

**CORNER COUNTIES EARLY CHILDHOOD AREA FAMILY SUPPORT COLLABORATIVE
MINUTES FROM FEBRUARY 28, 2011 10:00 AM
114 EAST WASHINGTON STREET, CLARINDA, IA
THE CLARINDA FOUNDATION OFFICE**

Present: Janet Horras/Iowa Dept. of Public Health; PJ West/Iowa Dept. of Public Health; Pam Herzberg/Early Childhood Director; Kathleen Keefer/Positive Family; Bernie Wagoner/Southwest Iowa Families, INC.; Joan Gallagher/Maternal Child Health of Southwest Iowa; Joel Dirks/West Central Community Action Director; Penny Lingle/Early Head Start; Heidi Carter/Growing Strong Families, Page Co.; Heidi Lowthorp/Growing Strong Families, Fremont Co. and Angie Lutt/Stork's Nest.

CALL TO ORDER

The meeting was called to order at approximately 10:00 AM. Pam welcomed those in attendance and introductions were made.

CENTRAL POINT OF INTAKE

Pam had provided the Centralized Intake Best Practices Guide in advance to those in attendance for review. Janet Horras and PJ West reviewed materials included within this guide. Discussion took place in regard to piloting central intake as a rural area. It was determined that the following needed to be collected and developed prior to the next meeting:

- Providers are to get information to Pam regarding their program title, program's capacity to serve, the program's current case load and referral sources.
- Joel Dirks, Kathleen Keefer and PJ West are to develop a DRAFT memorandum of understanding document and a DRAFT release of information to be shared with the members of this collaborative at a minimum of two (2) weeks prior to the next meeting.

ADJOURNMENT

The meeting was adjourned at 11:30 AM with the next meeting scheduled for Monday, May 9, 2011 at 10:00 AM at the same location.

Respectfully submitted,
Pam Herzberg/Early Childhood Area Director