



COMMUNITY EMPOWERMENT

PAK Empowerment Board Meeting Minutes April 26th, 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>
Jon Dunbar	Dini Anderson	Lynn Beisch
Dixie Meyer	Roberta Anderson	Kristin Faber
Ellen Picray	Nancy Clark	Paige Hollinger
Jack Plathe	Ted Erb	Linda Littlefield
Erv Rowlands	Arlet Johnson	
Marc Singer	Jana Nelson	
Linda Tienter	Julie Runksmeier	
Billie Wille (1:25)		
Keith Wirtz		
Peg McNally (* in place of Roberta Anderson)		

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

I. Administrative Items

- A. Approve Minutes from March 22nd board meeting** – (Keith Wirtz acting chair)
Dixie Meyer made a motion to approve the minutes. Marc Singer seconded the motion and the motion passed unanimously.
- B. Distribute budget and monthly expenditure sheets** – Paige distributed the monthly budget and expenditure sheets. Paige shared that she expects carry over to be at around 10% according to feedback from what programs think they will spend. Jack Plathe made a motion to approve the monthly budget and expenditure sheets. Ellen Picray seconded the motion and the motion passed unanimously.

- C. Preschool Closures-Equipment** – (Billie Willie acting chair) Paige asked for input as to how the board would like to handle equipment purchased for local preschools who will be closing their doors next year. Our contracts state that if the preschool closes within 2yrs of receiving equipment, that equipment must be turned back to PAK. The board would like Paige to research what equipment this entails and if there is a need at another location for the same equipment. Cases will be handled on an individual basis. The board discussed the state requirements that would be needed if we were to sell the equipment, and decided it may be best to instead donate equipment to another preschool in need. Paige will bring the details back to the board at the May meeting.
- D. Legislative Update** – Paige shared about an amendment added to the Statewide Voluntary preschool bill that allows for all qualified preschools to receive funding next year. Once the legislative process is complete, schools will apply for funding. It will not be competitive, but schools will receive only a portion of the allocated funding. (28% of kindergarten enrollment or a minimum of 10 children). She shared that she is communicating with DE and state Empowerment as to the role of Empowerment in funding shortfalls. Paige also shared that next year programs will be required to assign “unique child identifiers” to children involved in Empowerment funded programs. The state is still working on the details of how areas will access this identifier.
- E. Membership-** During the legislative session changes were made to requirements of Empowerment board members. The state is still seeking legal council in regards to the specifics of some of these requirements. Paige shared that she talked with a member of the state team and they suggested we wait until these legal issues are resolved before making changes to our membership. In the event that issues are not resolved with enough time for us to find new board members before the new fiscal year, the state team will require a plan of how we plan on searching out new board members to fill vacancies. Also new legislation requires that board members can only serve terms of 3 yrs. These terms must be staggered. Paige will contact all board members this month to find out if they are interested in serving, 1, 2 or 3 yr. terms at the start of FY 2011. Marc Singer suggested considering the stagger with committees as well so that all committee members do not rotate off at the same time.
- F. FY '11 preliminary budget amounts** – Paige share that since the time of posting the agenda, budget amounts have been finalized. Along with the 10% cuts from last fiscal year, Administration received a 13% cut, Family Support and Preschool tuition a 4% cut, Quality Improvement received no additional cuts, but our General Aid funding received an additional 65% cut. Paige provided a spread sheet with the FY '11 amounts, expected carryover, and amounts and programs budgeted in FY '10. The finance committee along with the outcomes committee will meet after May 3rd once EC/SR applications are due to review requests and plan the budget for next year.
- G. Lean Committee** – Paige distributed minutes from the workgroup. Ellen Picray shared that they met with the coordinator and a board member from Emmet County Empowerment to start conversations and to find out more about each area. She shared that once the board member issues have been clarified through legal council at the state level, Emmet county has the potential of losing 7 board members with only 2 remaining. We are meeting with them to see if there is a possibility of some board members serving on both boards for this next year. The county is their fiscal agent which may also have to change under new legislation.

She shared that both areas are very similar in the programs they fund. Paige and Beth will meet together to provide a merger timeline and fiscal/program review for the May board meeting. Possibly the boards could meet for a joint retreat in the fall. Paige also shared that Winnebago Empowerment has changed their meeting to June 16th at 2:00-3:30. Please let Paige know if you will be able to attend.

- H. KIDS program changes** – Lynn Beisch reported that they had to terminate the contract of a KIDS worker for our area. They followed AEA protocol and have worked on the advise of AEA administrators. April 16th was the employees official last day of work. The KIDS program has been working to meet the needs of families by assigning them to other workers. Lynn and Robin are carrying full caseloads and Julie has been coming from Spencer to pick up families in Palo Alto, and Diane from Emmet may be picking up some families in Graettinger. The AEA is contesting an unemployment claim filed by the former employee and once that issue is resolved and funding is more secured, they hope to be able to fill out a request for hire form to start the process of rehiring for that position.
- I. By-Law revision** – Paige distributed a copy of the by-laws with changes. Changes include changing the minimum # of board members from 15 to 9 and deletes the phrase “subsequent and consecutive terms of three years can be served upon board approval” The by-law revisions were presented at this board meeting and will be voted upon at the next board meeting.
- J. Computer/Fiscal Agent agreement for FY 2011-** Paige shared that Kristin is having computer difficulties which sparked a discussion with AEA technicians on possibility of including AEA computers into fiscal agreement. With new requirements such as audits and merger possibilities, Paige was wondering if a representative from the board could meet with AEA administrators to discuss the fiscal agent agreement. Erv Rowlands and Ellen Picray volunteered. Paige will contact AEA administrators to see what will work into their schedules.

II. Program Reports –

Palo Alto Growing Healthy Kids – Peg McNally reported for the program. She shared that they continue to have monthly meetings with KIDS and Empowerment. They are currently working on credentialing. She explained some about Storks Closet, which receives support from Empowerment and other donations. Emmet and Pocahontas counties no longer deliver babies at their hospitals so they are seeing an increase in deliveries at their hospital. They collaborate with other counties referring those families that deliver but do not reside in Palo Alto. Spencer hospital also refers Palo Alto families to their program. She shared about a family with a medical need describing the help they gave the family in finding the needed resources. Peg asked to move additional funding from visits into prenatal classes. Ellen Picray motioned to move the funding. Jack Plathe seconded the motion and the motion passed.

Kossuth Growing Healthy Kids – Dixie Meyer reported that they are also working on the credentialing process. They have 15 out of the 30 standards complete and implemented. Their goal is to have all of the standards in place by Jan. in order to implement them for at least 3 months. They have monthly contact with their technical assistant. Dixie shared their stats – 41 children, 40 families and 208 visits from June – Dec. Due to budget cuts, they are trying to use Title 19 funding where appropriate to avoid having to bill as much to Empowerment. Currently, they only serve high risk families and have been working with a “meals to go” curriculum funded by a Wellness

Grant.

Keith Wirtz made a motion to adjourn the meeting at 2:24, Dixie Meyer seconded the motion and the motion passed.

**Next Meeting - The next board meeting is set for May 24th at 1:15 at
ILCC in Emmetsburg**

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

PAK Empowerment Web Site www.pakempowerment.com