



**COMMUNITY  
EMPOWERMENT**

*PAK Empowerment Board Meeting Minutes  
May 18th, 2009  
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>
Roberta Anderson	Dini Anderson	Paige Hollinger
Jon Dunbar	Nancy Clark	Kristin Faber
Ted Erb	Ellen Picray	
Barb Grandstaff	Billie Wille	
Arlet Johnson	Keith Wirtz	
Dixie Meyer		
Jack Plathe		
Erv Rowlands		
Marc Singer		
Linda Tienter		

\*recorded absence

The meeting was called to order at 1:25 p.m. at AEA in Algona

**I. Administrative Items**

- A. Introductions** –Although she was unable to attend, Julie Runksmeier accepted the position of Kossuth School representative.
- B. Approve Minutes from April 27<sup>th</sup> board meeting** – Jack Plathe made a motion to approve the minutes. Erv Rowlands seconded the motion and the motion passed.
- C. Distribute budget and monthly expenditure sheets** – Paige distributed the monthly budget and expenditure sheets. She shared that due to our earlier scheduled board meeting, the AEA bills had not yet been paid. She added this month's payments into the order or promised category. Ted Erb made a motion to approve the monthly budget and expenditure sheets. Jack Plathe seconded the

motion and the motion passed.

- D. Empowerment Funding Request** – Paige shared that she attended a training on Ages and Stages screening tool. She suggested using this with preschools next year for the required screening. Licensing requirements necessitate that each location have their own screening tool. Paige recommended purchasing ASQ screening kits for 12 preschool locations at a cost of about \$245 each. This would come out of the preschool support part of our budget. Paige also requested purchasing a large bookcase for their office. The cost would be taken out of Sara Curtis' budget. Dixie Meyer made a motion to approve the purchase of the ASQ materials and bookcase. Marc Singer seconded the motion and the motion passed.
- E. By-laws** – Paige distributed copies of the revised by-laws. A copy was presented at the March board meeting and again at the May meeting. Marc Singer made a motion to accept the revised by-laws. Linda Tienter seconded the motion and the motion passed.
- F. Contract Training** – Paige shared that she and the Emmet County coordinator met with Ann Gales a local lawyer to provide training on contracts. The training money was provided by Empowerment state professional development dollars. Ann trained us about what needed to be included in the contracts and she reviewed our contracts and updated them.
- G. Outcome Committee Report** – Erv Rowlands reported along with a written report from Ellen Picray. Erv reported the programs and the amounts requested for FY 2010 funding. KIDS program \$75,000-95,000 dependant on other state funding, \$55,680 Palo Alto Community health up slightly from last yr., \$56,032 Kossuth Community Health up slightly from last yr, \$7,000 Loving Hands same as last yr, \$3,604 Extension new request, \$10,500 North Iowa Community Action new request, \$7,657 Palo Alto Childcare council up from last year. The outcome committee would like some more information and explanation of the cost from NICA. It appears the cost of the nurse consultant is divided equally among the 7 counties. We would like more justification based on population. Paige will contact them with the board concerns. Erv reported orally and Ellen in her written report that they were concerned with funding Palo Alto Childcare Council at this time. Paige will send a letter to the Childcare Council board sharing the board concerns of inaccurate numbers, cost being based on a number of children when full although attendance is not usually full and includes children who are attending with their childcare provider. The letter will state that they will not be considered for funding without addressing the boards concerns. Made a motion to accept the recommendation from the outcome committee. Jack Plathe seconded the motion and the motion passed. Roberta Anderson and Dixie Meyer abstained. Ellen Picray sent a written recommendation for approving QPPS grant applications. Paige will send schools contracts listing the approved items requested and schools will provide invoices of items purchased. Made a motion to approve Ellen's recommendation. Ted Erb seconded the motion and the motion passed. Erv Rowlands, Jon Dunbar, Marc Singer, Linda Tienter abstained from voting.
- H. Board Chair** – Due to Arlet Johnson substitute teaching at Sentral, she will need to be moved to a non-citizen position. Board positions are set to change at the June meeting and Billie Wille will become board chair at that time.
- I. Legislative Update** – At this time the appropriation legislation is still waiting for the governor to sign it. Paige shared with the board that once the governor signs the legislation, we will receive our final locally allocation budget amount. Paige also shared that legislation on childcare licensing is also waiting for the governor

to sign it. Under this new legislation, all childcare locations will be required to be licensed by 2013. The only exceptions will be those caring for relatives, caring for one family and for before and afterschool care at no charge. DHS will be responsible by 2013 to provide annual checks on all licensed childcare.

- J. Review Needs Assessment** – Paige shared demographics and the results of the childcare needs assessment and the kindergarten teacher survey. The board reviewed the surveys and discussed the impact to the current priorities on the community plan.
- K. Community Plan Priorities** - The board formed a work group to focus on priorities and community wide indicators. The board also reviewed Community wide indicators. The board suggested adding % of kindergarteners with a preschool experience to our community wide indicators.
- L. Finance Committee Meeting** – The finance committee will meet before the June board meeting to propose a budget. Paige will contact the committee once the governor signs legislation to set up a time to meet.

- II. Program Reports –**
  - A. No Programs Reported.**

**III. Open Discussion-**

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

*State Empowerment Web Site*      [www.empowerment.state.ia.us](http://www.empowerment.state.ia.us)

*PAK Empowerment Web Site*      [www.pakempowerment.com](http://www.pakempowerment.com)