

PALO ALTO & KOSSUTH COUNTIES



COMMUNITY EMPOWERMENT

PAK Empowerment Board Meeting Minutes Feb. 22nd, 2010 at 1:15 At AEA in Algona

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>
Dini Anderson	Ted Erb	Lynn Beisch
Roberta Anderson	Barb Grandstaff	Paige Hollinger
Nancy Clark	Arlet Johnson	Kristin Faber
Jon Dunbar	Keith Wirtz	
Dixie Meyer		
Jana Nelson		
Ellen Picray		
Jack Plathe		
Erv Rowlands		
Julie Runksmeier (present until 2:20)		
Marc Singer		
Linda Tienter		
Billie Wille		

*recorded absence

The meeting was called to order at 1:20 p.m. at AEA in Algona

I. Administrative Items

- A. Introductions** – Julie Runksmeier was introduced. She is the principal of North Kossuth Elementary and will serve on the board as Kossuth school representative
- B. Approve Minutes from November 23rd board meeting** – Jack Plathe made a motion to approve the minutes. Erv Rowlands seconded the motion and the motion passed unanimously.
- C. Distribute budget and monthly expenditure sheets** – Paige distributed the monthly budget and expenditure sheets. Paige shared that the budget is at about

50% being spent at around the half year point. Some programs are running ahead and some behind. Paige asked for the finance committee to review receipts and compare AEA amounts with finance sheets after the board meeting. Marc Singer made a motion to approve the monthly budget and expenditure sheets. Ellen Picray seconded the motion and the motion passed unanimously.

- D. Legislative News** – Paige shared that Empowerment was part of SF 2088 – The government reorganization bill. An amendment was added that would move Empowerment to the Department of Ed. and family support funding to school districts. After a vote and revote, this bill passed the Senate. During this time legislators heard from Empowerment supporters and the House voted on an amendment that moved Empowerment back to DOM. This bill has passed the House and has moved back to the Senate. Legislative session ends March 31st, so we should know the outcome and any appropriations shortly after. Paige will also continue forwarding newsletters and legislative information to the board.
- E. Kossuth Growing Healthy Kids Budget change request** – KGHK requested moving \$838 from prenatal education to home visitation. Leaving \$200 in supplies and moving the rest to home visitation. Moving \$909 from professional development to credentialing Iowa Family Support Standards. Their total budget would remain the same. Dixie Meyer shared that they have reworked the program and are using Title 19 funding when appropriate. Ellen Picray made a motion to approve the changes. Roberta Anderson seconded the motion and the motion passed. – Dixie Meyer abstained from voting.
- F. Unspent Budget Allocation** – Paige shared about budgeted funding amounts that have not yet been spent. Money budgeted for family nights has not been spent. The intent was for local preschools to hold a literacy event or other parent education for families in their area. After Sara Curtis resigned, we have not had the staff time to put these together for the schools. There was discussion on allowing interested schools come up with these programs on their own. Ellen Picray made a motion to have the schools RFP for funding and the board will decide at the March meeting. Roberta Anderson seconded the motion and the motion passed. Julie Runksmeier and Erv Rowlands abstained from voting. Paige will notify schools soon to have them submit RFPs. Paige also shared that the Child Care Nurse Consultant was requesting that we purchase Staples gift cards for providers who have gone through a record check. There was discussion and the board decided that it would be better for providers to purchase their own record materials and receive reimbursement for up to \$50/per provider.
- G. Injury Prevention Mini- Grants**–. Paige shared that Palo Alto Nursery had been working with the Child Care Nurse Consultant and she identified the need for supplies. Last spring the board requested documentation for outcomes prior to receiving funding for FY '10. Palo Alto Nursery decided to seek funding elsewhere. Paige asking for input from the board as to whether this disqualified them from the Injury Prevention Mini – Grants. The board discussed this and decided that as the mini-grants were supplies that directly impacted children that they would still be eligible to receive this grant. The board questioned what would happen to these supplies if the program did not receive their funding from the state and the program didn't exist. Paige shared that our contracts have a clause that requires providers to return equipment and supplies if they go out of business within 2 yrs of receiving the materials. These supplies could then be given to another provider. Marc Singer made a motion to approve the request for the Injury Prevention Mini Grant. Jon Dunbar seconded the motion and the motion passed

unanimously.

- H. Memorandum of Understanding with CCR&R-** Funding is allocated for and the board has approved spending up to \$75 per provider for supplies needed to fulfill DHS check list. Paige has talked with CCR&R about purchasing these materials for providers. CCR&R is wishing for a memorandum of understanding that states we will reimburse CCR&R when they purchase these supplies. (\$75 per provider up to \$3750 total) Ellen Picray made a motion to approve the memorandum of understanding with CCR&R. Jack Plathe seconded the motion and the motion passed unanimously.
- I. ASQ Kits** – Paige shared that she has two extra ASQ kits that were purchased for preschools that were to take the ASQ training. KGHK, PAGHK, and the KIDS program have also taken the training. Paige was requesting that we give KGHK an extra kit. The board approved giving the extra kits to programs that need them who have taken the training.
- J. Preschool Report** – Paige shared that she has been meeting with preschools to review Quality Improvement Plans. Preschools will be reviewing standards and will be putting together new quality improvement plans for next year. She said she is working with a couple preschools who have had staff turnover and are not meeting standards. She wanted board input and would like to inform programs that they will not be eligible for tuition assistance next year if they do not meet these standards. Ellen Picray made a motion to approve Paige to notify preschools that if they do not meet QPPS standards, they will not be eligible for tuition assistance next year. Marc Singer seconded the motion and the motion passed unanimously.
- K. Lean Event Committee Report** – Ellen Picray reported for the Lean Committee. The Lean Committee reviewed Budgets and Community Plan for Winnebago Empowerment. They also reviewed a draft given from the state on merging areas. The Committee proposed meeting in April with both Emmet and Winnebago to start initial merger talks.
- L. Board Member Resignation** – Barb Grandstaff submitted her resignation from the PAK board due to changes in job responsibilities and her inability to attend board meetings. Erv Rowlands submitted his resignation effective June 30th. Jack Plathe made a motion to accept the resignation, Nancy Clark seconded the motion and the motion passed unanimously. (Julie Runksmeier absent)
- M. Board Retreat** – Paige shared that this is the time of year we usually hold our board retreat. The board discussed the uncertainty of funding and merger possibilities and decided it would be best to hold the retreat in April or May.

II. Program Reports –

Childcare Coordinator Report – Kristin Faber reported her outcomes for the first half of the year. She shared that she is changing how she reports her trainings. She had been reporting number of training, but in order to help with costs, she has changed from offering 1hr/1x month in each county to a 2hrs training every other month in each county. She will instead be reporting # of hours vs. # of trainings to better reflect the change. She reported having around 30 providers per month at her trainings. She shared that her provider list has been getting shorter as some providers have been dropping registration. Kristin has also included others such as the Nurse Consultant and Extension in her trainings. Nancy Clark will be working with Kristin to present the Color Me Healthy curriculum at the March provider meeting.

Jack Plathe made a motion to adjourn. Dixie Meyer seconded the motion and the motion passed unanimously. (Julie Runksmeier absent) Meeting adjourned at 2:35

**Next Meeting - The next board meeting is set for March 22nd at 1:15 at
ILCC in Emmetsburg**

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

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