

**Mahaska-Wapello Early Childhood IOWA
Board of Directors Meeting Minutes
Thursday, November 7, 2019, 4:00 PM
Fremont Community Center
107 East Main Street, Fremont, Iowa 52561**



Board Members Present: Shannon Hora, Ali Wilson, Gina Buttikofer, and Blaine Vos.

Board Members Absent: Nick Maxwell, Lynelle Diers, and Rozanne Warder.

Community Members Present: Lynn Godwin & De Brooke (Sieda / Family Support), Karen Lauer (CCR&R), Joan Garrett (GPAEA/BASEC), Megan McCartie (Mahaska YMCA), Cam Steinback (Cardinal CSD), and Jane Matzen (AHFA/CCNC).

Staff Present: Pat McReynolds (Area Director).

1. Call to Order: The meeting was called to order by Board Treasurer, Ali Wilson at 4:08 PM. Quorum met (4:7).

2. Introductions: Introductions were made.

3. Approval of November 7th, 2019 Agenda: Gina Buttikofer made a motion to approve the agenda with deletions of October 2019 financial reports (tem#6a & #6b), Blaine Vos 2nd the motion. All Board Members present approved, motion passed unanimously.

4. Approval of August 29th, 2019 MWECI Board Meeting Minutes: Gina Buttikofer made a motion to approve the August 29th, 2019 board meeting minutes as submitted, Shannon Hora second 2nd the motion. All Board Members present approved, motion passed unanimously.

5. Approval of September 9th, 2019 MWECI Board Meeting Minutes: Shannon Hora made a motion to approve the September 9th, 2019 board meeting minutes as submitted, Ali Wilson 2nd the motion. All Board Members present approved, motion passed unanimously.

6. MWECI Financial Business:

a. Pat McReynolds, Area Director, reviewed the August 2019-QB reports (payments made in August 2019 for July 2019 services) and September 2019-QB reports (payments made in September 2019 for August 2019 services) included in the board meeting packet.

b. Board members reviewed the monthly QB profit & loss, transactions and voucher reports. The monthly bank statement and bank reconciliation reports for each month were not reviewed at this meeting. The Area Director will email copies of these records to all board members later this month. **Blaine Vos made a motion to approve the QuickBooks financial reports for August 2019 and September 2019 as submitted, Gina Buttikofer 2nd the motion. All Board Members present approved, motion passed unanimously.**

c. Pat McReynolds, Area Director, reviewed the FYE 2019 Audit Proposal as submitted by TDT CPAs and Advisors. The proposed fees were based on estimated hours and anticipated cooperation from MWECI personnel. Fees for out-of-scope work, such as accounting assistance, proposing adjusting journal entries, and consulting on accounting, financial reporting and tax items, will be based on actual time spent at their standard hourly rates. Their rates range from \$160-\$300 for Managers and Principals and from \$100-\$150 for Associates and Senior Associates. The Fee Estimate for preparation and audit of financial statements for FYE 2019 was \$8,750.00. This was an increase of \$400 from the previous year. The MWECI Board of Directors had budgeted \$8,400.00 for the audit, but there is enough funding to cover the remaining fees using unencumbered School Ready funds. Board discussion included support for the TDT proposal since they have completed the MWECI annual audits when first required by the state ECI office. TDT maintains current knowledge and understanding of the ECI state fiscal requirements and has provided quality services every year. **Shannon Hora made a motion to approve the TDT CPAs and Advisors audit proposal of \$8,750.00 to be covered by both the current budget and any additional funding coming from School Ready unencumbered funds, Blaine Vos 2nd the motion. All Board Members present approved, motion passed unanimously.**

d. Pat McReynolds, Area Director, reviewed several documents addressing membership in the *Association of Early Childhood Iowa Area Boards*. Pat will be the designated representative at the formal association meetings. Pat also provided hard copies of the following documents for MWECI Board Members to review and they will be posted on the website after all drafts have been reviewed and approved by the Association: Articles of Incorporation, By-Laws and Conflict of Interest Policy.

7. MWECI Designation Process for FYE 2020:

a. Pat McReynolds, Area Director, briefly reviewed information regarding the state ECI designation process and local community and board members involvement expectations. The designation process is a continuous improvement process (over a four-year cycle) that reviews board operations and expectations within specific categories throughout the designation period, including:

- Annual Submissions (annual report, budget, state contract, fiscal audit and local contract monitoring schedule / each item submitted on time).
- Mid-Cycle Review / Fall 2017 (review of local contracts, state assurances, policies and procedures / completed).

Pending MWECI Board Adoption 01/30/2020

- Year of Designation - 2020 (community needs assessment & community plan / submitted 10/31/2019).
- On-Site Review / will happen sometime between January - April 2020 (site review meetings with Board of Directors, Area Director, and Community Partners). The Board of Directors and community partners will each meet (1-2 hours) and engage in open discussion with the ECI state reviewers regarding board functions and community partners collaborating with the MWECI area (director & board).

b. Pat then briefly reviewed the CQI documents. The MWECI Community Plan has been updated (data) and reformatted with a fresh look. Pat thanked all community and board members that have taken time to review the revised document. Many members made comments on the new data and use of charts and graphs, which made the data easier to understand and more relevant to the full plan. Pat encouraged members to continue to use the plan and new data in their agency decision making processes and share with other partners as future RFPs will be released.

c. www.mweci.biz / Pat also encouraged use of the Data for Decision Makers Page on the website. She continues to add new information as it becomes available.

8. First Quarter Funded Programs Impact Reports:

a. Each program that had representation present verbally shared a brief overview of their submitted Q1 written reports (included in the board meeting packet). Family Support Programs: Sieda PAT (2 staff present) shared that they have received verification of meeting the Essential Requirements to remain an affiliate of the PATNC for the program year. ISU Extension NEST (no representative present). GPAEA/PBIS (1 staff present) shared that the Parent Cafés have been well attended and very successful.

b. Early Learning Support Programs: GPAEA/PBIS (1 staff present) shared that several PBIS child care providers have “score-out” and no longer qualify for one to one coaching. CCR&R/Child Care Consultant (present) shared that they will be offering a Child Care Ready series, starting in January 2020 to help people who would like to become child care home providers receive required training. AHFA Child Care Nurse Consultant (present) shared that child development home providers are benefiting from the Safe Sleep Program.

c. School Districts: Pickwick Early Childhood Center (OCSO / principal present) shared that 70 / 3Y & 4Y children were currently using bus transportation across the district. Each bus has an additional associate riding for safety protocols. Cardinal CSD (1 staff present) shared that they follow the National Head Start Performance measures and screening intervals. Data this fall already indicates that the 3Y children have increased their Brigance scores within the first month of programming. (25% 3Y did not pass the Brigance developmental screen but by October that number had dropped to 8%). North Mahaska CSD (no representative present).

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

a. Pat McReynolds, Area Director, reminded community partners and board members of this resource: FRIENDS National Center for Community-Based Child Abuse Prevention (handout) regarding EI/EB programs and practices.

b. Upcoming area event fliers/notices are posted on www.mweci.biz

c. Additional Input from Community Partners and MWECI funded program updates or events. Progress is being made for the new recreational and child care center in Oskaloosa. This is a joint endeavor between the Oskaloosa CSD and the Mahaska YMCA. Pat will see if there is someone who can come present additional and detailed information to the MWECI Board and community partners in January 2020.

10. Agenda Items for Next Board Meeting:

- Financial Reports
- Designation Updates
- Q2 Program Reports
- Director’s Updates

11. Adjournment: Shannon Hora 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 MWECI Board Meeting Date:**

**5th - Thursday, January 30th, 2020 @4:00PM
Fremont Community Center
107 East Main St., Fremont, Iowa 52561**

***Next MWECI Advisory Group Meeting Date – Prior to the Board Meeting**

**5th -Thursday, January 30th, 2020 @ 1:30 – 3:30 pm
Fremont Community Center
107 East Main St. Fremont, Iowa 52561**

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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