



COMMUNITY EMPOWERMENT

PAK Empowerment Board Meeting Minutes

June 22, 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>
Dini Anderson	Roberta Anderson*	Paige Hollinger
Nancy Clark 1:25	Jon Dunbar*	
Ted Erb 1:25	Barb Grandstaff*	
Arlet Johnson	Dixie Meyer *	
Jack Plathe	Ellen Picray*	
Erv Rowlands		
Marc Singer		
Linda Tienter		
Billie Wille		
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 May 18th board meeting – Jack Plathe made a motion to approve the minutes. Marc Singer 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 school ready budget sheets were not complete. Paige reported on the fund audit sheets from the AEA and shared that \$85,686.14 remains in the school ready account which is within the 20% carry over limit. Marc Singer made a motion to approve expenditure sheets, TANF and AEA Fund Audit report. Billie Wille seconded the motion and the motion passed.

- D. Preschool QPPS applications/contracts** – Paige reported that 3 remaining preschools needed approval for QPPS contracts. Ted Erb made a motion to approve contracts and to pay 3 remaining preschools. Keith Wirtz seconded the motion and the motion passed.
- E. Board Membership** – Paige shared that we are still in need of a Palo Alto citizen. This person can also be a consumer. Board members with suggestions are encouraged to share their ideas with the membership committee. (Jon Dunbar, or Roberta Anderson) Julie Runksmeir accepted the position as Kossuth School representative. Jack Plathe made a motion to approve Julie Runksmeir as Kossuth School Representative. Nancy Clark seconded the motion and the motion passed. The membership committee will meet before the next board meeting to review membership and to bring a recommendation to the board.
* returned to at end of meeting. Paige shared copies of board members and terms. Jack Plathe made a motion to extend terms for another 3 years for board members with terms coming due June 2009. Marc Singer seconded the motion and the motion passed.
- F. Chair/Vice Chair** – According to by-laws the vice chair moves to the chair position at the beginning of each fiscal year. Marc Singer made a motion to approve Billie Wille as board chair for the 2010 fiscal year. Erv Rowlands seconded the motion and the motion passed. Marc Singer made a motion to approve Dini Anderson as the FY 2010 Vice Chair. Keith Wirtz seconded the motion and the motion passed.
- G. Finance Committee Meeting**– Jack Plathe reported that the Finance Committee met to plan a budget for the 2010 fiscal year. While trying to maintain caution in spending the committee decided to propose holding programs constant without any funding increases. They are recommending not funding Palo Alto nursery at this time. Paige shared the letter sent to Palo Alto Nursery and shared that she had received a phone call from Patty Kelly concerning the letter. Patty Kelly will discuss with the nursery board if they desire to meet with the PAK board. If they desire to meet with the board, Paige will share possible meeting dates with the PAK board and all board members will be invited to attend. Paige shared that she discussed board concerns with North Iowa Community Action concerning the childcare nurse consultant. The committee proposed funding them at \$5000.
- H. FY 2010 Budget** – Paige passed around copies of the proposed budget presented by the finance committee. Jack Plathe made a motion to approve the budget presented by the finance committee. Dini Anderson seconded the motion and the motion passed. Nancy Clark, Marc Singer and Erv Rowlands abstained from voting. It was suggested that Paige notify the programs we support of future impending cuts.
- I. Contracts** – Paige and the Emmet County coordinator met with Gales Law to train on contracts. Paige shared copies of revised contracts. Paige will continue to consult Ann Gales on contract issues. Keith Wirtz made a motion to issue contracts to approved programs based on budget numbers once budgets are approved by the state. Linda Tienter seconded the motion and the motion passed. Nancy Clark and Erv Rowlands abstained.
- J. Tuition Assistance** – Paige shared that tuition assistance applications will be going out to preschools along with preschool contracts. The deadline for turning in applications will be Sept. 15th. Jack Plathe made a motion to approve all applications under the 200% of poverty upon receiving applications. Applications above 200% can be approved after the Sept. 15th deadline based on remaining

funding. Dini Anderson seconded the motion and the motion passed. Erv Rowlands abstained from voting. At this time the appropriation legislation is still waiting for the governor to sign it.

- K. Fiscal Agent Agreement** – Paige shared copies of the Fiscal Agent agreement. The contract is a template from the state. The funding remains at the same level (\$10,000) and includes fiscal agent services, space rental, copy and other office costs. Keith Wirtz made a motion to accept the agreement. Erv Rowlands seconded the motion and the motion passed. Marc Singer abstained from voting.
- L. FY 2010 meetings** – Paige passed around meeting dates and times for FY 2010. Meetings are set for the 4th Monday of each month with the exception of December and July.

II. Program Reports –
A. No Programs Reported.

III. Open Discussion-

Billie Wille made a motion to adjourn. Jack Plathe seconded the motion and the motion passed. (2:00)

**Next Meeting - The next board meeting is set for August 24 at 1:15 at
AEA in Algona**

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

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