

**Corner Counties Empowerment Area Community Board Meeting  
Tuesday, March 9, 2010  
Page County West Building, Shenandoah, Iowa**

**Members Present:** Kim Behrens, Chair; Jill Travis, Vice Chair/Secretary; Jayne Wilson; Janie Stearns; Marlene Bashaw; Erin Smith, Margaret Johnson; Mel Hurst

**Staff Present:** Pam Herzberg, Director

**Members Absent:** Lois Jean Ellison

**Public Present:** Pat Anderson, ISU Extension; Wendy Stenzel, Kornerstone Kids Day Care Center; Heidi Carter, Page County Extension/Growing Strong Families Program; Kathleen Keefer, Southwest Iowa Families, INC./Positive Family Program.

**CALL TO ORDER**

A quorum being present, Chair Kim Behrens called the meeting to order at 5:31 pm.

**AGENDA APPROVAL**

Margaret Johnson moved that the agenda that was distributed in advance be approved as the agenda for this meeting; Jayne Wilson seconded the motion and it was approved unanimously.

**ORAL REPORTING**

Kathleen Keefer of Southwest Iowa Families, INC./Positive Family Program; Wendy Stenzel of Kornerstone Kids Day Care Center; Pat Anderson of Iowa State University Extension Council Bluffs/Extreme Makeover and ECERS Observation and Consultation provided oral reports of progress to the CCEA Board.

**REVIEW/APPROVAL OF JANUARY 12, 2010 BOARD MEETING MINUTES**

Mel Hurst moved that the minutes of the meeting of January 12, 2010 be approved as amended in regard to the time adjourned being changed to 7:30 PM as opposed to the 5:30 PM currently stated; Jayne Wilson seconded the motion and it was approved unanimously.

**FINANCE COMMITTEE**

The Finance Committee reported approval of the payment of bills for the period of January 20, 2010 through March 9, 2010 as follows:

**School Ready Account**

Clarinda Community Preschool	\$ 600.00
Clarinda Community Preschool	\$2,615.00
Clarinda Community School District – Garfield Preschool	\$ 140.00
Clarinda Community School District – Garfield Preschool	\$ 600.00
Counsel Office and Document	\$ 61.03
Easter’s True Value/Radio Shack	\$ 16.52
Essex Child Care Center	\$ 436.00
Farragut Community Schools – Preschool	\$ 470.00
Fremont County Extension	\$2,131.02

Fremont Mills Schools – Preschool	\$ 900.00
Fremont Mills Schools – Preschool	\$1,276.00
Great Beginnings Preschool – Sidney	\$1,626.78
Hamburg Community Schools – Marnie Simons Preschool	\$325.00
Hamburg Community Schools – Marnie Simons Preschool	\$ 999.81
Inukshuk Technologies	\$94.00
Iowa State University Extension	\$ 250.00
Iowa State University Extension	\$1,314.22
Iowa Telecom	\$ 80.87
Page County Extension	\$2,104.18
Pam Herzberg	\$ 24.22
Pam Herzberg	\$ 325.50
South Page Community Schools – Preschool	\$ 925.56
South Page Community Schools – Preschool	\$ 979.96
Southwest Iowa Families, Inc.	\$7,559.50
Southwest Iowa Families, INC.	\$7,938.67
Southwest Iowa Home Health	\$ 479.24
St. John Noah’s Ark Preschool	\$ 500.00
St. John Noah’s Ark Preschool	\$ 860.00
Turnbull Child Development Center	\$1,065.00
West Central Community Action	\$ 304.44
<b>Total Payments</b>	<b>\$37,002.52</b>

**Early Childhood Account**

Grandma’s House Day Care Center	\$2,342.92
Nordland Insurance Agency, INC	\$1,025.00
Page County Public Health	\$ 883.12
Page County Public Health	\$ 965.46
West Central Community Action	\$1,364.39
<b>Total Payments</b>	<b>\$6,580.89</b>

**OVERALL TOTAL PAYMENTS \$43,583.41**

The Finance Committee also reported that to date the Board had expended \$28,577.58 from the Early Childhood budget, leaving a balance of \$33,315.26. From the School Ready budget the Board had expended \$186,712.70, leaving a balance of \$170,486.98. Margaret moved that the report be received and approved to be filed for audit. Mel seconded the motion and it was approved unanimously.

**MID-YEAR FINANCIAL REPORT TO STATE**

Kim and Pam shared that the State requires a mid-year financial report be submitted in January and the report was submitted with no errors. Kim did state that the State had sent Pam as well as all other Empowerment Directors a document that contained each of the local empowerment area’s submitted information. Although the percentage of Early Childhood funds was highlighted which would indicate that the State would do some form of follow-up with the local Directors Pam has not been contacted at this time. Kim

and Pam both reported that the 37% reported expended from the Early Childhood funds was the correct percentage.

#### LEGISLATIVE UPDATE

Pam reviewed the most recent legislative update that had been received from Shanell Wagler/Office of Empowerment. Legislation indicates that Empowerment will be known as Early Childhood Iowa effective July 1, 2010. It will now be a mandate that anyone working for an agency that receives Empowerment funds will not be allowed to serve on the State Board or a local Board. Pam stated that Corner Counties had made this change within their bylaws two years ago so felt we were ahead of the curve. Pam shared that there will also be an increase in fiscal accountability/responsibility with the local Board's being responsible for obtaining and paying for periodic audits conducted by a CPA. The Director will also be required to do on-site program monitoring and file audits. The State has indicated that they would provide tools and training for this. However, the State is seeking further clarification on this matter. The legislation also states that 60% of the family support funding is to be used for programs that contain a home visitation component. Pam also shared that the legislative language includes criteria for Empowerment areas to wishing to remain a single county area and for those areas choosing to merge as a multiple county area. Pam will provide the Board with updates as she receives them from the State.

#### PROCEED WITH EMPOWERMENT AREAS MERGING CONVERSATIONS

Kim and Pam attended the Taylor County Empowerment Board Meeting on January 27, 2010. Kim reported that the Taylor County Empowerment Board took action at this meeting to pursue merging with Corner Counties. Pam provided those in attendance with a copy of Tool U – Process for Community Empowerment Area Boundary Change that had been revised May 2009. According to Tool U, Pam and Kim both shared that they felt if the Corner Counties Board did wish to proceed with merger conversations that a joint Board meeting be scheduled for the month of April with a public forum to be scheduled in May. The merger would not be effective until July 1, 2011. Pam asked that Board members provide her with 3 possible dates for a joint Board meeting in April and she would then confirm a date with the Taylor County Empowerment Director. Pam had provided the Board with a “Steps to a Merger” document she had prepared that included a sample agenda for the joint meeting. The 3 dates provided were April 6, 8, or 29<sup>th</sup>. Mel made a motion to proceed merger discussions with the Taylor County Empowerment Board at a joint Board meeting. Janie seconded the motion and it was approved unanimously.

#### CORNER COUNTIES FAMILY GUIDE

Pam presented a Family Resource Guide from Boone County to the Board that the Executive Editor of the Clarinda Herald Journal and Valley News had given her to review. Pam asked that Board members consider doing this as a collaborative project with their community partners. This guide would be a tab insert in the Herald Journal and Valley News the first part of May. The guide would serve as a resource for all families within Fremont and Page Counties and will include articles on early childhood care, health and safety and provide a directory of services available for expecting families

or those with young children. The newspapers would be willing to print as many tabs as the Board would like for distribution through the newspapers, day care centers, home care providers, preschools, home visitation programs, Stork's Nest and others. Mel recommended that the resource guide could also be distributed through the Horizon Program and the Backpack program. After discussion the Board felt 1000 copies would be an appropriate number of guides to have printed.

Pam requested the Board's permission to allow her the flexibility to purchase one to two full page ads within the directory that would highlight the Board's providers. The costs for each full page ad is \$300.00 and Pam stated those monies are available within Board Operations funds. Margaret made the motion to allow Pam the flexibility to purchase a one or two page ad for the Family Resource Guide. Jayne seconded and it was approved unanimously.

#### BOOK DRIVE

Pam provided the Board with an overview of the Book Drive Event that would be taking place the week of April 12, 2010 and a copy of the minutes from the March 1, 2010 Book Drive Committee meeting. All individuals in attendance received a copy of the flyer for this event. Books donated will be taken to the Page Co. West Building on Wednesday, April 21<sup>st</sup>, setup will take place on Thursday, April 22<sup>nd</sup> from 4:00-6:00 PM and book distribution is scheduled for Saturday, April 24<sup>th</sup> from 9:00-11:00 AM for families and 11:00 AM-12:00 PM for providers. Volunteers are needed to assist with this project. Mel and Lois Jean volunteered to help with the setup on April 22<sup>nd</sup>.

#### SFY' 11 RFP

The RFP will be released on Monday, March 15<sup>th</sup> and Pam will have the proposals received distributed to Board members by April 5<sup>th</sup>. After discussion the members of the Board felt they would like to follow the same process used last year to award empowerment funds. Kim asked that a working Board meeting be scheduled during the month of April. The Board will hold a working meeting on April 27<sup>th</sup> at the Page County West Building at 5:15 PM and individuals may bring their meal with them.

#### PRESCHOOL EXCHANGE GROUP UPDATE

Penny Bredensteiner was unable to attend this evening's meeting and had asked Pam to provide the Board with an update from the February 2, 2010 meeting. Those in attendance received a copy of the minutes from the February 2<sup>nd</sup> meeting. Pam shared that Penny had chaired this committee for the past two years and will be retiring from the Farragut School District at the end of this school year and has chosen to vacate her position as Chair of the group as well. Sherry Hamsch/South Page Preschool teacher has agreed to chair the group for SFY' 11. The next Preschool Exchange Group meeting is scheduled for April 6, 2010 at 5:00 PM at the Page County West Building.

#### EARLY CHILDHOOD COMMITTEE UPDATE

Due to Lois Jean's absence from this evening's meeting Pam provided the Board with an update and a copy of the minutes from the March 2, 2010 committee meeting. Pam shared that the Clarinda Community Preschool will be holding an open house on April 18 and anyone having information that they would like shared can get it to Julia

Cavin/Director. The next Early Childhood Committee meeting is scheduled for May 4, 2010 at 2:00 PM at the Page County West Building.

#### **DIRECTOR'S REPORT**

Pam provided the Board with a written report and shared that she had attended 29 total meetings and/or conference calls since January 13, 2010. Pam stated that she represents the Corner Counties Board at each of these meetings she attends. Pam provided each Board member with a copy of the Testimonial packet she had provided to legislators during Day on the Hill on February 3, 2010. Pam also stated she had held meetings with the Child Care Nurse Consultant and the Director of Page County Public Health and then a joint meeting between the Child Care Nurse Consultant and the Child Care Resource and Referral staff in order to get everyone on the same page in regard to reporting. An updated document listing all licensed, registered and Dept. of Education providers was distributed. Pam provided the Board with copies of news articles that had been published in the Clarinda Herald Journal and the Valley News that focus on the Corner Counties Empowerment Area Board, providers and programs. Pam stated one of the articles had been published within the Midlands Section of the Omaha World Herald. Also distributed were stats that Joan Gallagher/Maternal Child Health of Southwest Iowa and provided that indicate an increase in the number of children age 0-5 that have received any dental services during the Federal Fiscal Year 2009. Pam stated this includes those children that are receiving the oral screens and fluoride varnishes through Empowerment funding. Pam also provided those in attendance with the income guidelines for the Hawk-I Dental Only Coverage. Jayne asked if she could also get a copy of the income guidelines for the Hawk-I Health Insurance program. Pam will get that to Board members via e-mail.

#### **SECOND QUARTER REPORTS**

Each Results Accountability Team provided an overview of the 2<sup>nd</sup> quarter reports that they had been assigned to review. There were a few issues that Pam will need to address with providers prior to the submission of the 3<sup>rd</sup> quarter reports.

#### **CALANDER OF EVENTS**

- **March 10, 2010** – State Coordinators Meeting in Des Moines 9:30 AM-4:00 PM
- **March 15, 2010** – RFP Release Date
- **March 18, 2010** – Mandatory Bidder's Conference @ 5:30 PM, Page Co. West Building
- **March 31, 2010** – Proposals for SFY' 11 due to Pam by 12:00 PM (NOON)
- **April 5, 2010** – Proposals to Board members for review
- **April 6, 2010** – Preschool Exchange Group @ 5:00 PM, Page Co. West Building
- **April 15, 2010** – 3<sup>rd</sup> Quarter written reports due to Pam by the end of business
- **April 19, 2010** – Regional Coordinator Meeting @ 11:00 AM in Creston
- **April 21, 2010** – Books donated moved to the Page Co. West Building
- **April 22, 2010** – Setup for Book Distribution Day @ 4:00 PM, Page Co. West Building

- **April 24, 2010** – Book Distribution Event from 9:00 AM-12:00 PM @ Page Co. West Building
- **April 26, 2010** – Incentive Based Collaborative Meeting @ 10:00 AM in Creston
- **May 4, 2010** – Early Childhood Committee Meeting @ 2:00 PM, Page Co. West Building
- **May 11, 2010** – Corner Counties Empowerment Area Board Meeting @ 5:30 PM, Page Co. West Building

#### **PUBLIC COMMENTS**

The chair invited the public to comment. Heidi Carter shared that there had been discussion years ago to merge with Taylor County and nothing happened at that time.

#### **ADJOURNMENT**

The next stated meeting of the Board will be May 11, 2010 at 5:30 PM at the Page County West Building, Shenandoah.

All business having been concluded, Margaret motioned the meeting be adjourned, Jayne seconded and the motion carried unanimously. The meeting was adjourned at 7:51 PM.

Jill Travis, Secretary