

**Mahaska-Wapello Early Childhood IOWA  
Board of Directors Meeting Minutes  
Thursday, May 31st, 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, and Shannon Hora.

**Board Members Absent:** Larry Reisch, Gina Buttikofer and Dean Cremer.

**Community Members Present:** Lynn Godwin (Sieda Family Support), Jill Lane & Joan Garrett (GPAEA), Jane Matzen (American Home Finding Association), Leann Andre & Gina Wells (CCR&R), Cameron Steinback (Cardinal CSD/Head Start), Sue Henderson (ISU Extension & Outreach / Wapello County NEST) 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, Blaine Vos at 4:09 PM. Quorum met (5:8).

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

**3. Approval of May 31st, 2018 Agenda:** Nick Maxwell made a motion to approve the agenda, Lynelle Diers 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.

**4. Approval of April 26<sup>th</sup>, 2018 MWECI Board Meeting Minutes:** Nick Maxwell made a motion to approve the April 26<sup>th</sup>, 2018 board meeting minutes as submitted, Lynelle Diers 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.

**5. Annual Board Membership Review:**

a. Pat McReynolds, Area Director, reviewed the current board membership list, indicating which board member represents the state required positions, length of current terms and who holds the four board officer positions. Gina Buttikofer, Lynelle Diers and Ali Wilson are all eligible for a 2<sup>nd</sup> three-year term. Nick Maxwell made a motion to extend board memberships for a 2<sup>nd</sup> three-year term for Gina Buttikofer, Lynelle Diers and Ali Wilson, Shannon Hora 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously. Lynelle Diers and Ali Wilson were present at the meeting and accepted a 2<sup>nd</sup> three-year term position. Pat will contact Gina Buttikofer regarding another term on the board.

The MWECI By-Laws state that the board officers are elected annually. Lynelle Diers made a motion to elect Blaine Vos (current board chair) to another annual term as board chair, Nick Maxwell 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously. Blaine Vos declined to accept the board chair position for another year due to increasing responsibilities at New Hope Community, Inc. Lynelle Diers made a motion to elect Nick Maxwell as the MWECI Board Chair for FYE 2019, Ali Wilson 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously. Nick Maxwell accepted the MWECI Board Chair position for FYE 2019. Nick Maxwell made a motion to elect Lynelle Diers (current board vice chair) to another annual term as board vice chair, Ali Wilson 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously. Lynelle Diers accepted the MWECI Board Vice Chair position for FYE 2019. Lynelle Diers made a motion to elect Ali Wilson (current board treasurer) to another annual terms as board treasurer, Nick Maxwell 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously. Ali Wilson accepted the MWECI Board Treasurer position for FYE 2019. Lynelle Diers made a motion to elect Shannon Hora (current board secretary) to another annual term as board secretary, Nick Maxwell 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously. Shannon Hora accepted the MWECI Board Secretary position for FYE 2019.

b. Pat McReynolds, Area Director, has made numerous attempts to contact current board member, Larry Reisch, regarding his lack of attendance at board meetings over the past 3 held meetings. She has not received any replies from emails nor voice/text messages. Pat recommend action be taken per the MWECI By-Laws, Article 111-N: Removal: A Member may be removed from office for cause by a vote of the majority of the Members entitled to vote. Lynelle Diers made a motion to remove Larry Reisch from the active MWECI Board Members effective May 31<sup>st</sup>, 2018, Nick Maxwell 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously. Pat will send a board removal notification in writing to Larry and thank him for his past service.

c. Pat McReynolds, Area Director, reminded the MWECI Board that recruitment efforts will be needed to ensure the proper balance of board membership (county representation and gender balance). The MWECI Board will need to actively seek out prospective male members from Mahaska County (any who live or work in that county). Potential members and/or targets suggested were: Tim Gibson (United Way of Mahaska County), the new Oskaloosa Police Chief, checking with the Chamber of Commerce for new employers, and checking with the Ministerial Alliance. Pat will schedule a meeting with Tim Gibson and see if there is interest. She will also seek out potential board members at local community meetings. Blaine offered to talk with the Ministerial Alliance.

**6. Board Activity: SWOT Analysis**

a. Board Chair, Blaine Vos, led the board members and community partners in the SWOT analysis activity. 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. Pat will formalize the notes from the activity and have them available at the next board meeting. Thank you to all who participated in this activity.

**7. MWECI Financial Business:**

a. Pat McReynolds, Area Director, reviewed the April 30<sup>th</sup>, 2018 monthly financial reports as provided by the fiscal agent with the MWECI Board. Board members reviewed the monthly QB profit & loss, transactions and voucher reports, as well as the monthly bank statement and bank reconciliation reports. **Nick Maxwell made a motion to approve the financial reports for April 2018, Ali Wilson 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

b. Area Director's Review of FYE 2018 contractor site monitoring visits: All site visits have been completed, except for the North Mahaska / Summer GAP Program, which will not take place until May 29 through June 8, 2018. The Area Director reviewed each contractor's SWOT analysis with board members, which was a new activity for the site monitoring visit for FYE 2018. Board members were able to ask additional questions and clarifications throughout this review. Community partners/contractors were also able to share additional information regarding performance and needs. Most contractors have done a good job with completion of the necessary paperwork (including contract returns, monthly financial claims with documentation, required insurance forms, communication with the MWECI Area Director). Items important to note: 1) one contractor is behind in keeping the state-wide database DAISEY up-to-date, and 2) two contractors anticipate more than \$4,000.00 of carry forward funds.

c. Area Director's presentation of recommendations for FYE 2019 funding awards (FYE 2019 is a 2<sup>nd</sup> contract renewal year with no competitive RFP process). Pat McReynolds, Area Director, provided copies of the potential FYE 2019 MWECI budget, based upon the funding available and the amounts requested for continued funding by each contractor. The MWECI Board was also provided individual copies of each contractor's FYE 2019 budget requests. The potential FYE 2019 MWECI budget included: 1) Early Childhood programming funds supporting American Home Finding Association / CCNC, Orchard Place / CCC, and GPAEA / BASEC-PBIS programming and 2) School Ready general use funds supporting Sieda PAT, ISU Extension NEST, North Mahaska CSD / Summer GAP, Cardinal CSD / 3Y Preschool Partnership, MWECI Preschool Scholarships & Coordination, and audit costs. EC & SR Administration funds support the fiscal agent fee for services, MWECI Board liability, and the MWECI Area Director contract. The SR- Quality funds will support the MWECI Area Director's contract. The total new funds available for FYE 2019 is \$616,000.00 (plus \$19,958.62 unencumbered funding held back for anticipated de-appropriations = \$635,958.62). Total amount needed to cover all current requests is \$627,053.52 (including the fiscal agent fee, board liability and the area director contract). A balance of \$8,905.10 is available for other services and/or increases in current requests. The Area Director suggested using the balance funding for community gaps mini-grants. She also anticipates some additional FYE 2018 carry forward funds that could be applied to this mini-grant category.

d. MWECI Board of Directors FYE 2019 Funding Discussion and Intent to Award. After detailed reviews and careful considerations of all contractor FYE 2018 site monitoring visits and FYE 2019 budget requests, the MWECI Board voted to award individual contractors as follows:

**Nick Maxwell made a motion to award Orchard Place (Child Care Resource & Referral, Region IV) \$45,552.00 in FYE 2019 Early Childhood funding for the purposes of providing CCR&R Services consisting of Child Care Consultant services and implementation of a Quality Improvement Incentive program in Mahaska and Wapello Counties; Ali Wilson 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

**Ali Wilson made a motion to award American Home Finding Association \$79,900.00 in FYE 2019 Early Childhood and School Ready funding for the purposes of providing the Healthy Child Care Iowa / Child Care Nurse Consultant Program, an evidence based program utilizing a registered nurse (RN) to provide technical assistance, health assessments, and child care provider training for child care businesses, assisting in responding to issues of childhood communicable disease, child development, safety and injury prevention, nutrition, and family health; Nick Maxwell 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

**Shannon Hora made a motion to award Great Prairie AEA \$126,276.00 in FYE 2019 Early Childhood and School Ready funding for the purposes of providing the BASEC Program consisting of 1) professional development training and individualized coaching opportunities in the area of social and emotional development of children (0-5) utilizing the Positive**

**Behavior Intervention Strategies (PBIS) strategies, with child care and preschool staff in Mahaska and Wapello counties AND 2) PBIS Family Workshops as Iowa Family Support group parent education services and follow-up PBIS home visitation / coaching services with families in Mahaska and Wapello counties; Lynelle Diers 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

**Nick Maxwell made a motion to award Sieda Community Action \$159,696.74 in FYE 2019 School Ready funding for the purposes of providing the Parents As Teachers, a family support program consisting of bi-monthly home visits, group parent education opportunities, connection of families to community resources and completion of family and child screenings in both Mahaska and Wapello Counties; Shannon Hora 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

**Lynelle Diers made a motion to award Wapello County ISU Extension & Outreach \$31,993.57 in FYE 2019 School Ready funding for the purposes of providing the NEST program, a family support program consisting of bi-weekly group parent education opportunities and providing family incentives in Wapello County; Ali Wilson 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

**Nick Maxwell made a motion to award North Mahaska Community School District \$10,678.00 in FYE 2019 School Ready funding for the purposes of providing the Summer GAP program, an 8-day kindergarten transition program for all CSD children entering kindergarten in the following school year of 2019-2020; Lynelle Diers 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

**Ali Wilson made a motion to award Cardinal Community School District \$70,000.00 in FYE 2019 School Ready funding for the purposes of providing a quality 3-year-old preschool program in partnership with SIEDA Head Start, offering school year long, early education enhanced opportunities for all 3-year-old preschool children and their families; Shannon Hora 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

**Nick Maxwell made a motion to provide \$10,000.00 in FYE 2019 School Ready funding for the MWECI Quality Preschool Scholarships, considered funding of the last resort, which is awarded to eligible families and paid directly to the preschool provider and coordinated by the Area Director; Lynelle Diers 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

**Nick Maxwell made a motion to approve the fiscal agent's fee of \$3,500.00 for FYE 2019, Lynelle 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously. The fiscal agent signs an agreement and submits a breakdown of their costs on an annual basis.**

**Lynelle Diers made a motion to approve the annual audit (FYE 2018) fee of \$8,300.00 in the FYE 2019 administrative budget, Shannon Hora 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

**Shannon Hora made a motion to approve the annual board liability coverage (ICAPP) fee of \$1,350.00 in the FYE 2019 administrative budget, Ali Wilson 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously.**

**Nick Maxwell made a motion to approve a FYE 2019 contract amount of \$79,807.21 for the Area Director utilizing both EC & SR Administration Funds, SR Quality Improvement Funds and SR General Use Funds, Ali Wilson 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously. Several MWECI board members noted 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 will consider these concerns and bring a recommendation to the next board meeting.**

**Nick Maxwell made a motion to approve adding a Community GAPS Mini-grant category to the FYE 2019 MWECI Budget for the remaining unencumbered School Ready General Use Funds of \$8,905.10 and include additional FYE 2018 carry forward funds in this category when known, Lynelle Diers 2<sup>nd</sup> the motion. All Board Members present approved, motion passed unanimously. Pat McReynolds, Area Director, will develop a mini-grant application, guidance and reporting requirements for use of these funds and present them to the board for revision and/or approval at the July 26<sup>th</sup>, 2018 board meeting.**

**8. 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: Psychological Trauma & Juvenile Justice Conference, June 5&6 at the DSM Holiday Inn Airport, sponsored by Orchard Place; 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:  
Pat McReynolds attended the National Drug Court Event, Saturday, May 19<sup>th</sup>, 2018, 11:30am-3:00pm, at the Jimmy Jones Shelter in the Ottumwa Lagoons Park, representing both MWECI and Children’s Alliance. The theme was based on “Super Heroes” and children were able to play a ball toss game and win bubbles, mini beach balls, and Super Hero items at our booth. The event was well attended.
- d. MWECI funded program updates or upcoming events. None shared as time was getting late.

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

- a. Monthly Financial Reports (May 2018).
- b. Follow Up (if needed) to Community Plan Local Indicators / State & County Data. (SWOT Analysis Activity).
- c. MWECI Board Recruitment efforts.
- d. Area Director Updates (Symposium Report, FCF Child Care Desert Update, Child Mental Health & Well-Being Collaborative).
- e. Opportunity for Community Input and Feedback regarding community events.

**10. Adjournment: Lynelle Diers made a motion to adjourn the meeting at 7:20 PM, Nick Maxwell 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, June 28<sup>th</sup>, 2018 @ 4pm, Fremont Community Center**

**NEXT Advisory Committee Meeting: 3<sup>rd</sup> Wednesday, June 20<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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