

Northwest Iowa Community Empowerment

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Minutes

Northwest Iowa Community Empowerment
11-4-04

Voting Members Attending: Dick Sievers, Kathy Tritz-Rhodes, Deb Steffen, Richard Philips, Kandi Koll (voting for Melanie Van Den Brink), Lisa Rockhill, Shane Walter, Lanova Sheets (voting for Audrey Hansen), Joyce Vermeer, Wayne Sneller.

Associate Members Attending: Rhonda Lassen, Kim Rupp, Meriele Wilmont, Mae Hingtgen.

Staff present: Rachel Wurth, Nola Aalberts, Joy Poppema, Ann Bowman

Guests present: Deanne Hoekstra and Melissa O'Rourke

- I. Welcome/Introductions: Chairman Walters opened the meeting with introductions and welcomed those in attendance.
- II. Review Minutes-9/4/04 meeting: Dick moved and Rich 2nd motion to approve minutes, motion carried.
- III. Executive-Finance Committee Report & Recommendations: Report was given to the Board by Rich Philips and included the following items of information:

“A motion was made by Rick Droog to recommend that \$3,000 be used for the credentialing process, Loretta seconded, motion carried.”

“Loretta made a motion to recommend: \$4,500 from NICE is given to the Benefits for Beginners rewards program to be utilized in the same manner for training as in the past.”

“It was recommended that the PEM & Strategies focus group develop and implement a process to be followed to distribute allocated/carry over funds. The PEM & Strategies focus groups would have good awareness of the needs.”

“Loretta Myers resigned as the Vice-Chair for the Empowerment board. Melissa O'Rourke had reviewed the by-laws, raised concerns about officers. In further review of the by-laws it was noted that in accordance with the by-laws, individuals working for providers receiving funds from Empowerment should not hold a position of officer. Floyd Valley Hospital receives funding under contract with Empowerment, thus Loretta should not serve as an officer of the board. She noted that being a provider and officer has been an extremely difficult. She was encouraged to remain on the Board as a voting member. It was noted that the State Team encouraged board members with a vested interest to refrain from discussion and voting on matters relating to their funding or contracts. “

1. In response to the committee report: Rich moved and Kathy 2nd motion to adopt the recommendation presented by the Committee. Dick wondered whether the credentialing

process in Healthy Families would allow more flexibility in the program to allow the program to expand the range of ages they can serve. Rachel indicated that the process allows a report card system to grade the program, so some flexibility is allowed.

2. **Benefit for Beginners:** The monies allotted would be utilized for a four year credentialing period. The \$4500 for Benefits are to be used for training monies for the providers enrolled, this amount was earmarked from a proposal presented which included what the estimated total cost of every home based and center day care to take training. The proposal total amount would take around \$35,000, the Executive-Finance Committee allocated an amount based on what was used by the home centers and day cares last year(\$3,900). This is used for costs of training and stipends for help to cover substitute help needed when providers attended training. Rhonda indicated that in the past this funding did not pay for provider time at trainings, and Nola indicated it would be appropriated for use as it had been used in the past. Joyce offered that she wondered if this funding should be used for training that would address the goals of the empowerment area, not covering just the minimums required by their licensing or credentialing. Rhonda indicated that she would like to have input from an advisory group to decide what trainings were offered, she didn't want to commit to what trainings would be offered without input. There was also a suggestion regarding prorating some of the monies per county, but nothing is presently setup to do this, and as past experience would show, most of the four counties generally share the money fairly equally. The motion indicates to appropriate the money as last year, but to do more planning into this appropriation for next year.
3. **PEM:** The third part of this motion was to have the PEM committee be the one to look at carryover funds and make recommendations to the Empowerment Board as to the use of those funds. Discussion cease and the vote was-seven-yea, two nay, and Dick Sievers abstained. Motion carried.

- IV. **Benefits for Beginners Report:** Ann presented a written report of an update of the program, training, and enrollments to date. This report also gave information regarding upcoming trainings. She indicated that she does follow up visits with those providers that attended the trainings. She also provided the Board with information of the breakdown per county of the number of centers or preschools that redeemed their quality rewards points that they earned. Ann added that she is also working with ISU Extension on a campaign called Child Care Lasts a Lifetime; these provide table top information regarding child care and child development. This will be beginning in Le Mars and information will also be presented to groups and Boards of Supervisors in the future. Ann responded to a question regarding what equipment or things the points earned can be redeemed for. Home based can redeem \$500 a year, \$800 for centers serving less than 100 children, \$1,000 for centers serving more than 100 children. Joyce suggested that it would be nice to have information on how many children are served in the centers that redeemed points indicated in Ann's report, Rhonda indicated that when they redeem their points, the providers could be asked how many children they are currently serving. Nola also stated that evaluations from trainings would be helpful, what the providers are using from the trainings.

- V. 1. Nola shared financial reports from the Northwest Iowa Community Empowerment and the Healthy Families Program for September to date for the Board's information. Shane indicated that the budget does not reflect the amount needed to pay to the county for unemployment/workman's comp. insurance. He indicated that amount would be \$500 or less for the year. Dick moved and Wayne 2nd motion to adjust budget to allow for this amount. Nola indicated that there are unallocated funds that could be used for this expense. Motion carried.

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2. Dick made a motion to accept Loretta's resignation and thank her for her work, Rich 2nd motion carried. The vacant position will be filled hopefully at the next meeting after we have had a chance to review the by-laws, any suggestions or nominations will be addressed at that time. Members should come prepared to the next meeting to nominate a member to fill the vice-chair position.

- VI. By-Laws Report: Everyone was sent an e-mail or hard copy of the suggested changes to the current by-laws. Alma and Rick worked on these and made revisions as they deemed pertinent. They looked at two different sets of By-Laws from other Empowerment areas, the Empowerment Administrative Code and the Tool Kit from Empowerment and items reviewed at the Empowerment Board Training. The e-mail copies were distributed for input, and responses need to be returned in writing if anyone has concerns over any of the changes proposed. Nola requested these to be back by December 10, 2004.

Melissa noted the following concerns:

Art. 1 Sect 3 – purpose-possibly state: “NICE has the following purpose

- tailor services to meet individual needs (define)
- promote community planning (for what)
- to improve & increase early childhood (is this a new purpose)

Art. 2 Sect 2 a: changes number to 21 and no specific number for each interest, this provides for broader scope - needs to clarify that each interest needs to be included in the 21 members

Sect 2-a.2.: Clarify submitting name of alternate to vote and then statement in Art 3, Sect 2 – no proxies will be allowed.

c. a.k.a. “executive” should be Executive Committee

Art. 3 Sect 1 – clarify when the Empowerment meetings will be determined and not have next meeting being set at the current meeting.

Sect 2 – quorum: should there be a majority of board members to vote or just a majority of board members present to vote

Sect 3 - terms: terms of membership should be in Art 2 and not in Art 3
terms of officers should be in Art 4 not in Art 3

Art. 4 Sect 1 – officers: qualifications for being an officer (ex: not receive funding) needs to be spelled out here

Sect 3 – committees: clarify if authorizing those committees to bring recommendations to the board and if members are allowed to be on more than one committee.

Art. 5 Sect 4--notification: change to 24 hours, based on Empowerment recommendations and open meeting laws code, this allows for calling a meeting in a short

period of time if needed. It was noted that usually most meeting dates are noted well in advance.

Art. 7 Sect 2 - conflict of interest: define conflict of interest, Sect 3 describes conflict of interest but could be more specific

Sect 3 - refrain from discussion due to conflict of interest, it was noted there might be valuable input, State Empowerment team has suggested this wording so no influence will be given to voting members.

Kandi offered that for the people that are not here, it would be helpful for them to hear the discussion and note Melissa's recommendation, prior to making their reviews and suggestions. The completed product will be brought back to the next meeting.

- V. Community Partnerships: Nola updated the Board, each of the county Planning Council's have designated community as a Neighborhood Network. She presented the Board with the certificate noting our participation in the Community Partnerships process. Each of the Counties' shared their participation. Nola shared that we now have another cycle of funding to add an additional community as a Neighborhood Network in each county.
- VI. Comprehensive Strategies Report: Copies of the report was distributed by email, Nola requested for input on the power point presentation. The Decat Board brought up the issue of the development of a 501(c) 3 organization in Cherokee County which does not have a Prevent Child Abuse Council, they would like to do it, but no one at this point has taken it on. Deb wondered on the targets listed if there was a time frame noted since this was a time limited process; Nola noted that there should be. Deb wondered who was doing the work to accomplish the targets listed; the strategies are the areas that should be funded by Empowerment in the future. The ultimate goal was to funnel Empowerment and Decat funds toward the strategies in the counties. Dick mentioned that he looked briefly at the information, would like more time to review this. Melissa suggested that if action was to be requested or required on an agenda item, it needs to be noted on the agenda so that members and the public may be more prepared. Rachel suggested that if action was to be required, we may want to also address this in the by-laws giving official notice for a time frame for responses.
- VII. Adjourn: Motion made by Rich to adjourn, 2nd by Dick, motion carried.
- VIII. Next Meeting: January 13th, 2005, 1:30 pm in the Iowa State Bank basement meeting room.