

# Northwest Iowa Community Empowerment

CHEROKEE \* LYON \* PLYMOUTH \* SIOUX

Security and success for children by strengthening families and communities.

## Minutes

Oct 17, 2007 · 9:00 A M  
Upstairs Conference Room  
Sioux County Office Building  
Orange City, IA

DRAFT

### Welcome/Introductions

Rick welcomed all and introductions were made. Those in attendance were: Joanne Smith, Jackie Mulder, Dan Altena, David Van Ningen, Takysia Larsen, Joyce Vermeer, Amy Holbrook, Jeanne Feeck, Deb Scrowther, Kristi Judkins, Jim Henrich, Jan Carlson, Kandi Koll, Lynn Iverson, Leanne Hammer and Judy Stowater.

Deb gave an explanation of the redesignation process. Every Empowerment area is redesignated every 3 years in order to keep receiving funds. This process reevaluates the Board to be sure it has the capacity to distribute the funds according to guidelines given by State Empowerment.

Deb asked the board members to mention the **strengths** in our Empowerment area:

David Van Ningen: Local county planning councils – concerted effort to assure adequate input from the four counties and bringing it together to assure that the focus and goals are met.

DHS – Jeanne Feeck:: we are seeing actual difference within communities due to the programs that are operating.

Kandi Koll: good program continuance. Healthy Families program is a quality program and seeking accreditation.

Joanne Smith: preschool assistance has been very helpful.

Amy Holbrook: a big focus is on quality, through shared planning groups there is efficiency in planning for the future.

David Van Ningen – financial oversight and accountability is taken very seriously to see that funds are being used in the best way for children. There are dedicated individuals running the programs.

Deb asked for **challenges**:

Getting consumers more involved. Parent Partners and Moms Off Meth have gotten individuals involved.

Scarcity of populations and ruralness of the area makes it more difficult for involvement.

Technical assistance in compiling data can be difficult. Deb noted there is technical assistance from State Empowerment on results and accountability available.

# Northwest Iowa Community Empowerment

C H E R O K E E \* L Y O N \* P L Y M O U T H \* S I O U X

**Security and success for children by strengthening families and communities.**

Rick noted a challenge of Board members is that it takes a year or more to have a good understanding of the Board when you become a member.

Territorial issues – difficult to separate who board members work for versus good for children.

## **Self Evaluation Piece**

This is used to learn the level of the Board's capacity. It was noted that the surveys were completed in sections with discussion at Exec-Finance and the Board meetings. Deb noted that items in bold must be done and are required by law.

## **Community Plan**

Deb asked about the process of putting the plan together. There was a community forum in each county and a lot of opportunity for brainstorming. Different individuals attended that were not involved in the Planning Councils. Leadership from the cities, schools, mental health, parents and consumers attended.

Is the plan used? Available to the public, possibly the Plan could be presented at community Chamber meetings. The Community Plan should be usable for presentations at different meetings. It was noted the Board uses the goals to see if the funding meets the goals. The Planning Councils use it continually for funding decisions.

Requirement of the plan: assessment of current resources that come into the community. This is used to fill gaps and needs in the communities. Response is difficult to achieve from agencies. Deb stressed that Empowerment is not set up to sustain a program but to assist in the gaps and the Community Plan needs to be an up to date and living document, it is very helpful to state how the plan is kept up to date. Suggestions for improvement: \*This plan is not very helpful – more information on the community needs assessment. More data as to why we chose these targets. Some of the data was blank. \*Summary or overview of the forums. \*Need to include how you evaluate your plan. What does the board do to evaluate the plan? There should be a piece in the plan telling us how it is evaluated.

Other suggestions: School districts that cross county boundaries – how children are served that live in the county but attend a different county school should be put into the plan. Priorities within the report: three- childcare, parenting skills, substance abuse. Make them clear they are the priorities.

Indicators in Community Plan don't match the Empowerment Indicators. Needs to be consistent wording. Website- community plan overview on the redesignation link.

## **Annual Plan**

Deb asked questions – submit report on a timely manner – consistently done.

# of board members – no more than 21 voting members. Requirements in legislation as to who serve – 3 members – Human Services, Health and Education, not to be counted as citizens or elected.

Must meet 51% citizen or elected membership on board. 12 meet the definition of citizens or elected with a minimum of 11 for 51%. Board members are responsible to hold accountability of

# Northwest Iowa Community Empowerment

C H E R O K E E \* L Y O N \* P L Y M O U T H \* S I O U X

**Security and success for children by strengthening families and communities.**

other board members regarding conflict of interest. Need conflict of interest statements and have the minutes reflect abstentions. Need to manage conflict as a board. Good collaboration examples in the report. Executive Summary compiles what the Board is doing in the area.

Questions on voting members and associate members. Associate members do not vote but have input into discussion at the meetings to make educated decisions. The associates can be asked to stand in as an alternate voting member. Good committee structures.

**Indicator section:** a measure of your entire community – four counties.

The # of individuals who apply for Hawk-I – the goal is the number enrolled. Change indicator to # of individuals who enrolled.

Number of CC providers who have Part... not sure that is an indicator – due to other sources than those listed not able to track. Possible change to: providers have a level III on QRS in all four counties.

#of face to face visits not an indicator due to other programs in the homes.

## **Performance Measures:**

Excellent information for board members. Need to tweak – need to add administration.

School Ready AR funds need to match Financial Statement submitted.

## **State wide performance measures: preschool, quality improvement.**

Legislatures keep targeting money for certain areas therefore restricting funds we use. Legislators ask for accountability therefore the need for these state wide performances. Needs to be recomputed to show state wide. Tool FF – required measures. Place these performance measures in the contract for easier reporting at the end of the year.

## **Open Meetings:**

We publish and post the agendas. Open records – if someone inquires availability is at the office. Put in the by-laws contact information.

## **Provide technical assistance for board responsibilities, accountability and any other areas needed.**

Today the recommendation is conditional funding for one year –we have till Dec 15<sup>th</sup> to file additional information to the State Empowerment board and if sufficient then funding would be unconditional for three years. An exact list will be given by Deb Scrowther to Nola – community plan, data in program performance measures and financials to match are needed.