

**Corner Counties Early Childhood Area Community Board Meeting
Wednesday, September 7, 2011 3:00 PM-5:00 PM**

Page County West Building

615 Northwest Road

Shenandoah, IA

Members Present: Kim Behrens/Chair; Margaret Johnson/Vice-Chair; Marlene Bashaw; Paul Berning; Mel Hurst and Bill Lawrence

Staff Present: Pam Herzberg/Director

Members Absent: Jill Travis and Jayne Wilson

Public present: Sandy Geer/Southwest Iowa Families, Inc., Office Manager

CALL TO ORDER

Chair, Kim Behrens had telephoned Pam Herzberg at 2:50 PM stating she would be arriving at the meeting fifteen minutes late. Pam shared this information with those in attendance and stated that with Margaret Johnson/Vice-Chair present, she would be chairing the meeting until Kim's arrival. Margaret called the meeting to order at 3:01 PM acknowledging that a quorum was present. Pam informed the Board that Jill Travis and Jayne Wilson had individually contacted her prior to today's meeting to inform her that they would be unable to attend this meeting.

AGENDA APPROVAL

All materials were mailed to the Board members on August 30th to allow ample time for Board members to review in preparation for this meeting. A revised agenda was e-mailed on Thursday, September 1, 2011, as well as having the revised agenda posted on the CCECA website.

Margaret asked for a motion to approve the revised agenda. Paul Berning moved that the revised agenda be approved as the agenda for this afternoon's meeting. Bill Lawrence seconded. Motion carried unanimously.

SFY'12 CONFLICT OF INTEREST STATEMENTS

As Marlene Bashaw and Mel Hurst were absent from the July 13, 2011, Board meeting, Margaret asked that they take a moment to review the Conflict of Interest Statements and make known any conflicts of interest that they may have. With no conflicts declared, Marlene and Mel signed the statement, and returned them to Pam for filing.

REVIEW OF JULY 13, 2011 BOARD MEETING MINUTES

Minutes of the July 13, 2011, Board meeting were reviewed. Mel moved to approve the minutes from the July 13, 2011, Board meeting as presented. Paul seconded. Motion carried unanimously.

FINANCE COMMITTEE

Since Pam Herzberg was the only member of the Finance Committee present, she provided a summary of bills that had been paid for the period of July 8th through August 30, 2011. Pam informed the Board that as of August 30th they had received both the EC and SR 1st quarterly payments. Mel moved that the report presented be approved to be filed for audit. Paul seconded the motion. Motion carried unanimously.

EXPENDITURES AND REVNUUE PRESENTED:

Early Childhood Revenue

8/4/11	Page Co. Federal Savings Assoc.	\$.34	July interest on EC funds
8/23/11	State of Iowa	\$ 9,432.50	1 st Quarterly EC payment
	TOTAL	\$ 9,432.84	

Early Childhood Expenditures

8/1/11	West Central Community Action	\$ 4,200.03	June 2011 CCR&R services
	TOTAL	\$ 4,200.03	

School Ready Revenue

8/4/11	Page Co. Federal Savings Assoc.	\$ 2.11	July interest on SR funds
8/30/11	State of Iowa	\$50,750.50	1 st Quarterly SR payment
	TOTAL	\$50,752.61	

School Ready Expenditures

7/15/11	The Clarinda Foundation	\$ 1,171.23	Director salary/benefits – 7/15/11
7/27/11	Windstream	\$ 80.66	Local & long-distance 7/11
7/28/11	Pam Herzberg	\$ 223.44	July mileage & postage reimbursement
7/31/11	The Clarinda Foundation	\$ 1,171.23	Director salary/benefits – 7/31/11
8/2/11	Easters	\$ 29.44	Office supplies
8/2/11	West Central Community Action	\$ 951.35	June 2011 CCR&R services
8/2/11	Counsel Office & Document	\$ 77.58	Office supplies
8/15/11	The Clarinda Foundation	\$ 1,317.63	Director salary/benefits – 8/15/11
8/17/11	Counsel Office & Document	\$ 8.96	Shipping on 2 toners for copy machine
8/17/11	Pam Herzberg	\$ 38.06	Mileage & postage reimbursement
8/17/11	Windstream	\$ 80.58	Local & long-distance for 8/11
	TOTAL	\$ 5,150.16	

SFY’11 ANNUAL REPORT

Pam reviewed the SFY’11 Annual Report with the Board identifying some changes she had made since the Board packets had been sent out. Discussion took place. Bill moved to approve the SFY’11 Annual Report as presented this afternoon. Mel seconded the motion. Motion carried unanimously.

At this time (3:23 PM) Kim Behrens/Chair joined the meeting and assumed her duties as Chairperson of the Board.

REQUEST FROM TAYLOR COUNTY EARLY CHILDHOOD AREA

Kim shared with the Board that she and Pam had received a letter from the Taylor County Early Childhood Area Board Chair requesting that the CCECA Board consider meeting with the Taylor County Board to revisit the possibility of merging the two ECI areas. Discussion took place. Margaret moved that the Board respond with a letter identifying the CCECA Board’s concerns in regard to a possible merger between the two areas and that CCECA Board representatives would be willing to meet with Taylor Co. Board representatives. Mel seconded. Motion carried unanimously. Pam will draft a letter that will review the CCECA Board’s history, policies and procedures currently in place as well as concerns the Board has. Pam will e-mail the letter to the CCECA Board members for their review prior to sending it to the Taylor County Board Chair and Director.

LEVELS OF EXCELLENCE (LOE)

Pam asked that the Board take a few moments to discuss the manner in which they want to approach and move forward with the Levels of Excellence. Pam shared that the Board could form small committees to

work on each section of the LOE, or she could proceed through each section and bring all policies, procedures and documents before the Board for approval. Discussion took place. The Board members agreed that they were happy with the work Pam currently does and would prefer that she move forward with the LOE and that they could form committees if such a need arises.

EARLY CHILDHOOD ADVISORY COMMITTEE UPDATE

The minutes from the August 9, 2011, Early Childhood Advisory Committee had been provided within the Board packets for today's meeting. Bill Lawrence, Jayne Wilson and Pam Herzberg were all present at this meeting. Bill provided a brief overview of the meeting to the Board stating that there was a lot of information shared. Bill also shared that the group had decided as a whole that the next Early Childhood Advisory Committee meeting would be held on Wednesday, November 9th at 1:30 PM, prior to the CCECA Board meeting.

FAMILY SUPPORT COLLABORATIVE UPDATE

The minutes from the August 22, 2011, Family Support Collaborative had been provided within the Board packets for today's meeting. Pam stated that there was a typographical error under the "Introductions and Updates" section within the first line, second sentence, *They* should be *The*. Pam stated that the correction had already been made and filed. Pam shared that due to a provider making some suggestions for verbiage changes within the Memorandum of Agreement and the Release of Information, the group went through both documents section by section until the entire group had agreed on the verbiage. The changes were made to the documents, and the partners were to have their Board's review, sign and return by the next meeting. The next Family Support Collaborative meeting is scheduled for September 26th at 10:00 AM at the CCECA office in Clarinda.

DIRECTOR'S REPORT

Pam had provided the members a written Director's Report as an overview of all activities, meetings and tasks completed and worked on since the July 13th Board meeting. She also gave the Board members their new resource manuals and provided an overview of the book. Pam asked that the members review the formal orientation she had placed within the manual and to review the Board Member Job Description, sign, date and return to her. All members in attendance this afternoon returned their signed job descriptions to Pam for filing. Marlene and Mel returned their flash drives to Pam at this afternoon's meeting. Pam reviewed the timeline she had established for herself in regard to several tasks she wanted to have completed by December 31, 2011. Pam informed the Board that for the Give Thanks Reception scheduled for November 9th at 1:30 PM, there had only been 5-6 providers sign-up to provide an oral presentation. She also stated that she will be inviting Representatives Anderson and Dolecheck and Senators Ernst and Houser. Pam reviewed a tentative schedule that she received from Janet Horras in regard to the Peer Review visit for the Growing Strong Families Programs in an effort to receive credentialing through the Iowa Family Support Standards. Pam indicated that there are several times that at least 2-3 Board members will need to participate. She reminded the Board that they are responsible for purchasing several of the meals. Pam will provide more information to the Board members as soon as she receives it.

EDUCATIONAL COMPONENT

This afternoon's educational component was Tool SS/Quarterly Financial Reporting. Pam explained that in the past the Board has been required to submit a mid-year financial report and that this would mean she would now need to report this information quarterly.

COMMENTS/QUESTIONS FROM NON-BOARD MEMBERS

Sandy Geer with Southwest Iowa Families was asked by Kim if she had any comments or questions. Sandy stated the only thing she had to comment on was that she could see the Board really works hard and that they are doing a great job.

ADJOURNMENT

With all business conducted Kim asked for a motion to adjourn the meeting. Marlene moved that the meeting be adjourned. Paul seconded the motion. Motion carried unanimously. The meeting was adjourned at approximately 4:25 PM. The next meeting is scheduled for November 9, 2011, at 3:00 PM.

Respectfully submitted,
Pam Herzberg
Corner Counties Early Childhood Director

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