



## COMMUNITY EMPOWERMENT

### *PAK Empowerment Board Meeting Minutes August 24th, 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>
Dini Anderson 1:27	Ted Erb	Lynn Beisch
Roberta Anderson	Jon Dunbar	Dianne Casto
Nancy Clark 1:25	Barb Grandstaff	Kieja Evans
Dixie Meyer	Arlet Johnson	Kristin Faber
Ellen Picray	Julie Runksmeier	Paige Hollinger
Jack Plathe		Jana Nelson
Erv Rowlands		
Marc Singer		
Linda Tienter		
Billie Wille		
Keith Wirtz		

\*recorded absence

The meeting was called to order at 1:20 p.m. at ILCC in Emmetsburg

#### **I. Administrative Items**

##### **A. Introductions**

**B. Approve Minutes from June 22<sup>nd</sup> board meeting** –Erv Rowlands made a motion to approve the minutes. Jack Plathe seconded the motion and the motion passed. (Nancy Clark, Dini Anderson absent)

**C. Distribute budget and monthly expenditure sheets** – Paige distributed the monthly budget and expenditure sheets. Board members received expenditures to close out FY '09 and expenditure sheets for the first month of FY '10. Paige shared that their FY '10 budget had been approved by the state and they should be receiving funding soon. Due to a bill not being able to be fully paid in FY '09 for

Kossuth Growing Healthy Kids, the AEA advised carrying over the partial amount available and paying the bill in FY '10. Paige included that amount in the FY '10 budget. Marc Singer made a motion to approve the budget and expenditure sheets. Keith Wirtz seconded the motion and the motion passed. (Dini Anderson absent)

- D. New Consumer board representative** – Roberta Anderson reported for the membership committee. Roberta Anderson made a motion to approve Jana Nelson as the new parent rep. consumer board member. Ellen Picray seconded the motion and the motion passed.
- E. Community Plan** – Paige distributed copies of the revised community plan. She shared portions of the report that had been voted on as parts; priorities, indicators, community needs assessment, and shared portions that were new; financial resources and narratives. Dixie Meyer questioned the goals of immunizations. Based on the recording of a new immunization, scores in this are went down across the state. The board decided that 90% would be a reasonable goal for this indicator. Paige shared some discrepancy between community plan goals and annual report. She will change community plan goals to meet those of the annual report. Jack Plathe made a motion to approve the community plan with the changes outlined. Dixie Meyer seconded the motion and the motion passed.
- F. Annual Report** – Paige distributed copies of the Annual Report. She shared that the financial portion has been agreed upon by the AEA. Questions arose about the ethnicity reporting by family support programs, as some ethnicities were not reported. Paige shared that most likely they were ethnicities that were 0. She will check on this and include the 0's in the report. Ellen Picray made a motion to approve the annual report. Keith Wirtz seconded the motion and the motion passed.
- G. Redesignation**– The redesignation meeting is Oct. 22<sup>nd</sup> from 9 -11:30. Paige will send out an e-mail reminder of the date. Board members can e-back whether or not they will be able to attend.
- H. Open Meeting/Open Records training** – Paige shared that she attended an open meetings/ open records training in Des Moines this summer and the state is offering the same training over the ICN for board members. The ICN will be in Emmetsburg Sept. 2<sup>nd</sup> from 4:30 – 7:00. Paige will send out an e-mail reminder this week. Interested board members can respond to her if they are able to attend.
- I. Resignation Letter** – Billie Wille read Sara Curtis' resignation letter. Ellen Picray made a motion to approve Sara's resignation. Roberta Anderson seconded the motion and the motion passed.
- J. ARRA grant** – Empowerment is receiving stimulus funding to expand childcare assistance for those between the 145%-185% poverty guidelines. Requirements are that the childcare provider meets QRS (3-5) standard, NAEYC, or NAFCC standards. At this present time Head Start in Palo Alto and one home provider in Palo Alto have this certification, but the provider in Palo Alto when asked has taken her name off the registration list. Ellen Picray made a motion to deny receiving the ARRA funding. Linda Tienter seconded the motion and the motion passed.
- K. CCR&R report and release of information** – Billie Wille passed around a request for information agreement wanted by CCR&R. Paige shared that she has been working this summer with CCR&R for better collaboration and quality of service. Kieja Evans will be working with providers on the DHS check list and will be providing tool kits to providers in our area. CCR&R will be holding a Positive Behavior Support training in our area this year. Kristin will provide

training/support groups on these topics and will provide home/center support. CCR&R is working on a memorandum of understanding. Ellen Picray made a motion to approve the request for information. Marc Singer seconded the motion and the motion passed.

- L. Empowerment Lean Event** – Board members received highlights of Lean Event shared by state team. Paige shared that this past legislative year was tough for Empowerment and as a result the state had put together a lean event to increase the efficiency of Empowerment. The board received information on the 4 suggested changes. Paige shared further on what it would mean for our area. One result will be that our area would be merging with Emmet county Empowerment. Paige also shared the timeline and recommended that the board use technical assistance to ease the transition. She will share updated information with the board as she receives it.
- M. 2010 budget changes and program changes** – With the resignation of Sara Curtis, and the implication of future budget cuts, the board will need to decide how to best fulfill Sara’s job responsibilities. The outcome committee will meet to review outcomes, determine needs and make a recommendation to the board. The state will need to approve a revised budget for program changes. Paige will e-mail the outcome committee to set a time to meet. The finance committee will meet this month to review a revised budget. Paige will e-mail the committee to set a time to meet.
- N. Head Start transportation request** – Paige shared that she received a reimbursement request (\$124.80) from Head Start that they had forgotten to turn in for FY ’09. As we do not have any transportation funding allocated in FY ’10, we cannot reimburse with FY ’10 funding without an approved budget revision. Jack Plathe made a motion to include \$124.80 for transportation in a revised budget. Keith Wirtz seconded the motion and the motion passed.

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

**III. Open Discussion-**

Dixie Meyer made a motion to adjourn. Ellen Picray seconded the motion and the motion passed. (2:30)

**Next Meeting - The next board meeting is set for Sept 28th 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)

