

**Corner Counties Early Childhood Area Community Board Meeting  
Tuesday, November 9, 2010  
Page County West Building, Shenandoah, Iowa**

**Members Present:** Kim Behrens/Chair; Marlene Bashaw; Margaret Johnson; Jayne Wilson; Lois Jean Ellison; Mel Hurst and Paul Berning

**Staff Present:** Pam Herzberg, Director

**Members Absent:** Erin Smith and Jill Travis

**Public Present:** Bernie Wagoner/Southwest Iowa Families; Angie Lutt/Southwest Iowa Families; Carol Bellairs/Southwest Iowa Families and Aubrey Scamman/Turnbull Child Development Center;

**CALL TO ORDER**

Chair, Kim Behrens called the meeting to order at 5:40 PM acknowledging that a quorum was present. Pam asked that it be noted that she had received word from Jill Travis that she would be unable to attend this evening's meeting. Erin Smith had indicated to Pam that she would be present for this meeting, but was not present without prior notification.

**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. Lois Jean Ellison seconded. Motion carried unanimously.

**NOMINATION AND APPROVAL OF NEW BOARD MEMBER**

Kim reminded the Board members that Pam had sent them an e-mail informing them of Janie Stearns' resignation from the Board effective September 30, 2010 and shared the letter of resignation that Janie had submitted. Kim introduced Paul Berning as a potential new Board member. Pam reported she had met with Paul on October 25, 2010 and provided orientation and that Paul had agreed to serve on the Board. Margaret Johnson moved to approve Paul as a member of the Corner Counties Early Childhood Area Board. Mel Hurst seconded. Motion carried unanimously.

**ORAL REPORTING**

Oral reports were provided by Turnbull Child Development Center, Dinosaur School and Stork's Nest.

Aubrey Scamman provided the oral report for Turnbull Child Development Center. Aubrey informed the Board that she assists with administrative duties at Turnbull. Aubrey reported on the liability insurance and the funds received for the professional development of staff. Aubrey shared that Turnbull requires more training time of their staff than what is required by the State. Aubrey shared that the insurance project was complete during the second quarter of this fiscal year and that there are increased learning opportunities being offered to their staff. Aubrey reported that Turnbull considers professional development as one of the most important things for their staff. Some of the trainings include: CPR; First Aid; Universal Precautions and Mandatory Reporting. One staff at Turnbull has earned their CDA this year. One staff was able to take college classes through Teach. Several staff has chosen to go on and take college courses with early childhood becoming their career. Turnbull continues to apply for various grants and hold numerous fund raisers.

Fremont County Head Start staff did not attend the meeting for their scheduled oral reporting. Pam will contact Karen Bodwell to reschedule this particular report for a later date.

Carol Bellairs with Southwest Iowa Families provided the oral report on the Dinosaur School Program. Carol shared that this year Dinosaur School is being provided to the Marnie Simons Preschool in Hamburg and the South Page Preschool. Carol passed around a picture she had taken from the project last year. For the benefit of Paul Berning as a new Board member Carol provided a brief overview explaining that this is a program that works with young children on developing appropriate social skills. Carol stated that she utilizes puppets in this program. Carol reported that she goes to the two classrooms participating in this project twice per week for ½ hour each time. At this time Carol has completed 34% of the scheduled number of visits and has finished the second of six units of the curriculum. Carol shared an example of the packets that are sent home with the child to work on with their parents and that she also sends notes home to the parents what their children are working on. The estimated completion date of this project is in April of 2011. Carol also reported that the agency has provided some in-kind assistance and Carol has provided some in-kin time and also purchased fruit snacks herself. Carol reported a challenge encountered this year as: arrangements were made in Hamburg with the teacher and the first day she started she had a substitute teacher as the regular teacher had gone on maternity leave. Ah hah moments . . . VCRs and DVD players are different in every school. Also, last year at the end of the year one of the sites suggested that Carol modify the parent survey form, pre and post. The teacher suggested that Carol ask the parents if they felt Dinosaur School was beneficial for their child. Carol did ask that the Board remember this program is a 3 prong approach to assisting children: direct instruction for children; model for teachers and the parent contact through the folder being sent home and parents having accessibility to Carol. Carol will be speaking at the South Page Preschool the day of the Thanksgiving Program to the parents.

Angie Lutt with Southwest Iowa Families, INC. reported on the Stork's Nest Program. Angie provided an overview of the program's current status: enrollment keeps going up; a lot of individuals have aged out; 14 new enrollees since September 30, 2010 and expecting 7 more new enrollees tomorrow in Fremont County. Angie reported other funds received by the Stork's Nest program were from the Iowa West Foundation for the purchase of incentive items. Angie shared that she and Kathleen Keefer had recently spoken to groups of Presbyterian women. These women took Stork's Nest on as a mission and donated \$1200 worth of goods and gave monetary funds to purchase car seats. Angie stated that they will continue to solicit and fund raise as money is always a concern. Angie reported that obstacles are currently with the people they serve as opposed to the program itself as there are many more and different issues with the families. Angie stated that she is trying to promote education on 2<sup>nd</sup> births. Angie shared her "ah ha" moment as about 21 months ago she had 3 high school students join at the same time, now their time is up and they have aged out of the program, but they have asked to be grandfathered in.

### **REVIEW/APPROVAL OF SEPTEMBER 7, 2010 BOARD MEETING MINUTES**

Minutes of the September 7, 2010 Board meeting were reviewed. Mel Hurst moved to approve the September 7, 2010 minutes as presented. Jayne Wilson seconded. Motion carried unanimously.

### **FINANCE COMMITTEE**

The Finance Committee presented a summary of bills that had been paid for the period of September 8, 2010 through November 9, 2010. Kim reported on an issue in regard to preschool tuition assistance. Kim also shared an issue regarding mileage reimbursement for the Stork's Nest program. Kim stated the program had billed for three (3) trips in one day to Walmart in Shenandoah to pick-up incentive items and felt that this was not the manner in which this should have been done. There was much discussion and Margaret Johnson stated she would get the IRS information regarding mileage sent to Pam and in turn Pam would get it sent

out to all of the Board members to review. Continued discussion on this topic will take place during the January 2011 Board meeting. Margaret Johnson moved that the report presented this evening be received and approved to be filed for audit. Jayne Wilson seconded the motion. Motion carried unanimously. Copies of checking ledgers and financial spreadsheets were provided to all in attendance.

**Early Childhood Claims Paid**

Expenditures

Taylor County Public Health	\$ 829.90	August CCNC Services
West Central Community Action	\$ 1,454.06	August CCR&R Services
Kornerstone Kids	\$ 279.95	Quality Improvement Project
Kornerstone Kids	\$ 856.48	Quality Improvement Project
Taylor County Public Health	\$ 1,232.77	September CCNC Services
West Central Community Action	\$ 1,765.66	September CCR&R Services
Turnbull Child Development Center	\$ 5,698.87	Liability Insurance Project
West Central Community Action	\$ 1,987.79	October CCR&R Services
Taylor County Public Health	<u>\$ 1,728.00</u>	October CCNC Services
	<b>\$15,833.48</b>	

Revenue

August Interest from Page County Federal Savings Assoc.	\$ 3.02
Remaining Interest from Page County	\$ 2.17
State of Iowa – 2 <sup>nd</sup> Quarter Payment	\$11,976.50
September Interest from Page County Federal Savings Assoc.	\$ 2.48
October Interest from Page County Federal Savings Assoc.	<u>\$ 3.66</u>
	<b>\$11,987.83</b>

**School Ready Claims Paid**

Expenditures

West Central Community Action	\$ 113.52	Fremont Co. Head Start Transportation Sept.
Iowa Telecom	\$ 74.89	Local thru 10/1/10, Long-distance 8/2-8/31/10
Southwest Iowa Families, INC.	\$ 5,980.80	Dinosaur School, Positive Family, Mental Health Screens and Stork's Nest Programs
Page County Extension	\$ 3,424.25	Growing Strong Families – August
Southwest Iowa Home Health	\$ 30.17	Child Health Screens – August
Fremont County Extension	\$ 3,327.72	Growing Strong Families – August
The Clarinda Foundation	\$ 1,285.34	Director Salary/benefits
Pam Herzberg	\$ 189.50	Mileage Reimbursement
Counsel Office	\$ 41.00	Copying fees 8/21 thru 9/20/10
Pam Herzberg	\$ 111.00	Mileage Reimbursement
ISU – Council Bluffs	\$ 2,047.40	Extreme Makeover Project
The Clarinda Foundation	\$ 1,277.33	Director Salary/benefits
Southwest Iowa Families, INC.	\$ 5,996.39	Dinosaur School, Positive Family, Mental Health Screens and Stork's Nest Programs
Fremont County Extension	\$ 2,980.30	Growing Strong Families – September
Page County Extension	\$ 2,248.99	Growing Strong Families – September
Easter's true Value	\$ 38.94	Office Supplies
Inukshuk Technologies	\$ 52.00	Website maintenance thru 10/7/10
Iowa Telecom	\$ 92.96	Local thru 11/1/10, long-distance 9/1/10-9/30/10
Postmaster	\$ 44.48	Postage
Clarinda Community Preschool	\$ 1,740.00	September Tuition Grants

Clarinda School District (Garfield)	\$ 65.00	September Tuition Grants
Essex Child Care Center	\$ 521.00	September Tuition Grants
Farragut Schools	\$ 225.00	September Tuition Grants
Fremont-Mills Preschool	\$ 1,445.00	September Tuition Grants
Marnie Simons – Hamburg Preschool	\$ 485.00	September Tuition Grants
South Page Preschool	\$ 650.00	September Tuition Grants
Turnbull Child Development Center	\$ 600.00	September Tuition Grants
Turnbull Child Development Center	\$ 672.00	Professional Development Project
West Central Community Action	\$ 309.60	Fremont Co. Head Start Transportation
The Clarinda Foundation	\$ 1,127.41	Director Salary/benefits
Sidney Community Schools	\$ 250.00	September Tuition Grants
Counsel Office	\$ 8.07	Shipping on black cartridge
The Clarinda Foundation	\$ 1,135.40	Director Salary/benefits
Clarinda Community Preschool	\$ 1,740.00	October Tuition Grants
South Page Preschool	\$ 715.00	October Tuition Grants
Counsel Office	\$ 16.40	Copying fees
Clarinda Printing	\$ 5.66	Ream of legal size copy paper
Clarinda School District (Garfield)	\$ 115.00	October Tuition Grants
Essex Child Care Center	\$ 521.00	October Tuition Grants
Farragut Schools	\$ 225.00	October Tuition Grants
Fremont-Mills Preschool	\$ 1,445.00	October Tuition Grants
Marnie Simons-Hamburg	\$ 415.00	October Tuition Grants
Sidney Community Schools	\$ 250.00	October Tuition Grants
Turnbull Child Development Center	\$ 640.00	October Tuition Grants
Page County Extension	\$ 2,468.92	Growing Strong Families October
Southwest Iowa Families, INC.	\$11,307.98	Dinosaur School, Positive Family, Mental Health Screens and Stork’s Nest Programs
Pam Herzberg	\$ 90.91	Mileage and postage reimbursement
Iowa Telecom	\$ 76.37	Local 11/2/10-12/1/10, Long-distance 9/30/10- 10/26/10
Southwest Iowa Home Health	\$ 221.86	Dental-\$110.93 & Lead-\$110.93
West Central Community Action	\$ 348.30	Fremont Co. Head Start Transportation October
Fremont County Extension	<u>\$ 2,645.20</u>	Growing Strong Families October
	<b>\$61,838.06</b>	

Revenue

August Interest from Page County Federal Savings Assoc.	\$ 18.59
Remaining Interest from Page County	\$ 13.35
September Interest from Page County Federal Savings Assoc.	\$ 15.23
State of Iowa – 2 <sup>nd</sup> Quarter Payment	\$74,714.50
October Interest from Page County Federal Savings Assoc.	<u>\$ 22.48</u>
	<b>\$74,784.15</b>

**JANUARY BOARD MEETING**

Pam had previously sent information out to the Board members in regard to conducting a telephonic Board meeting. Pam also provided each board member in attendance with a hard copy of the information at this evening’s meeting along with a password board members would use in the event they chose to hold the January meeting by telephone. Pam explained that all protocol would be followed regarding open meetings and open records laws for such a meeting. Board members would be required to stay on the call for all items

on the agenda that would require action to be taken. Marlene Bashaw moved to hold the January Board meeting via telephone. Margaret Johnson seconded. Motion carried unanimously.

**PRESCHOOL TUITION AND TRANSPORTATION FUNDS**

Pam provided the Board with a projection of the amount of funds that would be used for tuition grants as of this date if no other tuition grants or increases in tuition were to occur. Pam also provided the board with several options. Margaret Johnson made a motion to leave all funds for tuition grants. Lois Jean Ellison seconded. Motion carried unanimously.

Lois Jean Ellison moved that if a child moves from one classroom to another while on a tuition grant the tuition assistance percentage will follow the child into the new program as long as funds are available. Mel Hurst seconded. Motion carried unanimously.

Mel Hurst made a motion to give Pam the discretion to process late tuition applications. Marlene Bashaw seconded. A roll call vote was taken. Motion carried.

- Mel Hurst – Yes
- Lois Jean Ellison – Nay
- Jayne Wilson – Yes
- Margaret Johnson – Yes
- Paul Berning – Yes
- Marlene Bashaw - Yes

**AWARDING OF MINI-GRANT FUNDS**

Pam had previously mailed a summary of the mini-grant proposals to each of the board members for their review. Pam noted that there were only 6 proposals received which was a little disappointing. Margaret Made a motion to award funds to each of the 6 projects that had been submitted. Jayne Seconded. Discussion followed. Motion carried unanimously. Pam will notify the recipients of the mini-grants and will get contract amendments or new contracts to the providers by mid-December as these funds are to be expended between January 1, 2011 and June 30, 2011.

Mel Hurst motioned to allocate the remaining funds to be used for preschool transportation assistance giving each of the 6 entities that provide preschool transportation an equal share. Margaret Johnson seconded. Motion carried.

Several Board members were curious as to what each of the six entities daily transportation cost actually was. Pam will contact these six entities and request this information be provided. Once received she will send it out to the Board members electronically.

**MERGE OF LOCAL EARLY CHIDHOOD IOWA AREAS**

Kim reviewed the merge process with the Board stating that since the Corner Counties and Taylor County areas had begun the process there had been several issues brought to light that she felt needed to be shared with the entire Board and then discussed. Kim shared that originally the date for all merges to be final was July 1, 2011. However, there was a special State Board meeting held in July in order to approve a waiver process that also indicated that date had changed to July 1, 2013. In August and September it became apparent that there were several items that the two Boards view and process differently, those being the awarding of tuition grants and payments to vendors. Kim also shared that the Taylor County Director has also mentioned that she would like to retain her office in Taylor County and that this had never been a topic of discussion and felt the entire Board was under the impression there would be one office located in

Clarinda. Kim also shared concerns in regard to the Taylor County Director also being a provider of services, Growing Strong Families. Then she shared that several of the Corner Counties Board members had indicated they would go off the Board once the merge took place and that Taylor County only has one Board member willing to stay on the Board at the time the merge takes place. Kim felt that the Board had several options: 1) move forward with the merge and have it completed by July 1, 2011; 2) move forward with the merge and have it completed by July 1, 2012; 3) move forward with the merge and have it completed by July 1, 2013 or 4) officially withdraw from the process. Kim also shared that by officially withdrawing from the process at this time would not necessarily mean that the Board would not be willing to revisit the subject at a later date. Mel Hurst moved to officially withdraw from the merge process. Margaret Johnson seconded. Discussion followed. Motion carried unanimously.

### **1<sup>ST</sup> QUARTER REPORTS**

Each of the “Results Accountability” Teams provided a brief overview of the 1<sup>st</sup> quarterly reports they had been assigned. Several members of the Board asked that beginning with the 2<sup>nd</sup> quarterly reports the providers include on their report the following: 1) the total amount of Early Childhood funds awarded for SFY’ 11; 2) the amount of funds expended YTD and 3) the percentage of funds expended YTD. Pam will send an e-mail out to the providers instructing them to include this information on their written reports beginning with the 2<sup>nd</sup> quarterly report. Mel Hurst also mentioned that the providers need to double check their mathematical figures on the number of children and families served as several did not calculate correctly.

#### Marlene, Mel and Kim

CCR&R report had some numbers that did not match the CCNC report. Pam reported she will work with both Jeanette and Loretta to resolve this issue.

The CCNC report was missing percentages.

Mental Health Screens – good report.

Turnbull Professional Development – okay.

Positive Family Program – Looks okay. The report indicated that they had two things required to do before receiving their accreditation.

Empowerment Director – detailed and easy to follow.

#### Margaret, Jill and Erin

Fremont County– GSF – thought they filled in all sorts of information. Feel that the number of home visits is important.

Maternal Child Health/Page County Oral Screens – Indicated that the screenings will be scheduled after flu clinics.

Page County – GSF – Number of home visits seemed good.

Preschool Tuition Grants – No problem understanding or following this report.

Stork’s Nest – Noted that this program does not conduct home visits.

Southwest Iowa Home Health – Fremont Co. Health Screenings – Indicated that the screenings still need to be done.

Fremont County/Head Start Transportation – okay.

#### Jayne and Lois Jean

Grandma’s House – utilized most of their funds for the ECERS project.

Grandma’s House – Have purchased the Creative Curriculum.

ISU – Extreme Makeover – Professional Development – Kornerstone Kids (licensed center) and Nicole Booker (registered provider) are the two area providers participating in this project.

Preschool Scholarship Coordination/Pam Herzberg – okay.  
Dinosaur School – okay.  
Turnbull – Liability Insurance – okay.

**DIRECTOR’S REPORT**

Pam provided the Board with a written report indicating she had attended and participated in 26 total meetings from September 8, 2010 through November 9, 2010. This report also indicated tasks that had been done during this reporting period as well as a listing of upcoming events for the area.

Pam informed the Board that they would be reviewing their indicators at the January 2011 Board meeting.

Pam provided the Board with minutes from the Preschool Exchange Group meeting and the Early Childhood Advisory Committee and highlighted a few items. Pam also shared that the Family Support providers and the Early Head Start Administrators had met on October 13, 2010 at her office and that Janet Gartin Horras had been in attendance. The group will begin meeting monthly as a Family Support Collaborative with the first meeting scheduled for December 1, 2010 at 10:30 AM at The Clarinda Foundation Office. Pam also informed the Board that at the November 5, 2010 State Board meeting there was discussion that took place in regard to developing eligibility criteria for families to receive family support services. Pam will keep the Board up to date on this. Pam will e-mail an updated “Calendar of Events” to everyone. Pam shared that she will be taking quite a bit of her comp time during the month of November and a few days of vacation time in December.

**EDUCATIONAL COMPONENT**

Pam provided those in attendance with copies of Tool GG, Tool HH, Early Childhood Iowa/Budget Amendment Request, Tool T and the State developed resource guide entitled “Developing a Request for Proposal”. Board members had also received electronic versions of these tools in advance of this meeting. Pam stated that beginning with the January Board meeting the Board would work through different sections of Tool GG at each meeting in order for the Board members to have a better understanding of their statutory responsibilities.

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

There were no comments or questions from non-board members in attendance at this time.

**ADJOURNMENT**

Mel Hurst moved to adjourn the meeting. Jayne Wilson seconded. Motion carried unanimously.

The meeting was adjourned at 7:56 PM with the next Corner Counties Early Childhood Area Board meeting scheduled for Tuesday, January 11, 2011 at 5:30 PM as a telephonic meeting. The host site open to the public for this telephonic meeting will be the Corner Counties Early Childhood Area Office located at The Clarinda Foundation Office at 114 East Washington Street in Clarinda Iowa.

Respectfully submitted,  
Pam Herzberg  
Corner Counties Early Childhood Director