

# Review of 2008 Community Empowerment Area Annual Reports

State Team Use:  
Date Report Submitted to Office: \_\_\_\_\_

Was it submitted on time?  
YES    NO

Was the report complete?  
YES    NO

Date budget approved \_\_\_\_\_  
Redesignation date \_\_\_\_\_

**Community Empowerment Area: Corner (Page and Fremont Counties)**

**Reviewed by: Janet Gartin**

**Review Date: November 13, 2008**

**Participants in Meeting/Call: Board Members: Kim Behrens, Robert Keefer, Jayne Wilson and Empowerment Coordinator: Pam Herzberg**

Evaluation Issues	Yes	No	Progress Status Comments
The Annual Report Cover Sheet is complete with current and all relevant information.	x		
The Executive (Showcase) Summary is complete with all sections included.	x		
Community empowerment board size is stated.	x		11 member board – transitioned to no providers on the board
<b>*Chairperson is citizen or elected official.</b>	x		Elected official in Page County – County Treasurer
<b>*Board composition is a minimum of 51% citizen and/or elected officials.</b>	x		73%
<b>*The following representation is included on the board:</b> <ul style="list-style-type: none"> <li>• Human Services</li> <li>• Education</li> <li>• Health</li> <li>• Consumer</li> <li>• Faith</li> <li>• Business</li> </ul>	x		All are represented
Organizational structure of board, as well as how board relates internally and to community is described.	x		Clear and detailed description provided
<b>*Collaborative efforts and/or actions are described to avoid duplication, enhance efforts, combine planning, and/or other progress.</b>	x		Excellent examples provided
Collaborative efforts reflect creative solutions, and a positive engagement and commitment of the community.	x		Example of getting more people in the community trained in car seat safety. First Aid/CPR training was an excellent example of a creative solution.
Are priorities from the Community Plan clear and concise in order to move the CEA in a positive direction?	x		Only child care is described as high quality – not family support or professional development opportunities. You may want to look at your language to be more consistent with the true intent of the board.
Local indicators are identified and linked to state results.	x		
Community-wide indicators that are	x		All are community wide

shared meet the definition of an indicator.			
Data source is listed for each Community-wide indicator	x		
Community-wide indicators are listed with baseline and trend line data.	x		Number of preschools indicator but goal discusses preschool slots. Should your indicator reflect slots versus number of preschools? Number of children entering kindergarten with a preschool experience is provided in percentages. Consider changing your indicator to state percentage of children entering kindergarten with a preschool experience. The CEA invests quite a bit of money into expanding the number of registered child care providers. There has been a significant increase since 1999 but very little change over the past three years. Has the CEA board discussed this?
Projected timeline and progress update provided on local indicators.	x		Analysis could use a bit more depth. Why do you think this trend is occurring?
Common language framework utilized to describe Early Childhood Services provided.	x		Good understanding of common language framework
Performance Measures demonstrate/reflect communication, planning and interaction in the community.	x		
Common language framework utilized to describe School Ready Services provided.	x		
Program performance measures demonstrate/reflect communication, planning and interaction in the community.	x		
State-wide performance measures are reported.	x		
Approved items in budget are reflected in the annual report.	x		
Categorical funds are spent appropriately.	x		
Other community investments and support have been identified which come directly to and flow through the CEA to support the community plan.			No longer a requirement
Early Childhood financial report is complete and accurate. Line items match the inputs reported in Performance Measures section of report.	x		
Board liability insurance is secured and is paid for out of Early Childhood and/or School Ready Administration funds.	x		Paid out of both
<b>*Administrative expenses for Early Childhood do not exceed 5% of grant award.</b>	x		
<b>*Interest earned is applied to Early Childhood program/service budget.</b>	x		\$378.19
Early Childhood carry-forward funds are at 30% or less than annual received amount.	x		

School Ready financial report is complete and accurate. Line items match the inputs reported in Performance Measures section of report.	x		All match when you calculate the amounts from Quality Improvement and Other that was used to pay back categorical funding from last year that was used inappropriately.
<b>*Administrative expenses for School Ready do not exceed 3% of grant award.</b>	x		
<b>*Interest earned is applied to School Ready program/service budget.</b>	x		
<b>School Ready categorical funds are spent appropriately</b>	x		
<b>School Ready carry-forward funds are 30% or less than annual received amount.</b>	x		
<b>School Ready carry-forward funds are reflected in appropriate categories.</b>	x		

**Identified Areas of Strength:**

This CEA has worked very hard over the past two years to address issues raised in their last redesignation. They are well prepared for their next redesignation.

- Collaboration is evident
- Board functions very well
- Meetings run smoothly and on time
- It is evident that the board provides leadership to the community
- The board made a significant commitment toward improvement when deciding to hire a coordinator for 30 hours per week.
- The coordinator is an asset. She is knowledgeable and engaged at the state and community level.

**Identified Opportunities for Improvement:**

None of these are major and may be considered suggestions only. You may want to re-examine some minor language issues with your priorities and in your indicator tracking. The analysis section could also use a more thorough discussion that reflects an actual analysis of the data.

**Changes Necessary to the 2008 Annual Report:**

None noted

**Technical Assistance Noted:**

Additional technical assistance will be provided to the empowerment coordinator on how to improve the analysis section of the annual report in preparation for redesignation.

Please feel free to contact the Office of Empowerment for assistance as you prepare for redesignation in the fall of '09. Our Office would be happy to review documents prior to submittal and assist in other way identified by the CEA to ensure a successful redesignation visit.

The board expressed the desire to be informed as soon as possible who will be their assigned reviewers for redesignation.