



COMMUNITY EMPOWERMENT

PAK Empowerment Board Meeting Minutes November 23rd, 2009 At ILCC in Emmetsburg

Mission:

- * Provide developmentally appropriate learning experiences for all children age's birth to five.
- * Provide training support to parents and other caregiver of the birth to five populations.
- * Prepare children age birth to five with the skills needed to learn to be ready to take advantage of educational opportunities and learn to the best of their ability.

<u>Voting Members Present</u>	<u>Voting Members Absent</u>	<u>Others Present (non-voting)</u>
Roberta Anderson	Dini Anderson *	Lynn Beisch
Nancy Clark	Barb Grandstaff	Linda Littlefield
Jon Dunbar	Ted Erb	Julie Krogman
Arlet Johnson	Jana Nelson *	Paige Hollinger
Jack Plathe	Dixie Meyer	Kristin Faber
Marc Singer	Ellen Picray*	
Linda Tienter	Julie Runksmeier*	
Billie Wille	Erv Rowlands*	
Keith Wirtz		

*recorded absence

The meeting was called to order at 1:15 p.m. at ILCC in Emmetsburg

I. Administrative Items

A. Introductions –

B. Approve Minutes from Oct. 26th board meeting – Jack Plathe made a motion to approve the amended minutes. Keith Wirtz seconded the motion and the motion passed unanimously.

C. Distribute budget and monthly expenditure sheets – Paige distributed the monthly budget and expenditure sheets. Paige asked for clarification as to programs being required to spend only amounts allocated by each line item within their budget. Clarification was made for programs to present to the board a rationale for changing amounts within line items and require approval from the board. Marc Singer made a motion to approve the monthly budget and expenditure sheets. Arlet Johnson seconded the motion and the motion passed

unanimously.

- D. Conflict of Interest Form** – Billie Wille passed around the conflict of interest form for board members to sign.
- E. Redesignation Forms from State**– Redesignation summaries were presented in packets. Nancy Clark made a motion to accept redesignation summaries and their proposal for unconditional redesignation. Jack Plathe seconded the motion and the motion passed.
- F. KIDS Program Changes** – Linda Littlefield shared for the KIDS program. Linda introduced Julie Krogman, a new family support provider to Palo Alto. The worker for Kossuth county resigned in October and the families have been supported by moving Ashley Lewis (the Palo Alto worker) to also include Kossuth and to have Julie pick up some Palo Alto families. Julie will be working ½ time in Palo Alto and ½ time in Dickenson county (paid by Lakes Empowerment). Linda presented a unit cost worksheet that addressed changes needed in line items within their budget. Keith Wirtz made a motion to approve changes to KIDS budget. Marc Singer seconded the motion and the motion passed unanimously.
- G. Preschool Grants from FY '09**– Paige shared that the preschools had until Oct. 30th to spend money given in the spring and to provide receipts for the materials purchased. Paige shared that 2 preschools have some money remaining that they haven't spent. Both preschools are not in need of materials as much as they are in need of time spent on quality improvement. Paige recommended the board allow preschools to bill for the time spent this year working on specific quality improvements based on their quality improvement plan. Money is less than \$500 at each site. Paige would write up a specific plan for each site. Jack Plathe made a motion to allow preschools to use the remainder of the funds on quality improvement plans. Linda Tienter seconded the motion and the motion passed unanimously.
- H. Tuition Assistance** – Paige shared that a few children have dropped off tuition assistance list. Paige asked if the board wanted to pick up additional children or to save unspent portion with threats of more impending cuts. The board backfilled tuition assistance cuts with funds from the General category. Unused funds would carry over in the General category. Marc Singer made a motion not to allocate extra funds at this time. Linda Tienter seconded the motion. Arlet Johnson and Jon Dunbar abstained. The motion passed unanimously.
- I. ASQ Training Report** – (Ages and Stages Questionnaire) Paige reported that after attending training and certification to train in the ASQ last spring, she has had trainings on the ASQ this fall. KIDS, Community Health, and Preschool teachers have participated in this training. This is a screening tool used to identify children at risk for developmental delays.
- J. Childcare Legislation** – Kristin reported that the new legislative changes for childcare licensing that were passed last spring have been put on hold. CDA support has also been put on hold and although QRS funding was backfilled, it is going only be supported at a minimum level. In order to save money, childcare provider meetings will be held 2hrs every other month instead of 1hr/month. Keija Evans from CCR&R is continuing go over the DHS check with providers. Kristin asked for clarification on the amount of funding available per provider to help with costs to adhere to DHS standards. Marc Singer made a motion to allocate \$75 per provider to reimburse for DHS standards. Jack Plathe seconded the motion and the motion passed unanimously
- K. Lean Even Committee Report** – Paige shared copies of the minutes from the

Lean Committee Meeting. The minutes reported that the committee reviewed documents given from Emmet County Empowerment. Paige shared that the coordinator from Winnebago has been absent with family health concerns, but that she will contact them again in Dec. to review documents. Roberta Anderson made a motion to accept the committees recommendation of going forward with having lean committees meet from each area. Keith Wirtz seconded the motion and the motion passed unanimously.

II. Program Reports –

A. KIDS Report – Lynn Beisch reported for the KIDS program. This fall the KIDS program has made 301 visits to 18 towns in Palo Alto and Kossuth. Board members received handouts that included stats and newsletter. Lynn reported that Melinda the KIDS worker in Kossuth resigned this past month and thankfully they have been able to cover families in need with Ashley taking families in Kossuth and Julie in Palo Alto. Only 2 families are on the waiting list at this time. Workers have a heavy case load of about 18 families, consisting of an average of 40 visits/month. Lynn shared and passed around dolls that represent drug effected, fetal alcohol and shaken baby babies. These dolls were purchased with Empowerment funding last year and are used in prenatal classes and work with families. She again thanked the board for their continued support and the board thanked the KIDS program for their work with children and families.

Arlet Johnson made a motion to adjourn. Jack Plathe seconded the motion and the motion passed unanimously. Meeting adjourned at 2:28

**Next Meeting - The next board meeting is set for Jan 25th at 1:15 at
AEA in Algona**

State Empowerment Web Site www.empowerment.state.ia.us

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