the first week of June, that they have received an increase in state ICAPP (Iowa Child Abuse Prevention Programs) funding through sub-contracting with the Wapello County Children's Alliance. Pat is also the acting Board Chair of the Children's Alliance. She met with Sue Henderson, ISU Extension & Outreach Regional Director, to work out a revised budget utilizing both MWECI and ICAPP funds to support the NEST Program. With the increase in ICAPP funds, they were able to reduce the MWECI funds, which will then allow for these funds to be included in the mini-grants for gap funding in FYE 2019.

c. ISU Extension and Outreach of Wapello County submitted a revised FYE 2019 budget for approval. The revised budget includes a decrease of \$7,516.36 in MWECI funds due to the increase of ICAPP funding. The total amount of MWECI funding requested is now \$24,477.21. **Lynelle Diers made a motion to adjust the MWECI - FYE 20109 award to ISU Extension & Outreach Wapello County from \$31,993.57 (previously awarded May 31, 2018) to \$24,477.21 with the difference of \$7,516.36 of MWECI funds to be added to the Community GAPS Mini-grants, Nick Maxwell 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

d. Several MWECI board members noted at the May 31<sup>st</sup>, 2018 MWECI Board meeting, that the MWECI Area Director did not ask for a wage/contract increase and expressed opinions that the Area Director's contract should be reviewed for an increase, since most contractor wages included COL increases in their FYE 2019 budgets. The FYE 2019 - MWECI Area Director Contract & Performance Review Committee considered these concerns and brought a recommendation to the board for a 3% increase in the Area Director's contract for FYE 2019. **Shannon Hora made a motion to increase the MWECI Area Director's contract award for**

**FYE 2019 to include a 3% increase (\$2,394.22) raising the total amount of the contract to \$82,201.43 effective July 1<sup>st</sup>, 2018, Nick Maxwell 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

e. Pat McReynolds, Area Director, quickly added these newly approved board actions (#6c and #6d) to the proposed MWECI Board of Director's FYE 2019 Budget to be submitted via email (iowagrants.gov) to the state ECI office. **Nick Maxwell made a motion to approve the revised MWECI – FYE 2019 Budget as reviewed and submitted by the Area Director, Lynelle Diers 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.** Pat will submit the revised budget on-line as soon as possible for state ECI office approval.

#### **7. Board Activity: SWOT Analysis Review:**

a. Pat McReynolds, Area Director, formalized the notes from the SWOT activity from the previous board meeting and made them available for all members to review and reflect. Input from both board members and community partners led to the identification and great discussions about the MWECI Board's strengths, weaknesses, opportunities and threats (SWOT). Strengths identified were the value of the community partners input and expertise at board meetings, as well as the positive relationships between board members, the Area Director and contractors. Weaknesses identified were the lack of Mahaska County representation and the continued funding reductions (also a threat). Opportunities identified were seeking younger professionals (millennials) who are looking for opportunities to serve and utilizing media to educate the community about the work MWECI is committed to. Threats identified were MWECI funding formulas that impact the funding received every year and the viability of the sub-contractors to continue services without significant increases in funding. After much positive discussion, Tim Gibson and Shannon Hora, both millennial board members, volunteered to move forward with development and monitoring of a social media venue to increase awareness and communication regarding the MWECI services and activities for both counties. Pat will meet with them to begin the process of moving forward with this board project after the start of the new school year and MWECI programs are well underway and providing services for children and families. All board members were encouraged by their willingness to volunteer for this project.

#### **8. Area Director Updates:**

- a. First Children's Finance / Wapello County Child Care Desert Project – Pat McReynolds shared that the core committee for this project is moving into the final stages of the contracted project. This group will host a community child care forum, twice on July 24<sup>th</sup>, 2018 at the Great Prairie AEA auditorium, at 11:00am-1:00pm and again at 6:30-8:30pm. This will allow business and local providers optional times to participate. First Children's Finance will present an overview of both the Child Care Market Analysis and the Strategic Plan for Child Care in Wapello County and hear from MWECI and the Iowa Women's Foundation about how the community can get involved to carry out the strategies identified. A light meal will also be provided at both sessions.
- b. Child Mental Health & Well-Being Collaborative Expansion – Pat also shared that the planning year of this collaborative is at an end, but the group will be applying for another year's funding to expand into four additional counties, including Mahaska, Keokuk, Davis and Lee counties. Part of this year's funding will provide materials for partners to distribute; working towards changing the negative stigma around children and adults struggling with mental health concerns. Pat will bring materials to the next board meeting for partners to take and distribute as needed.
- c. Southeast Iowa Early Learning & Family Support Symposium Report – postponed due to additional invoices received late.

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

- a. Pat reminded the board members and community partners of the new ECI logo (top of agenda & minutes) and to save the date for the Iowa Early Childhood Systems Summit & ECI 20 Year Celebration, scheduled for Wednesday, October 3<sup>rd</sup>, 2018. More details will be shared at future meetings.
- b. FYI: Upcoming Community Events: Youth Mental Health First Aid, Tuesday, July 17<sup>th</sup>, 2018, 9-5, at SIMHC; Breastfeeding Awareness Event, Saturday, August 4<sup>th</sup>, 2018, 10am-1pm at Wapello County Extension Gym; Fore the Kids, Children's Alliance 9<sup>th</sup> Annual Deb House Deere Memorial Golf Tournament, Saturday, August 25<sup>th</sup>, 2018, at the Cedar Creek Golf Course in Ottumwa.
- c. Community Events Feedback & Additional Input: No one present attended the Psychological Trauma & Juvenile Justice Conference sponsored by Orchard Place in DSM on June 5 & 6.
- d. MWECI funded program updates or upcoming events. Jane Matzen, CCNC, shared that she had attended a community event held in Burlington, Iowa all about "safety." The primary audience was 4-5-year old's who participated in this national curriculum where they were able to practice bike safety, fire safety, and stranger danger inter-active lessons in a "community simulated" environment set up in one of the elementary gyms. This sounds like a wonderful opportunity for community engagement that we might explore. Tim Gibson, United Way, reminded everyone about the Mahaska County "Back to School" event to be held August 14<sup>th</sup>, 2018, 3-7 pm at the Penn Central Mall in Oskaloosa. Lots of family-friendly activities are being planned (free dental exams, eye exams, haircuts, etc.). Blaine Vos shared that this has been one of the best examples of local community collaboration he has been a part of. Lynn Godwin, Sieda, shared information about the Wapello County Coffee & Chat being hosted by Sieda's MIECHV Program on July 26<sup>th</sup>, 8:30-9:30am at their central office in Ottumwa. Sieda has also received a new "Diversity Grant" through MIECHV funding to hire a Spanish speaking Parent Educator. These are all a reflection of the remarkable things happening for children and families in our local communities!

**10. Agenda Items for Next Board Meeting: 4<sup>th</sup> Thursday - June 28th, 2018**

- a. Monthly Financial Reports (June 2018).
- b. Follow Up (if needed) to Community Plan Local Indicators / State & County Data. (SWOT Analysis Activity).
- c. Continued MWECI Board Recruitment efforts.
- d. Area Director Updates.
- e. Opportunity for Community Input and Feedback regarding community events.

**11. Adjournment: Tim Gibson made a motion to adjourn the meeting at 5:37 PM, Lynelle Diers 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: Shannon Hora, MWECI Board Secretary \_\_\_\_\_

**NEXT MWECI Board Meeting: 4th Thursday, July 26<sup>th</sup>, 2018 @ 4pm, Fremont Community Center**

**NEXT Advisory Committee Meeting: 3<sup>rd</sup> Wednesday, August 15<sup>th</sup>, 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.

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