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**NEWS RELEASE**

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FOR RELEASE

November 15, 2017

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Auditor of State Mary Mosiman today released a report on a special investigation of contracts established by BooSt Together for Children (BooSt) and Boone County CARES (CARES) with Parenting Way, Inc. (Parenting Way) for the period July 1, 2012 through March 31, 2015. The special investigation was requested by the Story County Attorney as a result of concerns regarding billing irregularities from invoices submitted to BooSt by the Executive Director of Parenting Way, Sue Renfrow. BooSt is a non-profit organization which administers State funds to support the care and education of pre-school age children in Story and Boone Counties. BooSt contracts with Parenting Way for family support services. Parenting Way is a non-profit organization whose mission is educating parents for the health, safety, and success of children and youth. CARES is the Child Abuse Prevention Council of Boone County supported by Parenting Way. Their mission is to reduce the incidents of child abuse and neglect by providing services to support, educate, and strengthen families in Boone County.

Mosiman reported the special investigation identified \$66,451.10 of improper disbursements, including amounts reimbursed to Parenting Way for payroll which was not adequately supported by employee timesheets and benefits which were not compliance with terms of the contracts established with Parenting Way. CARES and BooSt officials reported there have been no significant changes in the reimbursement request process from the end of the testing period through fiscal year 2017. As a result, extended testing likely would have identified additional concerns of a similar nature. Mosiman also reported sufficient records were not available for all reimbursement reports and payroll costs from Parenting Way. As a result, it was not possible to determine if additional payroll costs were improperly reimbursed by BooSt and CARES.

In addition, Mosiman reported the Articles of Incorporation for CARES were amended and the address of the Registered Agent and Office were changed to a Parenting Way official and Parenting Way's street address without authorization from CARES officials. A representative of the Secretary of State's Office reported an organization may change its Registered Office or Registered Agent at any time by completing a form available on the Secretary of State's website. As long as the form is signed, it is not questioned by the Secretary of State's staff. The representative also reported it is common for one individual to sign as both the Registered Agent and Authorized Representative. As a result, it was possible for a Parenting Way official to change the documents without authorization from CARES officials.

The report includes recommendations to strengthen BooSt and CARES monitoring procedures over their sub-contractors.

Copies of the report have been filed with the Story County Attorney's Office, the Boone County Attorney's Office, the Attorney General's Office, and the Division of Criminal Investigation. A copy of the report is available for review in the Office of Auditor of State and on the Auditor of State's website at: <https://auditor.iowa.gov/reports/1560-4010-BE00>.

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**REPORT ON SPECIAL INVESTIGATION  
OF CONTRACTS ESTABLISHED BY  
BOOST TOGETHER FOR CHILDREN AND BOONE COUNTY CARES WITH  
PARENTING WAY, INC.**

**FOR THE PERIOD  
JULY 1, 2012 THROUGH MARCH 31, 2015**

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Auditor of State's Report

To Jessica A. Reynolds,  
Story County Attorney:

BooSt Together for Children (BooSt) provides family support services in Boone and Story Counties and Boone County C.A.R.E.S. (CARES) is the Child Abuse Prevention Council of Boone County. BooSt and CARES contract with Parenting Way to provide certain services. As you are aware, an official of BooSt requested your assistance in January 2015 as a result of concerns regarding certain transactions submitted to BooSt and CARES by Parenting Way.

At your request, we conducted a special investigation of Parenting Way. We have applied certain tests and procedures to selected financial transactions of contracts BooSt and CARES established with Parenting Way for the period July 1, 2012 through March 31, 2015. Based on a review of relevant information and discussions with Parenting Way, BooSt, and CARES officials, we performed the following procedures:

- (1) Interviewed officials from BooSt, CARES, and Parenting Way to obtain an understanding of the relationships between the organizations and how financial transactions are processed.
- (2) Evaluated internal controls to determine whether adequate policies and procedures were in place and operating effectively.
- (3) Reviewed contracts BooSt and CARES officials established with Parenting Way to identify:
  - allowable costs eligible for reimbursement from certain funding sources,
  - supporting documentation required to be maintained by Parenting Way for expenses to be paid by BooSt and CARES, and
  - requirements regarding salary distributions for personnel who work on multiple activities.
- (4) Compared allowable expenses included in the contracts for Parents as Teachers and Family Nest programs to costs reimbursed to Parenting Way to determine if all payments were allowable.
- (5) Compared timesheets prepared by Parenting Way employees to supporting documentation used to prepare reimbursement requests submitted by Parenting Way to BooSt and CARES when sufficient documentation was available to determine if the request amounts were properly supported.

Because not all timesheets were available and supporting documentation was not available for all reimbursement reports, we also performed the following steps to determine the reliability of records used to prepare reimbursement requests submitted by Parenting Way to BooSt and CARES.

- Compared timesheets prepared by Parenting Way employees to payroll reports maintained by Parenting Way to determine accuracy and reliability of the payroll reports.
  - Compared payroll reports maintained by Parenting Way to payroll costs identified in reimbursement requests submitted by Parenting Way to determine if the request amounts were properly supported.
- (6) Evaluated changes to the Registered Agent and Articles for Incorporation for CARES which were filed with the Iowa Secretary of State and discussed the changes with CARES officials to determine if the changes were authorized.

These procedures identified \$66,451.10 of improper disbursements. We were unable to determine if additional payroll costs were not properly reimbursed because sufficient supporting documentation and timesheets were not available from Parenting Way. Our detailed findings and recommendations are presented in the Investigative Summary and **Exhibits A** and **B** of this report.

The procedures described above do not constitute an audit of financial statements conducted in accordance with U.S. generally accepted auditing standards. Had we performed additional procedures, or had we performed an audit of financial statements of Parenting Way, other matters might have come to our attention that would have been reported to you.

Copies of the report have been filed with the Story County Attorney's Office, the Boone County Attorney's Office, the Attorney General's Office, and the Division of Criminal Investigation.

We would like to acknowledge the assistance extended to us by the officials of BooSt Together for Children, Boone County CARES, and Parenting Way during the course of our investigation.



MARY MOSIMAN, CPA  
Auditor of State

June 12, 2017

Report on Special Investigation  
of Contracts Established by  
BooSt Together for Children and Boone County CARES with  
Parenting Way, Inc.

Investigative Summary

**Background Information**

Early Childhood Iowa (formerly called Community Empowerment) began in 1998 as a statewide initiative to build partnerships between communities and State government with an emphasis to improve the wellbeing and quality of life for pre-school age children and their families. At the community level, the Boone and Story County Empowerment areas merged on July 1, 2012 to form BooSt Together for Children (BooSt) to provide these services. BooSt represents the Early Childhood Iowa Area for Boone and Story Counties.

BooSt administers State funds to support the care and education of pre-school age children in Story and Boone Counties. In addition, BooSt partners with various community agencies and organizations to conduct community assessment and planning efforts to address the needs of children and families throughout Boone and Story Counties. Parenting Way is a non-profit organization whose mission statement is to educate parents for the health, safety and success of children and youth. BooSt contracts with Parenting Way to provide family support services.

Boone County Child Abuse Resources and Educational Services, Inc., which operates as Boone County CARES (CARES), also contracts with Parenting Way to provide certain services. According to CARES' Articles of Incorporation, the organization's purpose is the development and advancement of comprehensive service programs dedicated to the prevention of child abuse and neglect in Boone County and Story County, IA. The organization works to reduce the incidents of child abuse and neglect by providing services to support, educate, and strengthen families. The funds CARES uses to pay Parenting Way for services originate from the Iowa Child Abuse Prevention Program (ICAPP).

BooSt has contracts with Parenting Way to administer 2 programs, Family Nest Program and Parents as Teachers. Each contract specifies Parenting Way is to perform the services agreed upon in the contract. Parenting Way is to track program expenses and submit invoices with supporting documentation to BooSt. It is BooSt's responsibility to review the expenses and supporting documentation for compliance with the contract. After reviewing and approving the expenses, BooSt is to request reimbursement from the funding source, the State of Iowa. According to officials, the State sends reimbursements to BooSt who then provides the amount of the reimbursement to Parenting Way. In accordance with the contracts, Parenting Way is to submit expenses for reimbursement on a monthly basis.

Reimbursable expenses provided by the contracts include salaries, FICA, payroll taxes, travel costs, supplies and operating expenses, and administrative costs. The contracts specify Parenting Way is not eligible for any other compensation or benefits under these contracts.

CARES established contracts with Parenting Way to provide services funded by ICAPP. Parenting Way follows similar procedures for reimbursement of costs incurred for these contracts as previously described for the contracts established with BooSt.

In late 2014, representatives of BooSt and CARES discussed certain concerns regarding how payroll costs and the related employee timesheets had been reported by Parenting Way. During the discussions, the representatives realized the time spent by a Parenting Way employee was split between the 2 organizations, but it appeared the total time charged to BooSt and CARES for the employee exceeded the total hours worked each month by the part-time employee.

After being contacted by a representative of BooSt about concerns regarding the amounts BooSt and CARES were billed by Parenting Way for payroll costs, a representative of the Story County Attorney’s Office requested the Office of Auditor of State conduct an investigation of the concerns identified. At the request of the Story County Attorney’s Office, we performed the procedures detailed in the Auditor of State’s Report for the period July 1, 2012 through March 31, 2015.

### Detailed Findings

The procedures identified \$66,451.10 of improper disbursements from BooSt and CARES to Parenting Way. The improper disbursements identified are summarized by contract in **Table 1** and a detailed explanation of each finding follows. We were unable to determine if additional payroll costs were not properly reimbursed because sufficient supporting documentation and timesheets were not available from Parenting Way.

**Table 1**

Description		BooSt		CARES	Total
		Parents as Teachers	Family Nest	ICAAP	
Payroll reimbursement amounts in excess of timesheet support	<b>Table 2</b>	\$ 9,460.21	16,378.00	1,695.00	27,533.21
Unallowable benefits reimbursed to Parenting Way	<b>Table 6</b>	31,490.21	7,427.68	-	38,917.89
Total		\$ 40,950.42	23,805.68	1,695.00	66,451.10

The amounts in **Table 1** are for the months and pay periods supporting documentation and timesheets were available between February 2013 and March 2015. Supporting documentation and/or timesheets were not available for the whole period.

According to CARES and BooSt officials we spoke with, there have been no significant changes in the reimbursement request process from the end our testing period to through the end of fiscal year 2017. As a result, if we had extended testing to through fiscal year 2017, it is likely we would have identified additional concerns of a similar nature.

#### IMPROPER AND UNSUPPORTED DISBURSEMENTS

As previously stated, the Story County Attorney’s Office was contacted by an official from BooSt regarding concerns about the amounts BooSt and CARES were billed by Parenting Way for payroll costs. A copy of the letter sent by the BooSt official to the Story County Attorney is included in **Appendix 1**.

As illustrated by the **Appendix**, the letter expresses concern regarding billing irregularities from Parenting Way. The letter also specifies an invoice submitted by Parenting Way shows an employee worked 23 hours and had 9 vacation hours for the Family Nest program in September 2014. However, a representative of CARES showed the BooSt Area Director a timesheet for the same employee which showed the employee worked 21 hours for child abuse prevention services from September 16<sup>th</sup> through September 30<sup>th</sup>, but CARES was billed 29 hours for the services.

The letter also states when the BooSt Area Director spoke with the Parenting Way employee about her timesheets, she reported she prepares one timesheet and that her time is divided between BooSt and CARES. The letter also states she indicated she works an average of 12 hours per week. While her timesheet documented 21 hours worked, the total time Parenting Way billed to BooSt and CARES was 61 hours.



A copy of the timesheet prepared by the employee for the pay period September 16 through September 30 is included in **Appendix 2**. Copies of the electronic time records prepared by Parenting Way for the same employee for the same pay period are included in **Appendices 3** and **4** for BooSt and CARES, respectively.

As illustrated by **Appendices 2** through **4**, Ms. Naumes recorded 3 hours for Tuesday, September 16, 2014 and described the work as “Office, FN Store” on the timesheet she prepared and signed. However, the electronic timesheets prepared for Ms. Naumes includes 5 hours of CARES work and 2 hours of BooSt (NEST) work on September 16.

To determine how the reimbursement requests are prepared by Parenting Way, we spoke with the Chief Executive Officer (CEO), Sue Renfrow. According to Ms. Renfrow, she prepared the monthly expense reports included with the reimbursement requests from timesheets and mileage and expense logs. Employees manually recorded the number of hours they worked on a timesheet which was submit to Ms. Renfrow. Ms. Renfrow then created an electronic timesheet from the manual timesheets and entered the number of hours into the payroll system. The payroll expenses recorded in the payroll system are to be included in the reimbursement requests.

During our discussion with Ms. Renfrow, we discussed the differences between the information recorded on manual timesheets and the electronic timesheets she prepared. During the discussion we used Ms. Naumes timesheets as an example. According to Ms. Renfrow, the additional hours she included on Ms. Naumes’ electronic timesheets (which she referred to as “adjustments”) were a result of Ms. Naumes preparing her manual timesheets based only on the time she spent at meetings for the programs. Ms. Renfrow stated Ms. Naumes’ manual timesheets did not include time Ms. Naumes spent on community outreach, paperwork, reports, and planning. As a result, Ms. Renfrow included additional time on the electronic timesheets she prepared for Ms. Naumes for administrative duties. However, as illustrated by Ms. Naumes’ timesheet included in **Appendix 2**, the timesheet Ms. Naumes prepared included time she spent in the office.

Ms. Renfrow also stated she prepared the adjustments by going through Ms. Naumes’ calendar. She was not able to provide copies of the calendars to us. In addition, Ms. Renfrow stated she was not aware Ms. Naumes had submitted manual timesheets to CARES.

Ms. Renfrow also reported some of the timesheets prepared during the period of our review included codes to track how employees spent their time; however, the codes weren’t consistently used. As a result, each employee’s time could not be traced from the employee’s timesheet to the individual grant reimbursement requests. In addition, while Ms. Renfrow reported she used the ICAPP tracking spreadsheets to determine the amount of salary to charge to each grant, she was unable to tell us how she determined the program allocation of salary on the ICAPP spreadsheets.

When we spoke with Ms. Renfrow, she agreed, while it was not possible to tie each employee’s pay and timesheets to individual amounts Parenting Way was reimbursed for the contracts with BooSt and CARES, it was possible to determine the total amount reimbursed to Parenting Way for each employee’s salary for all contracts with BooSt and CARES and compare the total to the payroll amounts disbursed to employees for corresponding pay periods. The following paragraphs describe the testing performed to determine if the amounts Parenting Way requested for reimbursement from BooSt and CARES for payroll costs were appropriate.

**Comparison of Reimbursement Requests to Timesheets** – During our review of the monthly reimbursement requests submitted by Parenting Way to BooSt and CARES, we determined supporting documentation summarizing individual employees, their payroll amounts, and related benefits included in the monthly reports were available for some of the reports, but not all of them. For the reports with supporting documentation available, we compared the payroll

amounts and/or hours paid from the supporting documentation to timesheets for the individual employees, if they were available. Timesheets were not available for all employees for all pay periods.

For the months and pay periods supporting documentation and timesheets were available between February 2013 and March 2015, we compared the information recorded and identified variances. The instances in which the amounts included in the available monthly reimbursement reports exceeded the amounts recorded on the available employees' timesheets are summarized in **Table 2** for the various programs BooSt and CARES reimbursed Parenting Way. The hours summarized in the **Table** from the reimbursement reports were calculated by dividing the total payroll amounts reported in the supporting documentation by the employees' hourly pay rate.

**Table 2**

Employee	Number of Hours			Related Cost
	Per Monthly Report	Per Employee Timesheet	Difference	
<b>CARES-ICAAP:</b>				
Ben Burkle	481.33	415.50	65.83	\$ 790.00
Karen Naumes	171.64	107	64.64	905.00
Subtotal				<u>1,695.00</u>
<b>BooSt-Family Nest:</b>				
Karen Naumes	1,375.58	432.00	943.58	13,210.00
Patty Mayberry	593.00	305.00	288.00	3,168.00
Subtotal				<u>16,378.00</u>
<b>BooSt-Parents as Teachers:</b>				
Janelle Grabill	1,610.00	1,285.00	325.00	5,465.83
Suzanne Renfrow	968.00	511.50	456.50	3,994.38
Subtotal				<u>9,460.21</u>
Total				<u>\$ 27,533.21</u>

Because the amount reimbursed to Parenting Way by BooSt and CARES exceeded the amounts supported by the employees' timesheets, the \$27,533.21 is included in **Table 1** as improper disbursements.

Because supporting documentation was not available for a number of reimbursements reports and certain employee timesheets were not available, we performed additional tests to determine the reliability of records available at Parenting Way related to reporting payroll costs to BooSt and CARES. Based on the testing we performed, we determined the records available at Parenting Way were not reliable. Our findings are described in the following paragraphs.

- 1. Comparison of Timesheets to Payroll Register** – To determine if the amount paid to Parenting Way employees was supported by timesheets, we compared the amount of time recorded on the employees' timesheets to the amount of time recorded in Parenting Way's payroll system.

During our comparison of employee timesheets to the hours recorded in the payroll register, we determined 94 timesheets for 6 employees were missing. The number of missing timesheets, the number of hours recorded in the payroll register for those pay periods, and the amount paid to the employees for those pay periods are summarized in **Table 3**.

As illustrated by the **Table**, the payroll register included 1,955.5 hours for the 6 employees which we were unable to verify by tracing to the employees' timesheets. Because the payroll register did not specify hours by the program the employee worked on, we are unable determine which portion of the unsupported hours were related to the individual programs administered by Parenting Way employees or whether those payroll costs were paid by BooSt or CARES.

**Table 3**

<b>Employee</b>	<b>Number of Missing Timesheets</b>	<b>Number of Hours Recorded in Payroll Register</b>	<b>Amount Paid to Employee</b>
Michelle Yoder	41	1,190.5	\$ 17,990.38
Ben Burke	13	322.0	3,864.00
Patty Mayberry	13	182.0	2,002.00
Tammy Bailey	11	153.0	1,683.00
Navaab Munirih	13	79.0	790.00
Erica Brown	3	29.0	250.00
Total	94	1,955.5	\$ 26,579.38

We also identified 51 instances for which the number of hours recorded in the payroll register was not supported by an employee's timesheet. The number of instances, the difference in the number of hours, and the related amount of payroll are summarized by employee in **Table 4**.

**Table 4**

<b>Employee</b>	<b>Number of Instances</b>	<b>Hours In Excess of Timesheets</b>	<b>Amount Overpaid</b>
Ben Burke	19	186.5	\$ 2,238.00
Patty Mayberry	11	13.5	148.50
Michelle Yoder	8	44.0	44.00
Tammy Bailey	1	(3.5)	(38.50)
Karen Naumes	12	(58.5)	(819.00)
Total	51	182.0	\$ 2,928.85

Because 94 timesheets were not available to support the amount recorded in the payroll register for the employees listed in **Table 3**, and because the employees listed in **Table 4** were paid a net amount of \$2,928.85 more than their timesheets support for the 51 instances identified, we were not able to rely on the payroll register to determine the accuracy of the amounts included in the monthly reimbursement reports.

As illustrated by **Table 4**, the payroll register included 182 hours in excess of the timesheets for the 5 employees. Because the payroll register did not specify hours by the program the employee worked on, we are unable determine which portion of the unsupported hours were related to the individual programs administered by Parenting Way employees or whether those payroll costs were paid by BooSt or CARES.

During our testing of timesheets, we also determined:

- Ms. Renfrow did not record the number of hours she worked on her timesheets. Instead, she recorded her time based on an allocation between BooSt and CARES. As a result, Ms. Renfrow recorded the same amount of time to each program (Parents as Teachers, Family Nest or ICAPP) on her timesheet for each

pay period. As a result, we are unable to determine if the amount charged to the individual programs administered by Parenting Way and paid for by BooSt and CARES were appropriate.

- An employee did not record on her timesheets the number of hours she worked each pay period or the number of hours worked on each program. Instead, she recorded an 'X' on her timesheets indicating the programs she worked on during the pay period. As a result, we are unable to determine if the amount charged to the individual programs administered by Parenting Way and paid for by BooSt and CARES were appropriate.

**2. Comparison of Payroll Register to Reimbursement Requests** – For the months for which sufficient support was available, we also compared the payroll costs reported on the reimbursement requests submitted to BooSt and CARES with the costs recorded in Parenting Way’s payroll register to determine if the amounts agreed. As a result of this comparison, we determined the payroll costs included in the reimbursement requests exceeded Parenting Ways’ payroll costs for the employees listed in **Table 5**.

<b>Employee</b>	<b>Excess Costs Submitted</b>
RaeAnn Clark	\$ 11,386.76
Janelle Grabill	10,820.57
Karen Naumes	4,600.54
Patty Mayberry	2,236.38
Total	\$ 29,044.22

Because the amounts included in the monthly reimbursement reports exceeded the amounts included in the payroll register and because information recorded in the payroll register did not agree with underlying employee timesheets, we were not able to determine the accuracy of the amounts included in the monthly reimbursement reports.

**Reimbursements for Benefits** – As we previously stated, BooSt established contracts with Parenting Way for administration of the Parents as Teachers and Family Nest programs. The contracts for each of these programs state, in part, “The Contractor shall not be eligible for any other compensation or benefits including, but not limited to, insurance, paid leave or retirement”. The only items listed under ‘Personnel Benefits’ in the contracts were for FICA (Federal Insurance Contributions Act tax) and payroll taxes.

During our review of the available supporting documentation for monthly reimbursement requests submitted by Parenting Way from July 2012 through March 2015, we determined benefits issued to certain employees were reimbursed to Parenting Way. The amount of benefits identified for the employees are listed in **Exhibits A** and **B**, respectively, for the Family Nest and Parents as Teachers programs. **Table 6** summarizes the amount of benefits identified by program.

<b>Program</b>	<b>Exhibit</b>	<b>Amount</b>
Parents as Teachers	<b>A</b>	\$ 31,490.21
Family Nest	<b>B</b>	7,427.68
Total		\$ 38,917.89

According to a BooSt official we spoke with, while the contracts specify other compensation or benefits are not allowable for reimbursement, BooSt has not enforced this provision of the contracts. Based on correspondence the BooSt official obtained from the funding source for the

programs, the provision of benefits is a local decision and BooSt's Board may choose to fund these costs and include them in future contracts.

Because the benefits do not comply with the terms of the contract, the \$38,917.89 of benefits improperly reimbursed to Parenting Way are included in **Table 1**. Because sufficient supporting documentation was not available for all months, we are not able to determine the amount of additional benefits reimbursed to Parenting Way.

### **REGISTERED AGENTS, REGISTERED OFFICES, AND BIENNIAL REPORTS**

We contacted a representative of the Department of Human Services (DHS) involved with the administration of the funds for the Parents as Teachers and Family Nest contracts to determine the proper procedures for requesting reimbursements from the State. According to the individual we spoke with, the procedures listed below are to be followed in the order listed for reimbursements to a sub-contractor.

- The sub-contractor submits their reimbursable expenses to the primary contractor.
- The primary contractor's council or board reviews the expenses submitted by the sub-contractor for compliance with the contract. If the expenses are in compliance with the contract, the primary contractor approves the expenses for reimbursement.
- The primary contractor requests reimbursement from the State in the amount of the approved expenses.
- The State sends the reimbursement to the primary contractor. The primary contractor receives the reimbursement then transfers the amount reimbursed to the sub-contractor.

According to the individual we spoke with, the sub-contractor would only be able to request reimbursement from the State if they were listed as the 'Registered Agent' and 'Registered Office'.

Because BooSt and CARES established contracts with the State to administer certain programs, they are the primary contractor. In addition, because BooSt and CARES established contracts with Parenting Way to provide certain services, Parenting Way is considered the sub-contractor.

When we spoke with a CARES official, a concern was voiced regarding Ms. Renfrow changing CARE's "Registered Agent" to herself and CARE's "Registered Office" to Parenting Way's location without authorization. According to the official, because of this change, Parenting Way was able to request reimbursements from the State directly as a sub-contractor instead of being required to submit reimbursement requests for review and approval by the CARES Board.

We reviewed records filed with the Secretary of State's Office and determined the following for CARES (registered with the Secretary of State's Office as Boone County Child Abuse Resources and Educational Services, Inc.):

- On February 6, 2012, a "Statement of Change of Registered Office and/or Registered Agent" form was filed with the Secretary of State's Office. The form changed the name of the existing registered agent from Sharon Adamson (a former Director at CARES) to Suzanne J. Renfrow. Copies forms obtained from the Secretary of State's website are included in **Appendix 5**. The form submitted by Ms. Renfrow included her signature in 3 locations which documented:
  - her consent to the appointment as Registered Agent,
  - the notice of the change had been provided to the entity, and

- o her signature as a representative of CARES. The Title used next to this signature stated “Administrator/Director”, even though Ms. Renfrow was not an administrator or Director for CARES.

The form documents the address of CARES’ office continued to be in Boone.

- On February 24, 2012, amended Articles of Incorporation were filed with the Secretary of State’s Office. While the previous Articles of Incorporation were not available from CARES or the Secretary of State’s website, the amended articles show CARES’ Registered Office was located in West Des Moines at the same address as Parenting Way. The amended articles of incorporation also stated, in part, “the name of its new Registered Agent as such address is Suzanne Renfrow.” A copy of the amended Articles of Incorporation are included in **Appendix 6**.
- On June 4, 2013 the required Biennial Report was filed with the Secretary of State’s Office. The electronic form includes Ms. Renfrow’s name as the signor. The report listed CARES officials and included Ms. Renfrow as a Director even though she did not serve on the CARES Board. A copy of the Biennial Report is included in **Appendix 7**.

A CARES official we spoke with stated the CARES Board was not aware of and did not authorize the changes filed in the Registered Agent’s name, address, or the amended Articles of Incorporation. The official also stated the Board did not discover the changes until mid- to late-2014. We spoke with a representative of the Secretary of State’s Office who reported an organization may change its Registered Office or Registered Agent at any time by completing a form available on the Secretary of State’s website. As long as the form is signed, it is not questioned or verified by the Secretary of State’s staff. The representative also reported it is common for one individual to sign as both the Registered Agent and Authorized Representative.

In March 2015, the forms necessary to change the Registered Office and Registered Agent were filed with the Secretary of State’s Office by a CARES official. In addition, required Biennial Report filed with the Secretary of State’s Office in March 2015 did not include Ms. Renfrow.

We also reviewed records filed with the Secretary of State’s Office for BooSt (registered with the Secretary of State’s Office as Boost Together for Children Early Childhood Iowa Area). We did not identify any Registered Office or Registered Agent change forms which included anyone other than BooSt officials. In addition, the biennial reports filed listed only BooSt officials.

### **Recommended Control Procedures**

As part of our investigation, we reviewed the procedures used by BooSt and CARES for monitoring of their sub-contractor, Parenting Way. An important aspect of internal control is to establish procedures that provide accountability for assets susceptible to loss from errors or irregularities. These procedures provide the actions of one individual will act as a check on those of another and provide a level of assurance errors or irregularities will be identified within a reasonable time during the course of normal operations. Based on our findings and observations detailed below, the following recommendations are made to strengthen BooSt and CARES controls over sub-contractors.

- A. Monitoring – BooSt and CARES, as primary contractors, are responsible for providing oversight and review of all sub-contractors and developing a monitoring system to ensure the amounts requested for reimbursement by sub-contractors are allowable, reasonable, and accurate.

The amounts submitted by Parenting Way for certain payroll costs could not be supported by appropriate documentation from Parenting Way. As a result, we are

unable to determine the propriety of all amounts requested by and paid to Parenting Way by BooSt and CARES.

Recommendation – The Boards for BooSt and CARES should develop procedures which provide assurance the amounts requested by all sub-contractors are allowable, reasonable, and accurate. The procedures should include:

- Preparing contracts which require adequate documentation be maintained in an organized manner to support all reported costs.
- Periodically comparing detailed summaries of the reported costs with underlying supporting documentation. Any variances between the amounts reported and the underlying documentation should be resolved in a prompt manner.
- Ensuring the underlying documentation clearly distinguishes how the costs are allocated among programs administered by the sub-contractor.
- Ensuring all reported costs are allowable and in compliance with the terms of contracts established with the funding agencies and contracts established with all sub-contractors.

B. Contract Terms – While the contracts BooSt established with Parenting Way for Parents as Teachers and Family Nest specify other compensation or benefits are not allowable for reimbursement, BooSt has not enforced this provision of the contracts. As a result, BooSt has reimbursed Parenting Way for costs not allowed by the terms of the contracts.

Recommendation – Based on correspondence a BooSt official obtained from the funding source for the programs, the provision of benefits is a local decision and BooSt's Board may choose to fund these costs. If the BooSt Board chooses to fund these costs, they should be specified as allowable in future contracts.

**Report on Special Investigation  
of Contracts Established by  
BooSt Together for Children and Boone County CARES with  
Parenting Way, Inc.**



## **Exhibits**

**Exhibit A**

Report on Special Investigation  
of Contracts Established by  
BooSt Together for Children and Boone County CARES with  
Parenting Way, Inc.

Benefits Paid to Employees for Parents as Teachers Program  
For the period January 1, 2010 through September 30, 2016

<b>Month</b>	<b>Janelle Grabill</b>	<b>RaeAnn Clark</b>	<b>Suzanne Renfrow</b>	<b>Total</b>
Oct-12	\$ 473.00	457.00	91.00	1,021.00
Nov-12	476.00	457.00	97.00	1,030.00
Dec-12	473.00	457.00	76.00	1,006.00
Jan-13	473.00	457.00	78.00	1,008.00
Feb-13	498.00	472.00	84.00	1,054.00
Mar-13	498.00	472.00	103.45	1,073.45
Apr-13	498.00	472.00	141.10	1,111.10
May-13	498.00	472.00	141.10	1,111.10
Jun-13	498.00	472.00	230.00	1,200.00
Jul-13	496.00	476.00	152.00	1,124.00
Aug-13	496.00	476.00	152.00	1,124.00
Sep-13	496.00	476.00	152.00	1,124.00
Oct-13	496.00	476.00	185.00	1,157.00
Nov-13	496.00	476.00	185.00	1,157.00
Dec-13	496.00	476.00	185.00	1,157.00
Jan-14	496.00	476.00	185.00	1,157.00
Feb-14	496.00	476.00	185.00	1,157.00
Mar-14	496.00	476.00	185.00	1,157.00
Apr-14	496.00	476.00	185.00	1,157.00
May-14	496.00	476.00	-	972.00
Jul-14	519.51	498.56	161.00	1,179.07
Aug-14	519.51	498.56	161.00	1,179.07
Sep-14	519.51	498.56	161.00	1,179.07

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Report on Special Investigation  
of Contracts Established by  
BooSt Together for Children and Boone County CARES with  
Parenting Way, Inc.

Benefits Paid to Employees for Parents as Teachers Program  
For the period January 1, 2010 through September 30, 2016

<b>Month</b>	<b>Janelle Grabill</b>	<b>RaeAnn Clark</b>	<b>Suzanne Renfrow</b>	<b>Total</b>
Oct-14	519.51	498.56	161.00	1,179.07
Nov-14	519.51	498.56	161.00	1,179.07
Dec-14	519.51	498.56	161.00	1,179.07
Jan-15	519.51	498.56	161.00	1,179.07
Feb-15	519.51	498.56	161.00	1,179.07
Total	\$ 13,997.08	13,412.48	4,080.65	31,490.21

**Exhibit B**

Report on Special Investigation  
of Contracts Established by  
BooSt Together for Children and Boone County CARES with  
Parenting Way, Inc.

Benefits Paid to Employees for Family Nest Program  
For the period January 1, 2010 through September 30, 2016

<b>Month</b>	<b>Karen Naumes</b>	<b>Kristina Jones</b>	<b>Patty Mayberry</b>	<b>Tammy Bailey</b>	<b>Michelle Yoder</b>	<b>Total</b>
Oct-12	160.55	42.00	29.00	32.00	18.00	\$ 281.55
Nov-12	160.55	42.00	29.00	32.00	21.00	284.55
Dec-12	160.55	42.00	29.00	32.00	21.00	284.55
Jan-13	160.55	42.00	29.00	32.00	21.00	284.55
Feb-13	160.55	42.00	29.00	32.00	40.25	303.80
Mar-13	160.55	42.00	29.00	32.00	53.65	317.20
Apr-13	160.55	42.00	29.00	32.00	53.65	317.20
May-13	160.55	42.00	29.00	32.00	26.83	290.38
Jun-13	160.55	42.00	29.00	32.00	26.83	290.38
Jul-13	123.70	42.00	58.50	-	-	224.20
Aug-13	176.40	-	58.50	-	-	234.90
Sep-13	176.40	-	58.50	-	-	234.90
Oct-13	176.40	-	58.50	-	-	234.90
Nov-13	176.40	-	58.50	-	-	234.90
Dec-13	176.40	-	58.50	-	-	234.90
Jan-14	176.40	-	58.50	-	-	234.90
Feb-14	176.40	-	58.50	-	-	234.90
Mar-14	176.40	-	58.50	-	-	234.90
Apr-14	176.40	-	58.50	-	-	234.90
May-14	176.40	-	58.50	-	-	234.90
Jun-14	176.40	-	(58.50)	-	-	117.90
Jul-14	196.88	-	50.60	-	-	247.48
Aug-14	196.88	-	50.60	-	-	247.48

Report on Special Investigation  
of Contracts Established by  
BooSt Together for Children and Boone County CARES with  
Parenting Way, Inc.

Benefits Paid to Employees for Family Nest Program  
For the period January 1, 2010 through September 30, 2016

<b>Month</b>	<b>Karen Naumes</b>	<b>Kristina Jones</b>	<b>Patty Mayberry</b>	<b>Tammy Bailey</b>	<b>Michelle Yoder</b>	<b>Total</b>
Sep-14	196.88	-	50.60	-	-	247.48
Oct-14	196.88	-	50.60	-	-	247.48
Nov-14	196.88	-	50.60	-	-	247.48
Dec-14	196.88	-	50.60	-	-	247.48
Jan-15	196.88	-	101.20	-	-	298.08
Feb-15	198.26	-	101.20	-	-	299.46
Total	\$ 5,085.47	420.00	1,352.00	288.00	282.21	7,427.68

Report on Special Investigation  
of Contracts Established by  
BooSt Together for Children and Boone County CARES with  
Parenting Way, Inc.

Staff

This special investigation was performed by:

Annette K. Campbell, CPA, Director  
Christian E. Cottingham, Senior Auditor



Tamera S. Kusian, CPA  
Deputy Auditor of State

## **Appendices**

**Report on Special Investigation  
of Contracts Established by  
BooSt Together for Children and Boone County CARES with  
Parenting Way, Inc.**



Report on Special Investigation  
of Contracts Established by  
BooSt Together for Children and Boone County CARES with  
Parenting Way, Inc.

Copy of Letter to the Story County Attorney

**BooSt Together for Children**

Early Childhood Iowa Area for  
Boone and Story Counties

Steven Holmes  
Story County Attorney  
1315 South B Ave.  
Nevada, IA 50201

January 22, 2015

Dear Mr. Holmes,

I am the Board Chair of BooSt Together for Children, a private non-profit that administers state funds to support the care and education of children birth to age three in Story and Boone Counties. I am writing about billing irregularities brought to my attention by our Area Director, Marion Kresse. The invoices are from Parenting Way, Inc. and were submitted by Sue Renfrow, Executive Director.

We contract with Parenting Way for family support services. In October BooSt received an invoice that stated that one staff member, Karen Naumes, worked 23 hours and had 9 vacation hours for the Family Nest program in September. In late December 2014, Ann Gengler, Chair of Boone County CARES, showed Marion a timesheet for September 16-30, 2014 that was used to document a claim for child abuse prevention services. This timesheet showed Karen working 21 hours but the program was billed for 29 hours.

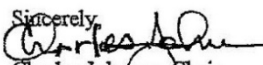
Marion Kresse asked Karen Naumes if she submitted a separate timesheet for BooSt and CARES. Karen said that she turns in one timesheet and that her time is divided between both programs. She also indicated that she works an average of 12 hours per week. Karen's timesheet came to 21 hours. However, the total of the Parenting Way timesheets submitted equals 61 hours.

Sue Renfrow was asked to explain the discrepancy between the hours submitted. She said that Karen was a salaried part-time employee so it did not matter how many hours she worked. Sue was asked what Karen made per hour, she emailed that it was \$8.56 per hour. According to payroll information submitted Karen was making \$10.35 per hour. When asked, Karen said that she was getting \$14.00 per hour.

The hours submitted do not match the hours on Karen's timesheet. We have not been given a consistent figure for Karen's rate of pay. If Karen is truly only working about 12 hours per week, it is not enough time to support the amount billed to both programs (see below).

	Monthly hours	Rate	Total
From Karen's information	50	\$14.00 per hr	\$672.00
From Parenting Way billing	121	\$10.35 per hr	\$1,252.35

We cannot account for the discrepancy between what we have been told and what both BooSt and Boone County CARES have been billed. Attached you will find copies of invoices and supporting documentation submitted by Parenting Way. We are asking the County Attorney's help with this matter.

Sincerely,  
  
Charles Johnson, Chair  
BooSt Together for Children  
900 West 3<sup>rd</sup>, Boone, IA 50036

Marion Kresse, Area Director  
515-433-4892  
mkresse@boonecounty.iowa.gov

**Report on Special Investigation  
of Contracts Established by  
BooSt Together for Children and Boone County CARES with  
Parenting Way, Inc.**

Report on Special Investigation  
of Contracts Established by  
BooSt Together for Children and Boone County CARES with  
Parenting Way, Inc.

Copy of Timesheet Prepared by Karen Naumes

**BOONE COUNTY CARES  
Employee Time Sheet**

Karen Naumes

Bimonthly Work Period: From: Sept 16<sup>th</sup> To: Sept 30 2014

Day of Week and Date	Hours Worked	What/Where?
Tues Sept 16 <sup>th</sup>	3	Office, FUS store
Wed Sept 17 <sup>th</sup>	1/2	office
Th Sept 18 <sup>th</sup>	3 <del>2 1/2</del>	PA DBC
F Sept 19 <sup>th</sup>	2 1/2	office PA Crawford hall
Sat Sept 20 <sup>th</sup>	3 <del>2 1/2</del>	church did Ki report
M Sept 22	2	office
T Sept 23	2	work on PA report
Wed-Fri <sup>24-26<sup>th</sup></sup>	Off	
Mon Sept 29 <sup>th</sup>	2	office work on quarterly report
Tues Sept 30 <sup>th</sup>	2	pick up delive F.P.

Scheduled Hours:	27
Total Hours Worked:	21
Comp:	
Comp Used:	
Total Comp:	

Karen Naumes

**Appendix 3**

Report on Special Investigation  
of Contracts Established by  
BooSt Together for Children and Boone County CARES with  
Parenting Way, Inc.

Copy of Electronic Timesheet Prepared by Karen Naumes – BooSt

PWI TIME SHEETS 2014

PARENTING WAY™, INC.

Karen Naumes

Timesheets 2014

Name

Boone CARES

September

September 16-30

Location

Month

Time Frame

Day	Date	Code	Reg. Hrs	Sick Hrs	Vacation Hrs	Holiday Hrs	Unpaid Leave	Other Hrs
Tuesday	16-Sep	500	5					
Wednesday	17-Sep	Vacation						
Thursday	18-Sep	Vacation						
Friday	19-Sep	Vacation						
Saturday	20-Sep							
Sunday	21-Sep							
Monday	22-Sep	500	3					
Tuesday	23-Sep	500	5					
Wednesday	24-Sep	500	2					
Thursday	25-Sep	500	4					
Friday	26-Sep							
Saturday	27-Sep							
Sunday	28-Sep							
Monday	29-Sep	500	4					
Tuesday	30-Sep	500	6					
TOTALS			29	0	0	0	0	0
Total Paid Hours								29

CODES:

100	Federal Grants
200	State Grants
300	Polk County Grants
400	Boost Family Support
450	Boost Family Nest
500	ICAP-Boone
525	United Way-Boone
550	WISE Trust-Boone
575	Boone-other
600	ICAP-Story
700	Wounded Warriors
800	Foundation Grants
900	Donor Funds
1000	ADM
1100	Polk-DHS

Karen Naumes

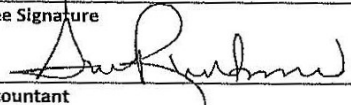
30-Sep-14

Employee Signature

Date

CEO/Accountant

Date



9/30/14

Report on Special Investigation  
of Contracts Established by  
BooSt Together for Children and Boone County CARES with  
Parenting Way, Inc.

Copy of Electronic Timesheet Prepared by Karen Naumes – CARES

PWI TIMESHEETS 2014

PARENTING WAY, INC.

Timesheets 2014

BooSt Early Childhood Iowa - NEST

Location

Karen Naumes

Name

September

Month

September 16-30

Time Frame

Day	Date	Code	Regu	Stand	Vacation	Other	Unpaid	Other
Tuesday	16-Sep	450	2					
Wednesday	17-Sep	Vacation			3			
Thursday	18-Sep	Vacation			3			
Friday	19-Sep	Vacation			3			
Saturday	20-Sep							
Sunday	21-Sep							
Monday	22-Sep	450	3					
Tuesday	23-Sep	450	4					
Wednesday	24-Sep	450	3					
Thursday	25-Sep	450	3					
Friday	26-Sep	450	3					
Saturday	27-Sep							
Sunday	28-Sep							
Monday	29-Sep	450	3					
Tuesday	30-Sep	450	2					
TOTALS			23	0	9	0	0	0
Total Paid Hours								32

CODES:

100	Federal Grants
200	State Grants
300	Polk County Grants
400	Boost Family Support
450	Boost Family Nest
500	CARES
525	United Way-Boone
550	WISER/NetBoost
575	Boone-other
600	CARES
700	Wounded Warriors
800	Foundation Grants
900	Donor Funds
1000	AMVETS
1100	Polk-DHS

Karen Naumes

30-Sep-14

Employee Signature

Date

CEO/Accountant


Date

*[Handwritten Signature]* CEO

9/30/2014

Report on Special Investigation  
of Contracts Established by  
BooSt Together for Children and Boone County CARES with  
Parenting Way, Inc.

Copies of Registered Agent Forms

	<p><b>ELAINE BAXTER</b> <i>Secretary of State</i> <b>State of Iowa</b></p>	<p><b>IOWA 1994 ANNUAL REPORT for an IOWA NONPROFIT CORPORATION</b></p> <p><small>Required by Iowa Code chapter 504A</small></p>	<p>AR-3 435-0061a</p>
		<p>Return this report to the <b>Secretary of State</b> postmarked no later than <b>July 31, 1994.</b></p>	
<p><b>1. The name of the corporation, its registered agent, and its registered office.</b></p> <p>504ADN-067694 BOONE COUNTY CHILD ABUSE RESOURCES AND EDUCATION <del>DEBORAH R. ARRINGTON</del> 1TH FL BOONE CTY COURTHOUSE  BOONE, IA 50036 <small>(You may change your registered agent/office in the box below.)</small></p>			
<p><b>CHANGE OF REGISTERED AGENT OR OFFICE:</b> Complete this section if there is a change to the current registered agent and registered office as preprinted in item one of this report. (Please print)</p>			
<p>1. Name of the new registered agent: <u>Sharon A. Adamson</u> X <u>Sharon A. Adamson</u> <small>(Signature of new registered agent)</small></p>			
<p>2. The address of the new registered office in Iowa is: _____ <small>Street Address (A street address is required. A post office box may be added.)</small></p> <p style="text-align: center;"><small>(City, State, Zip)</small></p>			
<p>3. The signature of a new registered agent constitutes the consent of the new agent to the appointment. 4. The name of the corporation and the address of the current registered agent and registered office are as stated in item one of this annual report. 5. After any change is made, the address of the registered office and the business address of the registered agent will be identical.</p>			
<p><b>2. State the nature of activities engaged in during the past year.</b></p> <p>Happy Bears - Preschool &amp; Kindergarten prevention program in all preschools and kindergartens in county. No More Secrets - 4th grade prevention programs in all public and private schools in county. Friends of the Family - Home visits to new moms and at risk parents Nurturing Programs - Parent Education classes for 8 consecutive weeks with an education program for the children as well. <small>Check here if none: <input type="checkbox"/></small></p>			
<p><b>3. Does the corporation own agricultural land in Iowa?</b></p> <p style="text-align: center;">YES, the corporation owns <input type="checkbox"/> acres. <input checked="" type="checkbox"/> NO <small>(Number of acres)</small></p>			
<p><b>4. Is the corporation a "family farm corporation?"</b></p> <p style="text-align: center;"><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>			
<p>The officers and directors of the corporation are reported on page 2 and any attached additional sheets.</p>			
<p><b>5. SIGNED:</b> X <u>Sharon A. Adamson (Coordinator)</u> <u>4-27-94</u> <u>432-XXXX</u> <small>Signature/Title Date Phone (optional)</small></p>			
<p>Report must be signed by an officer or a person authorized by the board of directors to sign the report.</p>			

SECRETARY OF STATE  
FILED 04/28/1994 AT 03:53 PM  
FILE # 000067694W00048806  
\*WD: 94419858 -WS: 94419859

Report on Special Investigation  
of Contracts Established by  
BooSt Together for Children and Boone County CARES with  
Parenting Way, Inc.

Copies of Registered Agent Forms



MATT SCHULTZ  
Secretary of State  
State of Iowa

67694  
STATEMENT OF CHANGE  
OF REGISTERED OFFICE  
AND/OR  
REGISTERED AGENT

Pursuant to Iowa law, the undersigned submits this Statement to change the business entity's registered office and/or registered agent in Iowa. Read the instructions on the back of this form before completing the information and signing below.

1. The name of the business entity is: Boone County Child Abuse Resources and Educational Services, Inc.

2. The address of the CURRENT registered OFFICE, as indicated on the Secretary of State's records is:  
Boone County Courthouse, Boone, IA 50036  
street address city state zip

3. The address of the NEW registered OFFICE is:  
900 W. Third St. Boone, IA 50036  
street address city state zip

4. The name of the CURRENT registered AGENT as indicated on the Secretary of State's records is:  
Sharon Adamson  
(if more than one AGENT is registered, indicate which one is being replaced.)

5. The name of the NEW registered AGENT is: Suzanne J. Renfrow

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FEB 6 2012  
STATE OF IOWA  
SECRETARY OF STATE

6. If the REGISTERED AGENT has changed, the NEW Registered Agent must sign here, consenting to their appointment, or attach their written consent to this form.

Suzanne J. Renfrow  
Signature of NEW Registered Agent

Complete ONLY if the Registered Agent changes.

7. If the REGISTERED AGENT changes the street address of their business office on this form, must sign here indicating that NOTICE of the change has been given to the business entity.

Suzanne J. Renfrow  
Signature of Registered Agent

Complete ONLY if the Registered Agent changes the street address of their business office.

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IOWA  
SECRETARY OF STATE  
2/6/12  
4:30 PM  
W773679

8. After any/all change(s) are made, the street address of the registered office and the street address of the business office of the registered agent will be identical.

9. Signature by authorized\* representative: Suzanne J. Renfrow Date: 2/6/2012  
\*See instruction #9 on back

PRINT Name and Title: Suzanne J. Renfrow, Administrator/Director Telephone Number: 255-██████  
Name and Title Telephone Number

**Report on Special Investigation  
of Contracts Established by  
BooSt Together for Children and Boone County CARES with  
Parenting Way, Inc.**



Report on Special Investigation  
of Contracts Established by  
BooSt Together for Children and Boone County CARES with  
Parenting Way, Inc.

Copy of Amended Articles of Incorporation

67694

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SECRETARY OF STATE  
IOWA  
12 FEB 16 PM 1:24

5  
\$10.00 KARE 2 224M2  
AMEN  
599497

February 16, 2012

Name of Corporation: Boone County Child Abuse Resource and Educational Services, Inc.

Incorporation: 067694

Amendments Adopted: All as stated in attached Amended Document

Date of Amendment's Adoption: February 15, 2012

The following Amendment to Articles did not require approval by members in accordance with Articles last filed on April 1, 1983.

Articles of Incorporation were amended to reflect and update current status of the incorporation as the organization approaches its 30 year anniversary in the state of Iowa.

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SECRETARY OF STATE  
IOWA  
2012 FEB 24 AM 10:08

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Report on Special Investigation  
of Contracts Established by  
BooSt Together for Children and Boone County CARES with  
Parenting Way, Inc.

Copy of Amended Articles of Incorporation

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SECRETARY OF STATE  
IOWA

2012 FEB 24 AM 10:08

**ARTICLES OF INCORPORATION**

**AMENDMENT  
OF**

**BOONE COUNTY CHILD ABUSE RESOURCES AND  
EDUCATIONAL SERVICES, INC.**

**TO THE SECRETARY OF STATE  
OF THE STATE OF IOWA:**

RECEIVED  
SECRETARY OF STATE  
IOWA  
12 FEB 16 PM 1:21

The undersigned, acting as incorporator of a corporation under the Revised Iowa Nonprofit Corporation Act, Chapter 504, Code of Iowa, amends the following Articles of Incorporation for such corporation:

**ARTICLE I.**

The name of the Corporation is **BOONE COUNTY CHILD ABUSE RESOURCES AND EDUCATIONAL SERVICES, INC.**

**ARTICLE II.  
REGISTERED OFFICE AND REGISTERED AGENT**

The new address of the Registered Office of the Corporation is 1211 Vine Street Suite 2140, West Des Moines, Iowa, 50321 and the name of its new Registered Agent at such address is Suzanne Renfrow.

**ARTICLE III.  
OBJECTS AND PURPOSES**

The Corporation is organized exclusively for charitable, religious, educational, and scientific purposes, within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 as amended, or the corresponding section of any future federal tax code, and to promote and advance such purposes by any activity in which a nonprofit corporation organized under the Iowa Non Profit Corporation Act may engage, exclusively, either directly or be engaging in activities that support or benefit one or more supported organizations as permitted under Section 509(a)(3) of the Code, or the corresponding section of any future federal tax code.

Without limiting the generality of the foregoing, the principal purpose of the Corporation shall be to engage in child abuse prevention comprehensive programs in Boone County, Iowa for the prevention of child abuse and neglect and the education of parents and support of families.

Report on Special Investigation  
of Contracts Established by  
BooSt Together for Children and Boone County CARES with  
Parenting Way, Inc.

Copy of Amended Articles of Incorporation

2

**ARTICLE IV.  
MEMBERSHIP**

The Corporation shall have six to twelve members. The Board of Directors shall be comprised of persons selected from Boone County Community by the Board of Directors.

**ARTICLE V.  
CONDUCT OF BUSINESS**

The affairs and business of the Corporation shall be managed and conducted by the Board of Directors. The number of members of the Board of Directors shall be fixed by the Bylaws.

**ARTICLE VI.  
INCORPORATORS**

The name and address of the Incorporator is:

Name

Address

Suzanne J. Renfrow, 1211 Vine Street, Suite 2140, West Des Moines, IA 50265

**ARTICLE VII.  
ACTIVITIES**

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting, to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**ARTICLE VIII.  
REMOVAL OF DIRECTORS**

A director may be removed from office, with or without cause at a meeting called

Report on Special Investigation  
of Contracts Established by  
BooSt Together for Children and Boone County CARES with  
Parenting Way, Inc.

Copy of Amended Articles of Incorporation

3

specifically for that purpose by the affirmative vote of not less than 2/3 of the Board of Directors. The director being considered for removal shall not be allowed to vote on such matter. For determining the number of directors that make up 2/3 of the Board of Directors, the total number of directors then in office less the director being considered shall be used. Any vacancy created by such removal shall be filled as provided in the Bylaws of the Corporation.

**ARTICLE IX.  
BYLAWS**

The Bylaws of the Corporation shall be adopted by the Board of Directors of the Corporation. The power to alter, amend or repeal the Bylaws or adopt new Bylaws shall be vested in the Board of Directors.

**ARTICLE X.  
NONLIABILITY/INDEMNIFICATION**

No director, officer, employee or member of the corporation shall as such, be liable for its debts or obligations and no director, officer, member or other volunteer shall be personally liable as such for any claim based upon an act or omission of such person performed in the discharge of such persons' duties, except (1) for any breach of the duty of loyalty to the Corporation, (2) for acts of omissions not in good faith or which involve intentional misconduct or knowing violation of the law, or (3) for any transactions from which such person derive an improper personal benefit.

This Corporation shall indemnify any director or former director, officer, employee, member, or volunteer who is serving or has served at the request of the Corporation to the fullest extent permissible by Section 490.850 through Section 490.858, both inclusive, of the Code of Iowa. In the event that Section 490.850 through Section 490.858 of the Iowa Code shall be changed by action of the legislature, and these articles are not subsequently amended, then a director, officer, employee, member or volunteer seeking indemnification may, at such person's option, unless otherwise prohibited by law, require that the Corporation indemnify such person, either under the provisions as permitted under section 490.850 through Section 490.858, both inclusive, of the Iowa Code, in effect as of the date of these Articles or the legislatively amended or substituted provisions relating to indemnification of directors, officers, employees, members, or volunteers. No director, officer, member or other volunteer shall be personally liable in that capacity for a claim based upon an act or omission of the person performed in the discharge of the person's duties, except for a breach of the duty of loyalty to the Corporation, for acts or omissions not in good faith or which involve intentional misconduct or knowing violation of the law, or for a transaction from which the person derives an improper personal benefit.

**ARTICLE X.**

Report on Special Investigation  
of Contracts Established by  
BooSt Together for Children and Boone County CARES with  
Parenting Way, Inc.

Copy of Amended Articles of Incorporation

4

DISSOLUTION

Upon the dissolution of the Corporation, assets shall be distributed by the board of directors for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose. Any such assets not so disposed of shall be disposed of by the District Court of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XI.  
CORPORATE SEAL

The Corporation shall have no corporate seal.

ARTICLE XII.  
CORPORATE PERIOD

The corporate period shall be perpetual unless the Corporation is sooner dissolved or terminated as otherwise provided by law.

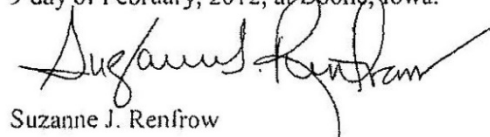
ARTICLE XIII.  
DIRECTORS

The amended Board of Directors is composed of the following members:

- Ann Gengler, 127 Story Street, Boone, IA 50036
- Suzanne Renfrow, 3610 Wakonda Dr. Des Moines, IA 50321
- Tammy Richards, 1706 3<sup>rd</sup> Street, Boone, IA 50036
- Carole Nelson, 1602 Clinton Street, Boone, IA 50036
- Joann Hanson, 128 South Montana Street, Boone, IA 50036
- Roberta White, PO Box 414, Boone, IA 50036
- Mischelle Michel, 207 15<sup>th</sup> Street, Boone, IA 50036
- Jenny Malaki, Ogden, IA 50212
- Jeni Koss 320 SE 2<sup>nd</sup> St.

Karen Naumes  
315 2<sup>nd</sup> St. Unit 8  
Boone, IA 50036

IN WITNESS WHEREOF, I have hereunto subscribed my name this  
9 day of February, 2012, at Boone, Iowa.

  
Suzanne J. Renfrow

FILED  
IOWA  
SECRETARY OF STATE

2-24-12  
10:08 AM

W776266

Articles of Incorporation

State of Iowa

Boone County Child Abuse Resc



Report on Special Investigation  
of Contracts Established by  
BooSt Together for Children and Boone County CARES with  
Parenting Way, Inc.

Copy of Biennial Report



MATT SCHULTZ  
Secretary of State  
State of Iowa

IOWA 2013  
BIENNIAL REPORT  
for an  
IOWA NONPROFIT CORPORATION  
Required by Iowa Code  
Chapter 504

MATT SCHULTZ Secretary of State	
<b>FILED</b>	
Date:	6/4/2013 11:50 AM
Corp No.:	67694
Cert No.:	A13067694

1. Name of the corporation, its registered office and agent.

BOONE COUNTY CHILD ABUSE RESOURCES AND EDUCATIONAL SERVICES, INC. SUZANNE J RENFROW 1211 VINE ST STE 2140  WEST DES MOINES IA 50321
---

2. The corporation has:  No officers

3. Officer(s):

Pres <input checked="" type="checkbox"/>	Sec <input type="checkbox"/>	Treas <input type="checkbox"/>	Dir <input type="checkbox"/>
Name ANN GENGLER			
Address 127 STORY STREET			
Address			
City	State	Zip	Country
BOONE	IA	50036	USA
Pres <input type="checkbox"/>	Sec <input type="checkbox"/>	Treas <input type="checkbox"/>	Dir <input checked="" type="checkbox"/>
Name JOANN HANSON			
Address 1602 CLINTON ST			
Address			
City	State	Zip	Country
BOONE	IA	50036	USA
Pres <input type="checkbox"/>	Sec <input checked="" type="checkbox"/>	Treas <input type="checkbox"/>	Dir <input type="checkbox"/>
Name NELSON, CAROLE			
Address 1602 CLINTON			
Address			
City	State	Zip	Country
BOONE	IA	50036	USA
Pres <input type="checkbox"/>	Sec <input type="checkbox"/>	Treas <input type="checkbox"/>	Dir <input checked="" type="checkbox"/>
Name SUZANNE J RENFROW			
Address 3610 WAKONDA DR			
Address			

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City	State	Zip	Country
DES MOINES	IA	50321	USA
Pres <input type="checkbox"/> Sec <input type="checkbox"/> Treas <input checked="" type="checkbox"/> Dir <input type="checkbox"/>			
Name TAMMY RICHARDS			
Address 1706 3RD ST			
Address			
City	State	Zip	Country
BOONE	IA	50036	USA

**4.** Address of the principal office of the corporation:

Name			
Address 900 W THIRD ST			
Address			
City	State	Zip	Country
BOONE	IA	50036	USA

**5.** Does the corporation have members? Yes

**6.** Does the corporation hold an interest in agricultural land in Iowa? No

**7.** Signed: SUZANNE RENFROW    Capacity: CEO