

**Corner Counties Early Childhood Area Community Board Meeting  
Tuesday, January 11, 2011  
Telephonic Meeting – Public Location – The Clarinda Foundation Office  
114 East Washington Street Clarinda**

**Members Present:** Kim Behrens/Chair; Jayne Wilson

**Members Present by Telephone:** Mel Hurst; Jill Travis; Marlene Bashaw; Lois Jean Ellison; Paul Berning; Margaret Johnson

**Director Present:** Pam Herzberg

**Members Absent:** Erin Smith

**Public present:** None

**Public Present by Telephone:** Heidi Carter/Page Co. ISU Extension-Growing Strong Families

**CALL TO ORDER**

Chair, Kim Behrens called the meeting to order at 5:31 PM acknowledging that a quorum was present. Pam informed the Board members that due to this being a telephonic meeting roll call votes would be conducted for all action items. Pam also asked that if an individual needed to remove themselves from the meeting at any time that they please make Pam aware of the fact.

**AGENDA APPROVAL**

Kim asked for a motion to approve the agenda. Mel Hurst moved that the agenda that was distributed in advance be approved as the agenda for this meeting. Paul Berning seconded.

A roll call vote was taken:

Jayne - Yes

Mel - Yes

Jill – Yes

Marlene - Yes

Lois Jean - Yes

Paul - Yes

Motion carried unanimously.

**REVIEW/APPROVAL OF NOVEMBER 9, 2010 BOARD MEETING MINUTES**

Minutes of the November 9, 2010 Board meeting were reviewed. Jayne Wilson moved to approve the November 9, 2010 minutes with corrections discussed to be made. Paul Berning seconded.

A roll call vote was taken:

Jayne - Yes

Mel - Yes

Jill – Yes

Marlene - Yes

Lois Jean - Yes

Paul - Yes

Motion carried unanimously.

Margaret Johnson joined the meeting by telephone at 5:34 PM.

**FINANCE COMMITTEE**

The Finance Committee presented a summary of bills that had been paid for the period of November 10, 2010 through January 10, 2011. Kim informed the Board that she had asked Pam to put together a

spreadsheet that contained the monthly family support program statistics that included the number of completed home visits, no shows and amount billed. Lois Jean Ellison stated that it looked like the attendance rate for the preschool children had stayed steady if not a bit improved. Margaret Johnson moved that the report presented this evening be received and approved to be filed for audit. Jill Travis seconded the motion.

A roll call vote was taken:

Margaret - Yes

Jayne - Yes

Mel - Yes

Jill - Yes

Marlene - Yes

Lois Jean - Yes

Paul - Yes

Motion carried unanimously.

**EARLY CHILDHOOD FUNDS**

\$ 43.21 Kornerstone Kids  
\$ 1,466.72 Taylor Co. Public Health  
\$ 403.20 Kornerstone Kids  
\$ 395.16 Grandma's House  
\$ 1,118.54 Kornerstone Kids  
\$ 105.00 DMACC  
\$ 1,191.26 Taylor Co. Public Health  
\$ 2,283.74 West Central Com. Action

**SCHOOL READY FUNDS**

\$ 1,277.34 Clarinda Foundation  
\$ 1,277.32 Clarinda Foundation  
\$ 1,775.00 Clarinda Community PS  
\$ 149.16 Counsel Office  
\$ 521.00 Essex Child Care Center  
\$ 77.50 Inukshuk Technologies  
\$ 780.00 South Page Preschool  
\$ 218.00 Pam Herzberg  
\$ 73.26 Iowa Telecom  
\$ 317.34 West Central Com. Action  
\$ 640.00 Turnbull Child Dev. Ctr.  
\$ 415.00 Marnie Simons-Hamburg  
\$ 250.00 Sidney Com. Schools  
\$ 180.00 Farragut Schools  
\$ 115.00 Clarinda Garfield PS  
\$ 790.25 SWIA Home Health  
\$ 2,979.33 Fremont Co. Extension  
\$ 1,663.39 West Central Com. Action  
\$ 7,782.74 Southwest IA Families

\$ 1,445.00	Fremont-Mills Preschool
\$ 2,560.53	Page Co. Extension
\$ 1,277.34	The Clarinda Foundation
\$ 26.75	Clarinda Flower Shop
\$ 1,160.39	ISU - Council Bluffs
\$ 780.00	South Page Preschool
\$ 1,445.00	Fremont-Mills Preschool
\$ 541.00	Essex Child Care Center
\$ 384.42	West Central Com. Action
\$ 38.32	Counsel Office
\$ 1,277.33	Clarinda Foundation
\$ 418.00	Turnbull Child Dev. Ctr.
\$ 2,042.80	Page Co. Extension
\$ 415.00	Marnie Simons-Hamburg
\$ 8,743.31	Southwest IA Families
\$ 4,391.93	Fremont Co. Extension
\$ 640.00	Turnbull Child Dev. Ctr.
\$ 389.20	Sidney Com. Schools
\$ 379.50	Farragut Schools
\$ 88.00	Postmaster
\$ 800.00	Grandma's House Daycare
\$ 1,895.00	Clarinda Community PS
\$ 115.00	Clarinda School District
\$ 520.30	SWIA Home Health
\$ 75.04	Iowa Telecom
\$ 259.97	Easter's True Value
\$ 37.50	Pam Herzberg

**REVENUE RECEIVED THIS REPORTING PERIOD**

**EARLY CHILDHOOD FUNDS**

\$ 3.17	Interest PCFSA/Nov.
\$ 1.23	Interest PCFSA/Dec.
\$ 11,976.50	State of Iowa - 3rd Qtr.

**SCHOOL READY FUNDS**

\$ 19.51	Interest from PCFSA-Nov
7.56	Interest from PCFSA-Dec.

**MID-YEAR FISCAL REPORT**

Pam informed the Board that she had to have the mid-year fiscal report turned into the State by January 31, 2011. Pam stated at this time 47.73% of the Early Childhood (EC) Funds have been expended and 42.30% of the School Ready (SR) Funds have been expended. Pam stated there will be a couple of more claims that will come in by the end of next week that will increase those percentages by a small amount. Pam is not concerned about the percentage of EC funds expended and stated that due to the oral and lead screens not taking place until the 3<sup>rd</sup> and 4<sup>th</sup> quarters of the fiscal year that has kept the SR percentages down.

**MILEAGE REIMBURSEMENT POLICY**

Kim asked those in attendance to refer to the mileage policy that Mel had drafted on behalf of the Board. Kim thanked Mel for his work on this policy and thanked Margaret for providing the IRS regulations pertaining to mileage reimbursement. Discussion took place. Lois Jean Ellison moved to adopt the drafted policy as the Corner Counties Early Childhood Area's Mileage Policy. Margaret Johnson seconded.

A roll call vote was taken:

Margaret - Yes

Jayne - Yes

Mel - Yes

Jill – Yes

Marlene - Yes

Lois Jean - Yes

Paul – Yes

Motion carried unanimously.

**SFY'12 RFP AND TIMELINE**

Pam had previously mailed a draft of the SFY' 12 RFP for the board members to review. Discussion took place. Margaret Johnson moved to approve the drafted form of the SFY' 12 RFP and timeline. Mel Hurst seconded.

A roll call vote was taken:

Margaret - Yes

Jayne - Yes

Mel - Yes

Jill – Yes

Marlene - Yes

Lois Jean - Yes

Paul - Yes

Motion carried unanimously.

**APRIL NEWSPAPER INSERT**

Pam had included in this evening's packet the Early Childhood insert the Board had paid for to be inserted into the Clarinda Herald Journal and the Valley News last spring. Pam stated that Mandy with the papers had contacted her to ask if the Board would be interested in doing another insert this coming spring. Mandy also stated that if decided at this time, the paper would have more time to put into it, to enhance and expand it. Discussion followed. Mel Hurst motioned to proceed with the newspaper insert and to allocate a maximum of \$1000.00 for this project. Marlene Bashaw seconded.

A roll call vote was taken:

Margaret - Yes

Jayne - Yes

Mel - Yes

Jill – Yes

Marlene - Yes

Lois Jean - Yes

Paul - Yes

Motion carried unanimously.

**ANNUAL REPORT REVIEW**

Kim, Lois Jean and Pam participated in the SFY' 10 Annual Report Review this morning at 9:30 AM via telephone. The review was conducted by State Team Member, Deb Scrowther. Kim provided an overview of the review by reading the comments from Deb Scrowther:

- Excellent report, don't really have a lot to say.
- Submitted in a timely fashion, Board approved on 9/7/10 and it was submitted on 9/8/10. Received the electronic report and original copies.
- The State Team has weekly meetings and the Corner Counties area comes up quite often in regard to the quality child care programs.
- Board membership: Excellent representation from different perspectives. This is an example as to how it can work.
- Advisory committees: Your providers understand they have a responsibility to the area and that although they cannot serve on the board their voice is still heard, appreciated and taken into consideration.
- Early Childhood portion of the report had really strong data.
- Just curious . . . did you really only have 5 non-registered and registered providers enroll in the Step-Up Grants last year? *Answer:* Yes.
- Preschool Part A – Deb stated she had no comments on this section.
- Preschool Part B – Really good.
- Family Support Section – Deb stated Janet wants a number confirmed with the Positive Family Program to make sure it is correct. Deb stated she would be sending Pam that information.
- Quality Improvement section – wonderful.
- Other – Deb wondered if there had been more than 2 child care providers that would have been interested in the Extreme Makeover Project. *Answer:* No.
- Financial Reports – Deb stated we were one of only a few areas that the amount reported on the financial statements matched the amounts reported within the matrices.
- Deb's final comment "what an awesome shift the Board has made since the meeting held at Godfathers". Deb was referring to the meeting she attended during the summer of 2007.

## INDICATORS

Pam had sent each Board member an update on the area's indicators that included the most recent data. Pam reviewed these indicators with the Board members and provided the board with suggestions for revision. Discussion took place. Margaret Johnson made a motion to revise the indicator document as discussed. Marlene Bashaw seconded.

A roll call vote was taken:

Margaret - Yes  
Jayne - Yes  
Mel - Yes  
Jill – Yes  
Marlene - Yes  
Lois Jean - Yes  
Paul - Yes

Motion carried unanimously.

It was also determined that Pam develop a survey to give to each of the school districts to have the families of those children that had entered kindergarten with no preschool experience complete and return to the Corner Counties Early Childhood Area office. In addition, it was also decided that Pam should meet with

the CCR&R staff to develop a survey to be sent to registered and non-registered home providers in an effort to determine why there are so very few enrolled in QRS.

### **LEVELS OF EXCELLENCE**

Board members had been provided in advance with a copy of the State's DRAFT of Levels of Excellence document that includes criteria. Pam provided a brief overview stating that there were two areas piloting this for the State. Lois Jean stated those areas to be Polk County as a metropolitan area and the Lakes area that consists of 4 rural counties. Pam wanted the Board to review and determine at a later date if they were comfortable being a "compliant" area or wanted to strive for a "quality" or "model" area, emphasizing that there will be work required on behalf of the Board.

### **DIRECTOR'S REPORT**

Pam had provided to the Board in advance of this evening's meeting a typed Director's report. This report indicated that Pam had attended 14 meetings since November 10, 2010 through January 11, 2011. Pam informed the Board that she attended the teleconference DCAT meeting yesterday afternoon that she had not included in her report. Thus, the total number of meetings attended during this reporting period is 15. Written overviews were provided in regard to: 12/14/10 Preschool Exchange Group meeting; LSA-Issue Review on State Funding for Preschool; 1/4/11 Early Childhood Advisory Committee meeting; Family Support Collaborative and Pilot Area for Central Intake; SFY'2010 Statewide Family Support Report; 12/8/10 State Director's Meeting Overview; the upcoming legislative session; 2<sup>nd</sup> Quarter Reports; Early Childhood Day on the Hill and Early Childhood Congress; collaborative events being planned and an updated Calendar of Events.

Margaret Johnson stopped participating via telephone at 6:37 PM with a quorum remaining.  
Heidi Carter (public) left at this time as well.

### **EDUCATIONAL COMPONENT**

Pam provided Board members with a copy of Tool GG and supporting documentation in regard to the "Strategic Planning" section of this particular tool. Kim asked if there were in questions or discussion that needed to take place in regard to this information. There were no questions at this time. However, Kim did encourage anyone that had questions after the meeting to contact Pam.

### **COMMENTS/QUESTIONS FROM NON-BOARD MEMBERS**

There were no individuals present from the public at this time.

### **ADJOURNMENT**

Lois Jean Ellison moved to adjourn the meeting. Mel Hurst seconded.

A roll call vote was taken:

Jayne - Yes

Mel - Yes

Jill - Yes

Marlene - Yes

Lois Jean - Yes

Paul - Yes

Motion carried unanimously.

The meeting was adjourned at 6:40 PM with the next Corner Counties Early Childhood Area Board meeting scheduled for March 8, 2011 at 5:30 PM in Shenandoah at the Page County West Building

Respectfully submitted,  
Pam Herzberg  
Corner Counties Early Childhood Director

DRAFT