

**Corner Counties Early Childhood Area Community Board Meeting
Tuesday, September 7, 2010
Page County West Building, Shenandoah, Iowa**

Members Present: Kim Behrens/Chair; Jayne Wilson; Jill Travis; Lois Jean Ellison and Mel Hurst

Staff Present: Pam Herzberg, Director

Members Absent: Erin Smith; Janie Stearns; Margaret Johnson and Marlene Bashaw

Public Present: Karen Bodwell/Head Start; Julie Streitenberger/Grandma's House; Rachel Jewell/Kornerstone Kids; Heidi Carter/Page County Extension; Joan Gallagher/Maternal Child Health-Taylor County Public Health and Loretta Dillon/Child Care Nurse Consultant

CALL TO ORDER

Chair, Kim Behrens called the meeting to order at 5:33 PM acknowledging that there was not a quorum present. Pam asked that it be noted that she had received word from Margaret that she would be out of town attending a conference; Janie was on vacation; Marlene is on her way to DC and Erin telephoned late afternoon that she was on her way home from school with a sick child.

ORAL REPORTING

Oral reports were provided by Rachel Jewell of Kornerstone Kid's Child Care; Loretta Dillon and Joan Gallagher for the Child Care Nurse Consultant; Julie Streitenberger of Grandma's House Day Care Center and Heidi Carter reporting for the ISU Council Bluffs Office Extreme Makeover Project.

Rachel from Kornerstone Kids Child Care in Hamburg reported on the quality improvement project being funded by the Corner Counties Board this fiscal year. Rachel reported this project will help the center obtain a Level 4 QRS rating and assist them with ECERS. Kornerstone is currently serving 35 children as of today's date, but they are getting more every day. Rachel shared that at this time they are not receiving funds from other sources for this project. By going through the ECERS Observation and Consultation project the Board funded last year Rachel became aware of the Extreme Makeover Project and thus has a staff participating in it this year. Rachel thanked the Board for the funds allocated to make a better environment for the children.

Mel Hurst arrived at this point which was exactly 5:43 PM. Kim acknowledged that the Board now had a quorum present.

Julie from Grandma's House reported on two projects the Corner Counties Board is funding at the center. Those projects are the ECERS Audit and the purchase of the Creative Curriculum. Julie reported that she has started purchasing items for both projects. ECERS will be done the first and second of November. Julie will begin Creative Curriculum training soon with her staff. Julie reported that the remaining ECERS items will be purchased within the next few weeks. Julie reports they are also using child tuition funds to assist with this project as well as funds raised from a catalog project. Julie shared that a Pancake Feed will be in October 22, 2010 and those funds may also assist with this project. Julie thanked the Board for all of the help they had given the center since she had been the Director.

Loretta Dillon reported on the Child Care Nurse Consultant position and shared that she has been extremely busy. Loretta shared that her biggest worry right now is how much time she has been funded to be in the

Corner Counties Area. She stated that if she continues putting in the number of hours each month she has so far she would be out of funds in January. Loretta thanked the Board for funding the CCNC position.

Heidi Carter reported for Pat Anderson on the Extreme Makeover Project. ISU Extension/Council Bluffs is the agency being funded to provide this project. Heidi reported that materials have been purchased and the project completion date is the end of October. Post-project observations will note improvements made. Compilation of data should be completed by November 2010. Workshops started on September 11, 2010. The stipends that are awarded to the providers are used to purchase materials that will improve the scores of the providers.

AGENDA APPROVAL

With a quorum being present Kim asked for a motion to approve the agenda. Lois Jean moved that the agenda that was distributed in advance be approved as the agenda for this meeting. Jayne seconded. Motion carried unanimously.

REVIEW/APPROVAL OF JULY 13, 2010 BOARD MEETING MINUTES

Minutes of the July 13, 2010 Board meeting were reviewed. Jayne moved to approve the July 13, 2010 minutes. Lois Jean seconded. Motion carried unanimously.

FINANCE COMMITTEE

The Finance Committee presented a summary of bills that had been paid for the period of July 14, 2010 through September 2, 2010. Kim shared a few things the Finance Committee had come across at the last Finance Committee meeting. Kim stated that Southwest Iowa Families, INC. had been billing their copying fees by a percentage division and the Finance Committee has asked them to come up with a more accurate form of billing, whether they utilize a copy machine counter or develop a spreadsheet for workers to track of the number of copies they make. When the Dinosaur School bill was reviewed there were copying fees, but no fee for staff time. Pam checked with Sandy at Southwest Iowa Families who stated that Carol had not turned in her time for that billing period as of yet. Kim stated that it was noted on Positive Families invoice there were 32 prizes for gift bags, Pam visited with Sandy in regard to this and found out they were items used for care package for moms. Mel moved that the report be received and approved to be filed for audit. Jill seconded the motion. Motion carried unanimously.

Early Childhood Claims Paid

West Central Community Action	\$1,403.21	CCR&R billing for SFY'10
Grandma's House Day Care	\$1,518.99	Quality Improvement Project for SFY'11
Taylor County Public Health	\$ 842.60	Child Care Nurse Consultant – July 2010
The Clarinda Foundation	\$ 345.30	SFY'11 Fiscal Agent Fees
Kornerstone Kids	\$ 847.46	Quality Improvement Project for SFY'11
West Central Community Action	\$1,320.21	Child Care Resource and Referral – July 2010
Kornerstone Kids	\$ 331.18	Quality Improvement Project for SFY'11
Grandma's House Day Care	\$1,030.68	Quality Improvement Project for SFY'11
Kornerstone Kids	\$ 412.21	Quality Improvement Project for SFY'11

School Ready Claims Paid

The Clarinda Foundation	\$1,348.30	Reimbursement for Directory Salary and Board's portion of Social Security and Medicare for pay period ending July 15, 2010
Southwest Iowa Families	\$.70	Remaining billing for SFY'10
West Central Community Action	\$5,082.82	CCR&R billing for SFY'10

Clarinda Printing	\$ 42.00	6 reams of colored paper
Counsel Office	\$ 7.43	Freight on toner cartridge
Pam Herzberg	\$ 168.25	Mileage reimbursement
The Clarinda Foundation	\$1,135.40	Reimbursement for Directory Salary and Board's portion of Social Security and Medicare for pay period ending July 31, 2010
Fremont County Extension	\$1,582.80	Growing Strong Families – July 2010
The Clarinda Foundation	\$3,154.70	SFY' 11 Fiscal Agent Fees
Counsel Office	\$ 110.06	Copying Fees thru July 20, 2010
The Clarinda Foundation	\$1,135.41	Reimbursement for Director Salary and Board's portion of Social Security and Medicare for pay period ending August 15, 2010
Inukshuk Technologies	\$ 109.00	Website maintenance and updating
Iowa Telecom	\$ 66.30	Telephone bill
Postmaster	\$ 44.48	Postage
Pam Herzberg	\$ 4.90	Reimbursement for postage
Page County Extension	\$1,398.02	Growing Strong Families – July 2010
Southwest Iowa Home Health	\$ 90.51	Fremont Co. Child Health Screens – July 2010
Southwest Iowa Families	\$6,325.19	PF, SN, DS and MHS – July 2010
The Clarinda Foundation	\$ 223.69	Workman's Compensation Insurance
The Clarinda Foundation	\$1,419.25	Reimbursement for Directory Salary and Board's portion of Social Security and Medicare for pay period ending August 31, 2010
Easter's True Value	\$ 40.96	Office supplies
Pam Herzberg	\$ 7.25	Reimbursement for postage
Counsel Office	\$ 87.08	Copying fees 7/21/10 thru 8/20/10 & freight on toner

SIGNING OF CONFLICT OF INTEREST STATEMENTS

Those Board members that had not been present at the July 13, 2010 Board meeting were provided with a Conflict of Interest statement in this evening's packet to sign. Kim Behrens, Mel Hurst, Lois Jean Ellison and Jayne Wilson had no known conflicts and signed the statement and turned in to Pam.

INTENT TO MERGE PACKET

Pam informed the Board that the Intent to Merge letter and all supporting documentation had been mailed to and received at the Early Childhood Iowa Office. Pam shared that she will participate in the State Board Meeting this Friday, September 10, 2010 as those areas that have submitted letters of intent to merge will be discussed by the Early Childhood Iowa Board and either approved or disapproved for merging. Pam will send an e-mail out to all Board members and service providers notifying them of the State Board's decision in regard to Corner Counties and Taylor County merging.

FAMILIES PARTNERING TOGETHER BY-LAWS

By-laws for the merged area "Families Partnering Together" had been presented to the Board at the July 13, 2010 Board meeting. The Board was to take action on the by-laws at this evening's meeting. Jill made a motion to approve the Families Partnering Together Bylaws. Mel seconded. Motion carried unanimously.

ANNUAL REPORT

The Board reviewed the Annual Report including the Early Childhood and School Ready Fiscal Reports and the Executive Summary for SFY' 10. Jill made a motion to approve the annual report with revisions discussed to be made. Mel seconded. Discussion followed. Motion carried unanimously.

COMMUNITY MINI-GRANTS

Pam provided the Board with a draft of the RFP for mini-grants. Pam also informed the Board that since the Child Care Nurse Consultant had reported that if she continues servicing the area at the rate she has been the funds allocated would be expended sometime in January. The Board discussed the possibility of allocating additional funds to the Child Care Nurse Consultant position from the total funds available for mini-grants. Mel made a motion to allocate \$6,516.15 out of the \$16,516.15 available for mini-grants to the Child Care Nurse Consultant leaving a balance of \$10,000.00 for mini-grants and to accept the format of the RFP with the amount of funds available being changed to \$10,000.00. Jill seconded. Discussion followed. Motion carried with a roll call vote:

Lois Jean – Nay

Mel Yes

Jayne Yes

Jill – yes

DIRECTOR’S REPORT

Pam provided a written report of meetings attended and/or participated in since the July Board meeting along with tasks completed. Pam informed the Board that she had processed 38 tuition applications and then had put that task on hold until after this evening’s board meeting and submission of the SFY’ 10 Annual Report to the State. Pam provided the Board with updates on the Community Wide Assessment. Pam shared dates of upcoming events and/or meetings that were scheduled through the end of September.

ADJOURNMENT

Lois Jean moved to adjourn the meeting. Jayne Wilson seconded. Motion carried unanimously. The meeting was adjourned at 7:33 PM with the next Corner Counties Early Childhood Area Board meeting scheduled for Tuesday, November 9, 2010 at 5:30 PM at the same location.

Respectfully submitted,

Pam Herzberg

Corner Counties Early Childhood Director