

**Mahaska-Wapello Early Childhood IOWA
Board of Directors Meeting Minutes
Wednesday, March 26th, 2014 @ 3:45 PM
Eddyville Elementary School Library
702 Vance, Eddyville, Iowa**



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

Board Members Absent: Tom Lazio.

Community Members Present: Marta Shafer, Leann Andre, Jane Matzen, and Amy Norris Hernandez.

Staff Present: Pat McReynolds (Area Director)

1. Call to Order: The meeting was called to order by Board Chair, Greg Kenning at 3:45 PM. Quorum met (4:5).

2. Introductions: Introductions were made.

3. Approval of March 26th, 2014 Agenda: Desiree Johnson a motion to approve the agenda as written, Joy Prothero 2nd the motion. All Board Members present approved, motion passed unanimously.

4. Approval of January 29th, 2014 MWECI Board Meeting Minutes: Desiree Johnson made a motion to approve the January 29th, 2014 board meeting minutes, Deb Deere 2nd the motion. All Board Members present approved, motion passed unanimously.

5. MWECI Financial Business:

a/b. Pat McReynolds presented the MWECI Board with the updated and corrected financial reports (bank fee expense corrections) as provided by the fiscal agent for October, November and December of 2013. **Deb Deere made a motion to approve the corrected financial reports for October, November and December 2013, Desiree Johnson 2nd the motion. All Board Members present approved, motion passed unanimously.**

c/d. Pat McReynolds presented the MWECI Board with the financial statements and reports as provided by the fiscal agent for January 31, 2014 including vouchers paid in January 2014 for December 2013 services and the January 31, 2014 bank reconciliation. **Joy Prothero made a motion to approve the January 2014 financial reports, Deb Deere 2nd the motion. All Board Members present approved, motion passed unanimously.**

e/f. Pat McReynolds presented the MWECI Board with the financial statements and reports as provided by the fiscal agent for February 28, 2014 including vouchers paid in February 2014 for January 2014 services and the February 28, 2014 bank reconciliation. **Joy Prothero made a motion to approve the January 2014 financial reports, Desiree Johnson 2nd the motion. All Board Members present approved, motion passed unanimously.**

g. Sue Henderson, ISUEO Regional Director, submitted a letter and revised budget requesting that the additional funds for professional development that the MWECI Board had awarded the NEST program in January 2014, be utilized instead for additional staff salaries and benefits. Current staff will be leaving this summer and the program could benefit from current staff putting additional time into the completion of the NEST program's Iowa Family Support Credentialing process. The Board reviewed both the letter of request and the revised budget submitted. Most indicated this seemed to be a better use of funds. **Desiree Johnson made a motion to allow the NEST Program under ISU Extension of Wapello County to utilize the additional funding awarded in January 2014 according to the submitted revised budget for the purposes of increasing staff hours to complete the Iowa Family Support Credentialing process, Joy Prothero 2nd the motion. All Board Members present approved, motion passed unanimously.**

h/i. Pat McReynolds presented the MWECI Board with recommendations for the required action plan in response to the FYE2012 MWECI financial audit review by the state ECI office. Discussion followed as to most of the action plan is already in place since we are a year past this audit already. The Board suggested that the proposed action plan exclude the additional step of the board treasurer's signature on the monthly bank reconciliations prior to the board meeting. They felt this step was not necessary prior to the board meeting. **Joy Prothero made a motion to submit the FYE2012 Financial Audit Corrective Action Plan, as amended, to the state ECI office, Desiree Johnson 2nd the motion. All Board Members present approved, motion passed unanimously.**

6. Area Director Updates:

- a. Pat McReynolds, shared a copy of the MWECI Director's financial tracking and the state approved ECI revised budget (including the two new awards for the Oskaloosa Preschool Partnership and the AHFA 4y hearing screens, and moving remaining funds to professional development mini grants). The director's financial tracking shows a monthly expense report for each SR and EC (state and federal) category as well as for each contractor. It also shows the \$dollar amount of funds remaining and the % of funds remaining per contract. Each month the director compares her tracking with the fiscal agent's record of expenses. As of 2/28/14 both records agree. Pat will share her tracking with the Board again at the May 28th, 2014 Board meeting.
- b. Pat reviewed the Advisory Committee Reports of 2/19/14 and 3/19/14 with the Board. The committee continues to work on updating quality criteria recommendations for child care/preschools, family support, and health/mental health and nutrition programming. The Board reviewed in detail the quality recommendations for early learning environments. The family support quality criteria recommendations will be reviewed by the Board at the April 30th, 2014 meeting.
- c. Pat reviewed the Preschool Scholarships program update with the Board. As of 3/26/14, a total of 58 applications have been received, 35 applications were eligible and approved, 23 applications were either over income (5) or under income (18 of which all were referred to Head Start and if 4y to public preschool). A total of \$42,930.00 of preschool scholarships funds have been committed. Deb Deere requested that the following additional information be added to the preschool scholarship report: # of 3y and 4y, # children enrolled in more than one program.
- d. Pat provided an update regarding contracts and program monitoring. As of 3/26/13, all contractors have provided the required certificate of liability insurance. Contract addendums have been signed with the exception of ISU Extension for the NEST program. Site visits will be scheduled for April and May 2014.
- e. Pat also shared that she has two Mahaska County citizens scheduled to meet with her regarding interest in becoming MWECI Board Members. She will be meeting with them the first week of April and calling the nomination committee together after the meeting. Desiree Johnson also noted that it was each board member's responsibility to assist with board recruitment. Desiree volunteered to contact both Cargill and Clow regarding possible board members.
- f. Pat shared an April calendar with the Board reflecting the many community activities happening in April 2014, including potential contractor site visits.

7. Levels of Excellence Updates:

- a. Pat McReynolds shared LOE workgroup meeting summaries with the Board from 1/30/14, 2/13/14 and 3/13/14. Almost all sections of the revised new community plan are complete, but need to be inserted into the final draft. The Board plans to review and give final approval at the 4/30/14 Board Meeting and then submit it to the state ECI office for review.

8. Community Input Opportunity / Updates – FYI

- a. Deb Deere provided an update about the Wapello County Partners for Children and Families (CPPC) strategic planning meeting utilizing Don Broshar as the facilitator and the "Future Search" method. The April 3rd, 2014 meeting will be a focus group for the SAMSHA grant 11am-1pm, at the Correctional facility.
- b. Leann Andre (CCR&R) shared an update about the SEIECE Symposium. Presentation and workshops have been secured. The symposium is scheduled for Saturday, April 12th, 2014 at IHCC Rural Health Building. She also shared that April 7-13 is the Week of the Young Child, celebrated within PCAI month.
- c. No representative from the MIECHV program was present
- d. Pat McReynolds shared various flyers regarding training opportunities in the area in the next few months (April, May, June).
- e. Amy Norris Hernandez shared that this is ISU Extension Week and shared a plate of cookies with those present.
- f. Desiree Johnson shared there would be a training on 4/11 at IHCC and 4/12 at AEA, for the food consortium regarding food security and health and there is a need for people to participate.

9. Agenda Items for Next Scheduled Board Meeting:

- a. Monthly Financial reports (March)
- b. Area Director's Updates
- c. Committee Updates (LOE, Nomination, Advisory)

Pending MWECI Board Adoption 04/30/14

10. Adjournment: Joy Prothero made a motion to adjourn the meeting at 5:56 PM, Deb Deere 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: Tom Lazio, MWECI Board Secretary _____

NEXT MWECI Board Meeting: Wednesday, April 30th, 2014 @ 3:45 pm

Eddyville Elementary School Library, 702 Vance, Eddyville, Iowa

NEXT LOE Workgroup Meetings: Thursday, April 10th and April 24th, 2014 @ 9am-11am at Great Prairie AEA, 2814 North Court, Ottumwa, Iowa 52501

NEXT Advisory Committee Meeting: Wednesday, April 23rd, 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 Area Director, Pat McReynolds.

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