



**COMMUNITY  
EMPOWERMENT**

*PAK Empowerment Board Meeting Minutes  
Sept. 28th, 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> |
|-------------------------------|------------------------------|------------------------------------|
| Roberta Anderson              | Dini Anderson *              | Lynn Beisch                        |
| Nancy Clark                   | Barb Grandstaff              | Kristin Faber                      |
| Jon Dunbar 1:30               | Dixie Meyer *                | Paige Hollinger                    |
| Ted Erb                       | Ellen Picray *               |                                    |
| Arlet Johnson                 | Julie Runksmeier *           |                                    |
| Jana Nelson                   | Keith Wirtz *                |                                    |
| Jack Plathe                   |                              |                                    |
| Erv Rowlands                  |                              |                                    |
| Marc Singer                   |                              |                                    |
| Linda Tienter                 |                              |                                    |
| Billie Wille                  |                              |                                    |

\*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 June 22<sup>nd</sup> board meeting** –Marc Singer made a motion to approve the minutes. Jack Plathe seconded the motion and the motion passed. (Jon Dunbar absent)

**C. Distribute budget and monthly expenditure sheets** – Paige distributed the monthly budget and expenditure sheets. Paige shared that some schools received their Sept. tuition payment, while others will receive Sept and Oct. together. This was due to whether or not she had received their sign contract before the pay period cut off. Roberta Anderson made a motion to approve the budget and

expenditure sheets. Ted Erb seconded the motion and the motion passed. (Jon Dunbar absent)

- D. Revised Community Plan and Annual Report** – Paige shared that she had heard back from Janet Gartin on the Community Plan. The suggestion was to add the approved date and correct the spelling of FADSS. Also, while reviewing the annual report, Paige asked Palo Alto Growing Healthy Kids to recheck some stats. During the recheck it was discovered that the stats turned in were for FY '08. PAGHK corrected the stats and Paige turned the correct stats into the state. Paige passed around corrected stats to the board to replace in their Annual reports. Jack Plathe made a motion to approve the revised Annual Report and Community Plan. Marc Singer seconded the motion and the motion passed. (Jon Dunbar absent)
- E. Outcome Committee Report/Recommendation** – Paige distributed copies of the minutes from the Outcome Committee. As no committee members were present, Paige reported on the recommendation of the committee. Paige shared that the committee reviewed Sara's job responsibilities formed a plan to meet the priorities and other needs as well. Due to new parent ed. requirements, it was suggested that KIDS (certified as Parents as Teachers) would be best to handle parent groups. Additional family support funds were suggested to be added to their budget for parent groups. Family nights could be done with preschools with the funding taken out of other. Additional monies were allocated to add 10 days to Paige's contract to support preschools, and money to contract with Sara Curtis for additional preschool support. Money was also allocated for materials as an incentive to support the DHS check list visits and Record review. Additional money was allocated for preschool support materials to be decided on in the spring if needed. Any budget changes will have to be approved by the state team prior to spending funding on any new allocations.
- F. Revised Budget** - Paige distributed a copy of a revised budget. Billie Wille noted that the new budget did not include transportation that was decided on at the Aug. board meeting. Ted Erb made a motion to approve the revised budget with a change to include the Head Start transportation funded noted at the Aug. board meeting. Jack Plathe seconded the motion and the motion passed. (Jon Dunbar absent)
- G. Tuition Assistance/Transportation Request**– Paige distributed copies of funding amounts requested for full and partial scholarships from families of various preschools. Paige shared that Head Start and Algona school district requested transportation funds for the school district to transport Head Start children. Paige also noted that one of the preschools who received state wide funded preschool were requesting funding for 2 4yr olds attending 3 yr old preschool. Children's birthdates were close to cut off and they are attending 3 yr old preschool due to parent choice. As the board had not discussed this prior, Paige wanted guidance as to whether to approve their requests. Linda Tienter made a motion to approve funding these children for 3 yr old preschool due to their birthdates being close to cut off date. Roberta Anderson seconded the motion and the motion passed. Ted Erb made motion to not approve transportation request by Algona CSD and Head Start due to lack of funding. Nancy Clark seconded the motion and the motion passed. Paige shared requests for scholarships and noted that the board approved full scholarships below 200% poverty at the Aug board meeting. The board does not have adequate funding to approve partial scholarships 200 – 300% poverty for the full 9 months. Marc Singer made a motion to approve funding partial scholarships for 8 months. Ted Erb seconded the motion and the motion passed.

- H. Redesignation** - The redesignation meeting is Oct. 22<sup>nd</sup> from 9 -11:30. Paige shared that she has heard from 6 board members able to attend. If any additional board members are able to attend, she requested for them to let her know.
- I. Open Meeting/Open Records training** – Paige and Nancy Clark attended the Open Meeting/ Open Records ICN. One suggestion was to post agenda at place of meeting as well as at the AEA. Paige posts agenda on the web as well. Although posting the agenda at the place of business may be enough by law it was suggested to place it at the place of meeting for extra transparency. It was also suggested to designate someone as the holder of records. Nancy Clark made a motion to designate Paige as holder of records, Marc Singer seconded the motion and the motion passed.
- J. CCR&R Memorandum of Understanding** – Paige distributed a Memorandum of Understanding drafted by CCR&R. Ted Erb made a motion to approve Memorandum of Understanding, Marc Singer seconded the motion. Discussion: Nancy Clark questioned what it would mean to sign that we would provide information to “all” childcare providers. Jon Dunbar stated that we will make a good faith effort. It was discussed that there would be no ramifications if we missed providing information to someone. It was decided to review this memorandum annually. The motion passed.
- K. Merger Possibilities** – Paige shared that two areas were looking into possible mergers with PAK. Both Emmet co. Empowerment and Winnebago County were looking into this possibility. Proposed legislation would require areas to be multiple counties unless they had a certain population or more of 0-5yr olds. PAK would not be required to change at this time, but this would affect Emmet and Winnebago. At this time, PAK is the only area Emmet can merge with. At the coordinators meeting the state team wanted areas to give letters of intent by April. Marc Singer asked how binding a letter of intent would be. Paige will ask the state team about this and ask what would happen if our area decided not to write a letter of intent. Also, the board wanted to check into how this may affect carry over funding. Paige will talk to the state team about these questions
- L. Empowerment Lean Event** – The state team is going to hold a meeting for the Lean Event after redesignation from 12 – 1:30. Paige will order lunch for those members that are attending both redesignation and the lean meeting.

## **II. Program Reports –**

- A. Childcare Coordinator Report** – Kristin shared outcomes. She shared about the Legislative change that would require all childcare locations by 2013 to become licensed if they cared for more than one family. This would include an onsite pre-licensure visit, FBI fingerprints and for providers to be child-net certified. Kristin shared that already providers are pulling their registration. Kristin thought she may have some ideas as to why, but it was suggested for her to survey providers to possibly see if there is a trend. Possibly Empowerment could help keep childcare providers in area. Kristin asked to meet with the personnel committee. They will set a meeting time after the board meeting.
- B. Palo Alto Growing Healthy Kids Report** - Roberta Anderson reported outcomes. She shared that their program sees all moms prior to 1st Dr. visit and every mom post partum. (on a voluntary basis). High risk and 1<sup>st</sup> time moms receive monthly visits during the first year. She thanked Empowerment for providing funding for visits as well as professional

development/staff education and materials for incentives. They combine funding with funding received from Palo Alto gaming to provide incentives for families. Presently they are going through credentialing.

Jack Plathe made a motion to adjourn. Jana seconded the motion and the motion passed.

**Next Meeting - The next board meeting is set for Oct 26th at 1:15 at  
AEA in Algona**

**Redesignation – Oct. 22<sup>nd</sup> from 9 – 11:30 at the AEA in Algona**

*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)