

**Cerro Gordo, Hancock, and Worth County Empowerment Area
Board of Directors Meeting**

**Location:
AEA 267**

**March 17, 2009
1:30 p.m. to 3:30 p.m.**

AGENDA

Time	Action =A, Information =I		Topic	Presenter
1:30 PM	I		Program Presentation-Preschool Transportation North Iowa Community Action Org./Head Start	Program
2:00 PM	A	I	Call to Order	B. Amosson
2:05 PM	A	II	Order of Business 1. Consent Agenda • Approval February 17, 2009 Minutes • Approval of Agenda – March 17, 2009	B. Amosson
2:08 PM	I	III	Financials 1. Revenue and Expenditures	C. Williams
2:12 PM	I I I I I	IV	Local Empowerment Board Programs 1. Preschool Scholarship Program 2. Outdoor Learning Environments 3. Awareness Campaign 4. Preschool Survey 5. Preschool Training Funds	C. Williams
2:30 PM	A A A A I A I	V	New Business 1. Bylaws-Update 2 nd read 2. Remaining Funds To Be Allocated 3. 2010 Budget-Update 4. Mason City School Family Support Program Application & Contract 5. 2010 RFP & Evaluation Process- State TA 6. 2010 RFP Approval release of March 18 th and Posted Schedule 7. Strategic Planning w/Board-State TA	C. Williams
3:25 PM	I	VI	Public Input and Announcements	All
3:30 PM	A	VII	Adjourn	All

Next Meeting: April 21st from 1:30 – 3:30 To Be Determined.

Vision: Working Together So Every Child is Happy, Healthy and Ready to Learn.

**Empowerment Board of Cerro Gordo, Hancock and Worth Counties
Minutes of February 17, 2009**

Members Present: Bob Amosson, Kristie Parks, Mary Greiman, Laura Cerny, Karen Crimmings, Deb Quintus, Gary Van Hemert, Mary Ingham, Susan Schillitter, Ted Hall,

Members Absent: Ron Osterholm, Linda Prestholt, Mark Evers, Jeff Creger

Visitors: Janet Gartin, Tami Foley, Darshini Jaywardena, Peggy Funk, Nancy Dunn, Margie Jensen, Diane Casto, Ann Algaard, Wendy Taylor, Sally Presely, Teresa Symens, Ann Plegue, Molly Stockburger.

Coordinator: Cody Williams.

Lead Free Kids Presentation by the Cerro Gordo Department of Public Health, was presented to members present from 1:35 to 2:00.

- A. Call to Order:** The meeting was called to order by Bob Amosson at 02:05 P.M. It was determined that a quorum was present.
- B. Order of Business:**
 - 1. Approval of Consent Agenda:** Laura Cerny made a motion to approve the February 17, 2009 consent agenda, seconded by Deb Quintus, motion carried.
- C. Financials**
- D. Revenue and Expenditures-Review**
 - 1. The Financial Report** was reviewed. Laura Cerny requested a copy of updated spreadsheets could be e-mailed to members.
- E. Local Empowerment Board Programs**
 - 1. Preschool Scholarship Program:** We have received in the office as of 02/06/2009 146 applications or requests for applications. As of 02/06/2009 we have 134 children approved for services. With a total of \$98,525 allocated to these scholarships. 3 families waiting on more information to verify if family qualifies. We have denied 3 families; 2 families were denied due to residence out of the three counties, and 1 denied for too high of income. We have closed 4 scholarships due to families moving out of the area or attending public school. Our budget for the 2008-2009 year is \$100,000, and have \$995.00 left to allocate to families. As of 02/06/2009 we have paid out \$48,550 to preschools for the month of September to January.
 - 2. Outdoor Learning Environments:** As on 02/06/2009 we have 18 applications in house. We have reviewed all of the applications and have awarded up to \$400 to each applicant. At this point the applicants have received products from on company and still awaiting to get order approved from other company. Both companies gave free shipping to each applicant, and also are giving discounts. We will have left over funds, will be calculated in next report.
 - 3. Awareness Campaign:**

Preschool Billboard:
February: US 18 West Ventura, US 65 St. 9 Jct. Manly.
Quality Childcare Billboard: Cost \$1,350.00
February: 6th St. Roof Mason City. March:, US 65 St. 9 Jct. Manly
Radio Ad's: January 5th to February 23rd. Each Day 6a-7p: 1 Quality Childcare Ad will run and 1 Preschool Ad will run on the Following Stations: 107.3, 98.7, 103.7. Will have 2 interviews on each station over the 2 months. Cost \$1,100.00.
 - 4. Preschool Survey:** As of 02/06/2009, we have 293 surveys returned and entered. Still missing a few surveys from a couple of preschools. Preschools that have not reported at all (have contact, but have not received information): Charlie Brown West town and East Town.
 - 5. Preschool Training Funds:** AEA 267 will be providing a creative curriculum the first part of June. We hope to partner with them and provide curriculum print for each participant, and possibly a stipend for the teachers time. More information to come once planning is complete.

F. New Business:

- 1. Bylaws-Update 1st Read:** Corrections and clarifications made.
- 2. CCR&R QRS Specialist Program Amendment:** Mary Grieman made the motion to approve the amendment outlined, seconded by Deb Quintus, motion carried.
- 3. Prevention Power Amendment:** Kristie Parks made the motion to approve the amendment as outlined, seconded by Susan Schlitter, motion carried.
- 4. Other Program Funds and Needs:** Mary Ingham made a motion to accept line item changes for Family Connections, seconded by Kristie Parks, motion carried
Laura Cerney made a motion to approve moving \$3,000 to Health & Safety Program conducted by Exceptional Persons, Inc., seconded by Susan Schlitter and the motion carried.
Preschool scholarships: Laura Cerney made a motion to put the remaining \$7,000 into scholarships, Kristie Parks seconded the motion and the motion carried.
- 5. Mason City School Family Support Program Application & Contract:** Tabled
- 6. 2010 Budget Recommendation:** Gary Van Hemert made a motion to approve the 2010 preliminary budget, seconded by Karen Crimmings, motion carried
- 7. 2010 RFP & Process & Review:** Cody presented the RFP proposal informational packet to be sent out soon.
- 8. Current State funding Issues for the 2010 Budget Year:** Informational
- 9. State TA-Work with the Board:** Next meeting discuss issues that face our board/counties.

G. Public Input and Announcements:

- * Diane Casto – Parent Pathways, also handed out a survey for the board members to complete for her funding.
- * KIMT parent fair will be March 15th at the mall.

H. Adjourn: Gary Van Hemert made a motion to adjourn the meeting and seconded by Kristi Parks, The meeting was adjourned at 03:37 PM.

Respectfully submitted,
Mary Greiman, Secretary
Cody Williams, Coordinator

08-09 School Ready Funding Revenues and Expenditures Fund 013

	2008-2009	2007-2008	2008-2009	Feb-09	Mar-09	Total	Total Remaining	Percent
	Amount Received	Carry Over	Projected Total Revenue			Expenses		Expelled
Family Support and Parent Education Services for Children 0-3								
Family Connections	\$ 109,801.00	\$ -	\$ 109,801.00	\$ -	\$ 8,971.63	\$ 50,977.16	\$ 58,823.84	46.43%
Subtotal	\$ 109,801.00	\$ -	\$ 109,801.00	\$ -	\$ 8,971.63	\$ 50,977.16	\$ 58,823.84	46.43%
Family Support and Parent Education Services for Children 0-5								
Family Connections	\$ 146,984.00	\$ -	\$ 146,984.00	\$ -	\$ 12,009.78	\$ 68,240.07	\$ 78,743.93	46.43%
Parent Education Program	\$ 65,962.00	\$ -	\$ 65,962.00	\$ 2,077.29	\$ 3,301.99	\$ 5,379.28	\$ 60,582.72	8.16%
Mason City-Parent Education Program	\$ 37,692.00	\$ -	\$ 37,692.00	\$ -	\$ -	\$ -	\$ 37,692.00	0.00%
Subtotal	\$ 250,638.00	\$ -	\$ 250,638.00	\$ 2,077.29	\$ 15,311.77	\$ 73,619.35	\$ 177,018.65	29.37%
Preschool Programming Support for Low Income Families								
Preschool Scholarships	\$ 105,000.00	\$ -	\$ 105,000.00	\$ 12,125.00	\$ 7,240.00	\$ 63,510.00	\$ 41,490.00	60.49%
Head Start/4-yr Preschool Transportation	\$ 97,742.00	\$ 190,867.19	\$ 288,609.19	\$ 32,994.94	\$ 28,058.33	\$ 143,486.89	\$ 145,122.30	49.72%
Oral Health Project	\$ 14,700.00	\$ -	\$ 14,700.00	\$ 1,035.77	\$ 972.78	\$ 8,528.25	\$ 6,171.75	58.02%
Prevention Power	\$ 10,455.00	\$ -	\$ 10,455.00	\$ -	\$ -	\$ 5,791.89	\$ 4,663.11	55.40%
Preschool Trainings	\$ -	\$ 4,455.67	\$ 4,455.67	\$ -	\$ -	\$ -	\$ 4,455.67	0.00%
Subtotal	\$ 227,897.00	\$ 195,322.86	\$ 423,219.86	\$ 46,155.71	\$ 36,271.11	\$ 221,317.03	\$ 201,902.83	52.29%
Quality Improvement Funds								
CCR&R Resources for Health & Safety Quality Improvements	\$ 14,000.00	\$ -	\$ 14,000.00	\$ 1,440.00	\$ 952.00	\$ 10,186.00	\$ 3,814.00	72.76%
Preschool Scholarship Coordination	\$ 14,250.00	\$ -	\$ 14,250.00	\$ 1,120.65	\$ -	\$ 9,292.07	\$ 4,957.93	65.21%
Collaboration-Quality Improvements Coordination	\$ 28,500.00	\$ -	\$ 28,500.00	\$ 2,275.27	\$ -	\$ 18,865.74	\$ 9,634.26	66.20%
QRS Recognition Reception	\$ 1,877.00	\$ -	\$ 1,877.00	\$ -	\$ -	\$ 1,877.00	\$ -	100.00%
Public Awareness Campaign	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 1,448.00	\$ 797.00	\$ 5,000.00	\$ -	100.00%
Outdoor Learning Environments	\$ 5,045.00	\$ -	\$ 5,045.00	\$ 4,160.65	\$ -	\$ 4,880.27	\$ 164.73	96.73%
AEA-QPPS	\$ -	\$ 6,900.00	\$ 6,900.00	\$ -	\$ -	\$ -	\$ 6,900.00	0.00%
Preschool Trainings	\$ 2,364.36	\$ 3,802.97	\$ 6,167.33	\$ -	\$ -	\$ -	\$ 6,167.33	0.00%
Subtotal	\$ 71,036.36	\$ 10,702.97	\$ 81,739.33	\$ 10,444.57	\$ 1,749.00	\$ 50,101.08	\$ 31,638.25	61.29%
Miscellaneous Grants								
Lead Free Kids	\$ 66,484.00	\$ -	\$ 66,484.00	\$ -	\$ 5,153.44	\$ 26,168.30	\$ 40,315.70	39.36%
Lead Free Kids Inspections	\$ 27,072.00	\$ -	\$ 27,072.00	\$ -	\$ 1,555.00	\$ 20,897.53	\$ 6,174.47	77.19%
ABCD Drama	\$ 16,081.97	\$ 1,401.03	\$ 17,483.00	\$ 1,434.61	\$ 1,352.34	\$ 11,516.34	\$ 5,966.66	65.87%
Prevention Power	\$ 29,582.00	\$ -	\$ 29,582.00	\$ -	\$ 906.00	\$ 19,043.82	\$ 10,538.18	64.38%
Undetermined	\$ 8,175.36	\$ -	\$ 8,175.36	\$ -	\$ -	\$ -	\$ 8,175.36	0.00%
Interest	\$ 2,905.98	\$ -	\$ 2,905.98	\$ -	\$ -	\$ -	\$ 2,905.98	0.00%
Subtotal	\$ 150,301.31	\$ 1,401.03	\$ 151,702.34	\$ 1,434.61	\$ 8,966.78	\$ 77,625.99	\$ 74,076.35	51.17%
Administration								
Fiscal Agent Fees	\$ 7,729.00	\$ -	\$ 7,729.00	\$ -	\$ -	\$ -	\$ 7,729.00	0.00%
Liability Insurance	\$ 1,200.00	\$ -	\$ 1,200.00	\$ 1,169.60	\$ -	\$ 1,169.60	\$ 30.40	97.47%
Board Expenses	\$ 4,992.00	\$ -	\$ 4,992.00	\$ 556.44	\$ -	\$ 2,796.61	\$ 2,195.39	56.02%
Coordinator Support	\$ 11,400.00	\$ -	\$ 11,400.00	\$ 905.48	\$ -	\$ 7,507.67	\$ 3,892.33	65.86%
Subtotal	\$ 25,321.00	\$ -	\$ 25,321.00	\$ 2,631.52	\$ -	\$ 11,473.88	\$ 13,847.12	45.31%
SUBTOTAL	\$ 834,994.67	\$ 207,426.86	\$ 1,042,421.53	\$ 62,743.70	\$ 71,270.29	\$ 485,114.49	\$ 557,307.04	46.54%
Carry Forward			\$ 207,426.86					
Revenue 07/01/2008 to 06/30/2009			\$ 635,935.98					
Expenses To Date			\$ 485,114.49					
Fund 13 Balance			\$ 358,248.35					
Percent of Funds Left to be Spent								53%
Percent of Carry-Forward Rule		\$ 166,417.73						20%

08-09 Early Childhood Funding Revenues and Expenditures

Fund 012

	2008-2009	2007-2008	2008-2009			Total	Total	Percent
	Amount Received	Carry Over	Projected Total Revenue	Feb-09	Mar-09	Expenses	Remaining	Expelled
Quality Improvement Support Incentives								
Outdoor Learning Environment	\$ 4,667.92	\$ -	\$ 4,667.92	\$ 3,408.54	\$ -	\$ 3,408.54	\$ 1,259.38	73.02%
Subtotal	\$ 4,667.92	\$ -	\$ 4,667.92	\$ 3,408.54	\$ -	\$ 3,408.54	\$ 1,259.38	73.02%
Home or Center Child Care Nurse Consultants								
Child Care Nurse Consultant	\$ 18,725.00	\$ 16,000.00	\$ 34,725.00	\$ 2,686.50	\$ 2,688.17	\$ 23,905.35	\$ 10,819.65	68.84%
Subtotal	\$ 18,725.00	\$ 16,000.00	\$ 34,725.00	\$ 2,686.50	\$ 2,688.17	\$ 23,905.35	\$ 10,819.65	68.84%
Provider Training/Professional Development/Materials								
CCR&R Training, Quality Improvement, Public Education	\$ 45,640.00	\$ -	\$ 45,640.00	\$ 2,340.00	\$ 4,840.00	\$ 25,344.00	\$ 20,296.00	55.53%
Subtotal	\$ 45,640.00	\$ -	\$ 45,640.00	\$ 2,340.00	\$ 4,840.00	\$ 25,344.00	\$ 20,296.00	55.53%
Other Services								
CCR&R QRS Support Specialist	\$ 41,060.68	\$ 2,772.32	\$ 43,833.00	\$ 2,867.00	\$ 4,576.00	\$ 18,402.00	\$ 25,431.00	41.98%
Subtotal	\$ 41,060.68	\$ 2,772.32	\$ 43,833.00	\$ 2,867.00	\$ 4,576.00	\$ 18,402.00	\$ 25,431.00	41.98%
Administration								
Fiscal Agent Fees	\$ 1,396.40	\$ -	\$ 1,396.40	\$ -	\$ -	\$ -	\$ 1,396.40	0.00%
Liability Insurance	\$ 300.00	\$ -	\$ 300.00	\$ 292.40	\$ -	\$ 292.40	\$ 7.60	97.47%
Board Expenses	\$ 1,248.00	\$ -	\$ 1,248.00	\$ 139.12	\$ -	\$ 674.17	\$ 573.83	54.02%
Coordinator Support	\$ 2,850.00	\$ -	\$ 2,850.00	\$ 226.36	\$ -	\$ 1,876.76	\$ 973.24	65.85%
Subtotal	\$ 5,794.40	\$ -	\$ 5,794.40	\$ 657.88	\$ -	\$ 2,843.33	\$ 2,951.07	49.07%
Interest	\$ 336.46	\$ -	\$ 336.46	\$ -	\$ -	\$ -	\$ 336.46	0.00%
SUBTOTAL	\$ 116,224.46	\$ 18,772.32	\$ 134,996.78	\$ 11,959.92	\$ 12,104.17	\$ 73,903.22	\$ 60,757.10	54.74%

Carry Forward		\$ 37,743.25
Revenue 07/01/2008 to 06/30/2009		\$ 87,252.46
Expenses To Date		\$ 73,903.22
Fund 12 Balance		\$ 51,092.49
Percent of Funds Left to be Spent		45%
Percent of Carry-Forward Rule		No Rule

Service Coordinator Report February 2009-March 2009

Preschool Scholarship 2008-2009

We have received in the office as of 03/09/2009 151 applications or requests for applications. As of 03/09/2009 we have 138 children approved for services. With a total of \$99,165 allocated to these scholarships. 3 family waiting on more information to verify if family qualifies. We have denied 3 families; 2 families were denied due to residence out of the three counties, and 1 denied for too high of income. We have closed 5 scholarships due to families moving out of the area or attending public school. Our budget for the 2008-2009 year is \$100,000 + \$7,000, and have \$835.00 left to allocate to families.

As of 02/06/2009 we have paid out \$63,510 to preschools for the month of September to March.

Current Active Families-Does Not include closed files

88 Cerro Gordo \$69,375

34 Hancock \$19,050

11 Worth \$9,545

We have received 14 pre-applications for the 2010 scholarship.

Outdoor Learning Environments Project

As on 03/09/2009 we have delivered all products to the 18 providers that have received the grant. Total amount given to the providers is \$7,569.19, which is about \$420.51 per provider. This includes Grant products and activity book for each provider. The training costs for products and supplies were \$719.62. Total cost for program is \$8,288.81. Funds left are \$1,424.11, moved \$164.73 in SR to funds needed to allocated. Left \$1,259.38 in EC in line item. Recommended to leave in Line item to carry forward to next year for program.

Quality Childcare & Quality Preschool Awareness Campaign

Quality Childcare Billboard:

March:, US 65 St. 9 Jcgt Manly.

Mason City Preschool Survey

As of 03/09/2009, we have 297 surveys returned and entered. Still missing a few surveys from a couple of preschools. Preschools that have not reported at all (have contact via letter and phone, but have not received information): Charlie Brown West town and East Town.

Preschool Training Funds

AEA 267 will be providing a creative curriculum the first part of June. We hope to partner with them and provide curriculum print for each participant, and possibly a stipend for the teachers time. More information to come once planning is complete.

BYLAWS

Cerro Gordo, Hancock, and Worth Empowerment Area Board

Article I **NAME AND DEFINITION**

The name of the board shall be the Cerro Gordo, Hancock, Worth Empowerment Area, a public agency established by Iowa code (Chapter28) through the empowerment designation process. The empowerment area will include the counties, and [collaborate with](#) the [following](#) School Districts of Clear Lake, Corwith-Wesley-Luverne, Garner-Hayfield, Mason City, Central [Springs](#), Northwood-Kensett, [West Fork](#), West Hancock, Woden-Crystal Lake, and Ventura.

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Article II **GEOGRAPHIC AREA**

The geographic area served by this board shall be the counties of Cerro Gordo, Hancock and Worth and all school district offices centered within these counties.

Article III **FISCAL YEAR**

The Empowerment Area Fiscal year runs from July 1st to June 30th of each year.

Article IV **PURPOSE**

The Cerro Gordo, Hancock, Worth Empowerment Area shall exist to improve the quality of life, well being, and future success of children ages 0-5 and their families. Our tri-county area board serves to improve the efficiency and effectiveness of local education, health, and human service programs through collaboration, coordination, assessment, and planning.

Article V **RESULTS**

We strive to achieve the following results:

- Healthy children
- Children ready to succeed in school
- Safe and supportive communities
- Secure and nurturing families
- Secure and nurturing child care environments

Article VI **ROLE**

According to Iowa Code, Chapter 28, IAC 349, Chapter 1, and IAC 441, Chapter 169 the role of the Community Empowerment Area Boards is to:

- Promote and demonstrate community collaboration
- Conduct community assessments
- Coordinate planning
- Establish priorities
- Develop a system for comprehensive services to support families and communities
- Coordinate program/funding to meet needs and priorities

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Article VII **MEMBERSHIP**

Section A. Composition
Membership shall be comprised of residents from Cerro Gordo, Hancock, and Worth Counties. Members will be persons from groups and individuals in direct support of the above-stated purpose including but not limited to: human services, faith, businesses, consumers, public health, education. An employee of a provider organization in a community, who also serves on the community board, is a representative of the organization in which they are employed and therefore is neither a citizen representative nor a consumer representative. A concerted effort will be made by the Empowerment Board to reflect all people residing within its geographic boundaries. A minimum of fifty-one percent of the Board shall consist of elected officials or persons meeting the definition of a citizen's representative.

Section B. Number of Members
The Board shall consist of (15) members with representation from each of the (3) counties.

Section C. Board of Directors

Permanent Standing Positions

(4) Positions will be held in this category, each area of Human Service, Public Health and Education must be filled with a minimum of one member.

- Human Service
- Public Health
- Education

Elected Officials

- (6) Two Elected officials from each county.
(Must be elected in an official public election)

Citizens

- (1) Citizen of Faith
- (1) Citizen of Business
- (1) Citizen Volunteer

Consumers

- (2) Consumers (parent or grandparent of a 0-5 year old)

Section D. Officers
The following (3) positions shall be designated to one of the previously mentioned board of directors through a general board election which is conducted annually.

1. Chairperson
2. Vice Chair/Treasurer
3. Secretary

Section E. Terms of Office

1. Members may not serve longer than two consecutive terms (6 years). Those board members, who were appointed as a staggered term during initial board organization, may serve a full third term. There will be a (1) year gap after a member leaves the board before being able to volunteer to sit on the board for another 2 consecutive terms.

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(3) School Boards – one from each of the counties

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2. The four administrators or an appointee with Board approval from education, health, and human service will be exempt from the term of office limit, and will remain on the Board.
3. Elected officials can select an “alternate member” to represent their agency or group. If necessary an elected official may go to another agency or group within their county that fulfills their categorical makeup to select an alternate member. The alternate member would still need to be an elected official.
4. Upon a Board member’s resignation or an elected official’s term-ending, the new board appointee for that position or organization will begin a new (3) year term.
5. Officers: Each office will be held for a (1) year term. There will be a term limit of two consecutive years for officers with a one-year gap before being reelected as an officer.

Article VIII **RATIFICATION, ELECTION, AND RESIGNATION OF MEMBERS**

Section A. Appointment and Ratification of Members

A steering committee representative of the three counties will meet to plan for a Board which represents county, agency, gender, age, and interest balance among the stake holders, and prepare a list of potential members for appointment. Following the planning, those persons suggested will be contacted to secure their agreement to volunteer to serve on the Board.

Section B. Election of Officers

There will be a general election from the Board to select officers.

Section C. Resignation

Any member who intends to resign must send one written letter of resignation to the Chairperson and one written letter of resignation to the Coordinator of the Board. It will become final upon receipt by the Board. The Board will place the resignation on record at its next regularly-scheduled meeting. Resignations are effective with board approval at next scheduled board meeting.

Section D. Resignation by Absenteeism

If a Board member is absent without providing an acceptable (acceptability determined by the executive committee that will gauge frequency and degree) explanation for more than three consecutive meetings, they shall be contacted by the Chair to determine if they desire and are able to continue to serve on the Board. A Board member who has missed 50% or more of the meetings in a calendar year will be considered to have resigned and a replacement may be appointed according to Article IV. Section G of these bylaws.

Article IX **DUTIES**

Section A. Empowerment Board

1. Interpret the scope of responsibilities of the Empowerment Area as set by Iowa Legislation.
2. Establish the mission and policies to support the Legislative intent.
3. At a minimum administer funds from the state.
4. Ensure that interest or earnings on the community empowerment funds be used for services in the community plan. Keep the interest earned and the two funding streams in two separate accounts.

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Empowerment Board (continued)

5. Approve contracts.
6. Develop and implement the community plan with identified priorities, based on community assessments which address human service, education and health needs to support children and their families to reach desired results.
7. Evaluate the outcome of community plans.
8. Assure wide community input as part of all procedures by forming standing committees, task groups and focus groups.
9. Assign tasks to committees as appropriate.
10. Ensure that the annual report is submitted each fiscal year by September 15 to the Iowa board and to local governing bodies in the empowerment area.
11. Develop a plan to sustain community efforts to support children and their families within the empowerment area.
12. Assume other responsibilities established by law or administrative rule.

Section B. Board Member

1. Attend all meetings of the Board, including assigned committees and task forces. Notify the Board Chairperson or Empowerment Coordinator/Director of any absences in advance, if possible.
2. Thoroughly review the agenda and all background support material and come to all meetings prepared to contribute to the discussion of issues and business to be addressed.
3. Serve on at least one committee.
4. Represent the Cerro Gordo, Hancock and Worth Empowerment Board in a positive and supportive manner at all times and in all places.
5. Keep the Board Chairperson informed about any community concerns or issues that are relevant to this Board.
6. Refrain from intruding into administrative issues that are the responsibility of management, except to monitor the results and prohibit methods not in congruity with board policy.
7. Recognize conflicts of interest between position as a board member and personal and professional life. If such a conflict does arise, declare that conflict before the board and refrain from voting on matters in which a conflict exists. A member must abstain from voting in matters where there is real or perceived conflict of interest. A written declaration will be signed by all board members on an annual basis at the January board meeting. All new members must sign upon entry into the board.

Section C. Chairperson

The Chairperson must be either an elected official or citizen. He or she shall preside at all meetings of the Board, approve the agenda for each meeting, call special meetings as needed, oversee the operations of the Board, coordinate compliance with Iowa law and these bylaws, and execute documents on behalf of the Board when so authorized.

Section D. Vice Chair/Treasurer

The Vice Chair/Treasurer must be either an elected official or citizen. He or she shall assume the duties of the Chairperson in that person's absence. He or she shall be responsible for coordinating financial records with the fiscal agent and provide a report to the Board at regular meetings.

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Section E. Secretary

He or she shall be responsible for keeping notes that will be given to the coordinator to make final preparations to be stored in the empowerment office and kept track of by the empowerment coordinator. At any time these records should be produced when called upon to do so by the board or the public.

Article XI **VOTING**

Section A. Meeting Protocol

All meetings will be held in accordance with Roberts Rules of Order and Iowa meeting code Chapter 21, Iowa code supersedes Roberts Rules of Order.

Section B. Quorum

One more than half of the members (50%+1 of total filled positions), shall constitute a quorum at any Board meeting. In the event that quorum is not met, the meeting will be postponed for voting action, but an informal information meeting may continue.

A majority vote of those present shall determine all matters of business except the following (3) exceptions which require a two-thirds vote of the total membership of the Board:

- The removal of a member from the board
- Amending or repealing the bylaws
- Discontinuation of Housing Agent contract

Section C. Voting by Board Members and Alternates

1. Each Board member shall be entitled to vote upon each matter submitted to a vote at a meeting of the Board except in cases of conflict of interest.
2. The presence of a Board member and the exercise of the voting rights by a Board member by Alternates shall be permitted and recognized, subject to the limitations contained within this Section.
3. At all meetings, a Board member may designate an alternate. The alternate would need to meet the same statutory requirements of the member that they are serving as an alternate for. The alternate and the member can not both attend the same meeting and both vote.
4. Board member will designate only one alternate member at the January yearly meeting.
5. A board member may not use their alternate more than four times in a consecutive year.

Article XII **BOARD MEETINGS**

Section A. Schedule and Location of Meetings

1. The Board must meet at least quarterly. Meetings must be scheduled and located for the convenience of Board members and the general public, and should be held in Iowa Code Section 504A.22 approved sites. Public notice of meeting times and a proposed agenda will be made at least (24-hours) in advance of regular board meetings.

2. Notice of Regular Meetings--Notice shall be provided to all Board members at least twenty-four (24) hours in advance.

- Section B. Special or Ad Hoc Meetings
 The Chairperson may call a special meeting at any time with the approval of (2) additional Board members. The Chairperson must call a meeting within ten days (10) after receiving a written request for such a meeting from a minimum of (3) Board members. Notice shall be provided to all Board members at least (24) hours in advance, except for emergencies. Special meetings will have a closed agenda.
- Section C. Annual Meeting
 An annual meeting shall be held for the purpose of electing officers and for any other business that requires action. The annual meeting shall be held during the first regularly-scheduled meeting of the calendar year.
- Section D. Compliance with Open Meeting Laws
 All meetings of this Board will be held in open session as defined in the Code of Iowa Chapter 21.
- Section E. Compliance with Open Records
 All records of this board will be maintained in accordance with the Iowa Code Chapter 22 (open records). All records will be kept in the designated Empowerment office:
 Contact: Empowerment Coordinator
 22 N. Georgia Ave, Suite 300
 Mason City, IA 50401
- Section F. Tele-Conference/Electronic Conference
 Meetings may be conducted via telephone or other electronic conference technology. Acceptable forms of electronic conferences is the use of speaker phone, web-telecast, or ICN.

Article XIII **COMMITTEES**

The Board shall appoint committees as necessary to conduct the business of the organization to consist of as many members as seems advisable. Committees may be advisory, ad hoc, special, or standing as determined by the board. The board will call for committee volunteers to be appointed.

The committees include but are not limited to the following:

- Executive Committee (Chair, Vice-Chair, Secretary)
- Administration and Development Committee (Board Members)
 - Board Development
 - Nominating Committee
- Community Relations (Board Members/Community Members)
 - Marketing
 - Advocacy
- RFP Development Committee (Board Members)
- RFP Review Committee (Board Members/Community Members)
- Program Oversight Committee (Board Members)
- Community Advisory Committee (Community Members)
- Special Committees – will be appointed as necessary to conduct the business of the board

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- Deleted: Outreach and Community Service
- Formatted: Bullets and Numbering
- Deleted: RFP Funding/Accountability Program Review (no receiver or applicant for local empowerment funds may sit on this committee)
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Article XIV **DESIGNATED STAFF**

The Board will be responsible for hiring or contracting services for coordinator and operational staff.

Article XV **DESIGNATION OF FISCAL AGENCY**

The Board will designate its own fiscal agent and a written agreement established. The fiscal agent will be responsible for providing an annual financial report and audit of empowerment area funds to the Board. The fiscal agent will meet Iowa code (Chapter28) requirements of who can serve as a fiscal agent.

Article XVI **BUDGET**

Section A. Financial Resources

Financial resources of the Cerro Gordo, Hancock and Worth County Empowerment Area are the responsibility of the Board. The Board will:

- Have a clear plan for acquisition of financial resources to pay for the operations
- Provide guidelines for management and allocation of financial resources that will produce optimum benefit for those we serve
- Monitor and evaluate the financial plans and guidelines to ensure the financial integrity of the Empowerment Area

Section B. Board Contracts

The Board will approve all contracts by a majority vote and may seek reimbursement should the requirements of the contract not be completed satisfactorily.

Section C. Request for Proposals (RFP) Review Process

Empowerment funds may be disbursed by an RFP process. The Board will choose members of the grant review committee. The review committee will be comprised of (5-15) members that will be screened for potential conflict of interest. All programs funded must define and document how the project will address one or more of the priority areas identified by the Cerro Gordo, Hancock and Worth County Empowerment Area.

Section D. Appeals Process

Applicants have the right to appeal the funding decisions based upon a showing that the policies and procedures governing the grant selection process have not been properly applied. The decision of the board will be final.

Article XVII **LIABILITY**

The Board shall provide adequate indemnification and liability insurance coverage for the Cerro Gordo, Hancock and Worth County Empowerment Area.

Article XVIII **LEGAL REPRESENTATION**

The Board shall be responsible for selecting and appointing its own legal representation as needed.

Article XIX **AMENDMENT TO THE BYLAWS**

These bylaws may be amended, altered, or repealed by a two-thirds vote of the membership of the Board, provided that at least (10) days written notice has been given. A copy of the proposed amendments must be included in the notice. A proposed amendment shall be considered for first review at one meeting, and voted on for final passage at a subsequent meeting of the Board. Each Board member's vote on an amendment shall be recorded by roll call. The bylaws will be review each year at the annual meeting.

Article XX **DISSOLUTION**

This Board may be dissolved, in a manner consistent with the laws of the State of Iowa, and within the requirements of all funding sources.

Article XXI **CONFLICT OF INTEREST**

A member (or spouse/family) of the Community Empowerment Area Board, who may derive any intentional personal benefit, profit or gain, directly or indirectly, by reason of membership on the board or for services contracted from the board, shall disclose such interest to the board and made a matter of record. The member's abstention from the vote and reason for it will be recorded in the meeting minutes.

A member of the Empowerment Board, who is also a board member of another organization and which organization may derive benefit by an Empowerment Board decision, shall disclose such information to the Empowerment Board. The member's abstention from the vote and reason for it will be recorded in the meeting minutes.

Board members and employees are prohibited from receiving gifts, fees, loans or favors from suppliers, contractors, consultants, or financial agencies, which obligate or induce the Board member or employee to compromise responsibilities to negotiate, inspect or audit, purchase or award contracts, with the best interest of the Empowerment Area in mind.

Since it is not possible to write a policy that covers all potential conflicts, Board members and employees are expected to be alert to and avoid situations that might be construed as conflicts of interests. The Board shall address these issues as deemed appropriate.

School Ready Budget for State Fiscal Year 2010

(July 1, 2009 to June 30, 2010)

2009-2010	
School Ready Grant Award for SFY09	\$695,023.00
Allowable Administrative Expenses:	
Up to 3% of grant award	\$20,850.69
Preschool Support for Low Income Families	\$189,000.00
Family Support & Parent Education Services for Children Ages Prenatal-3 (must contain a home visitation component):	\$93,000.00
Family Support & Parent Education Services for Children Ages prenatal-5	\$209,000.00
Funds to Support Quality Improvement Efforts	\$56,000.00
Other Services	\$127,172.31
2009-2010 Proposed	
Administration (Line Items)	
Fiscal Agent Fees	\$4,190.69
Liability Ins.	\$1,200.00
Board Expenses	\$6,160.00
Coordinator Support	\$9,300.00
Sub-Total	\$20,850.69
2009-2010 Proposed	
Preschool Support	
Preschool Scholarships	\$86,000.00
Preschool Transportation	\$92,000.00
Quality Preschool Improvement Project	\$11,000.00
Sub-Total	\$189,000.00
2009-2010 Proposed	
Family Support and Parent Education Services for Children Ages prenatal-5 years (must contain a home visitation component)	
Home Visitation 0-5	\$212,000.00
Sub-Total	\$212,000.00
2009-2010 Proposed	
Family Support and Parent Education Services for Children Ages 3-5 years	
Parent Support Programs 3-5	\$128,000.00
Sub-Total	\$128,000.00
2009-2010 Proposed	
Funds to Support Quality Improvement Efforts	
Preschool Scholarship Coordination	\$15,500.00
Collaboration-Quality Improvements Coordination	\$34,875.00
QRS Incentive & Special Training	\$11,000.00
Sub-Total	\$61,375.00
2009-2010 Proposed	
Other Services	
4 Grants that must connect to the priority indicators	\$83,797.31
Sub-Total	\$83,797.31
Total of School Ready Grant Planned Expenditures	\$695,023.00

2008-2009	
School Ready Grant Award for SFY09	\$1,051,466.86
Allowable Administrative Expenses:	
Up to 3% of grant award	\$25,321.00
Preschool Support for Low Income Families	\$418,219.86
Family Support & Parent Education Services for Children Ages Prenatal-3 (must contain a home visitation component):	\$109,801.00
Family Support & Parent Education Services for Children Ages prenatal-5	\$246,851.00
Funds to Support Quality Improvement Efforts	\$76,997.97
Other Services	\$174,276.03
2008-2009 Current	
Administration (Line Items)	
Fiscal Agent Fees	\$7,729.00
Liability Ins.	\$1,200.00
Board Expenses	\$5,392.00
Coordinator Support	\$11,000.00
Sub-Total	\$25,321.00
2008-2009 Current	
Preschool Support	
Preschool Scholarships	\$100,000.00
Preschool Transportation	\$288,609.19
Preschool Oral Health Projects	\$14,700.00
Prevention Power	\$10,455.00
Preschool Trainings	\$4,455.67
Sub-Total	\$418,219.86
2008-2009 Current	
Family Support and Parent Education Services for Children Ages prenatal-5 years (must contain a home visitation component)	
Family Connections	\$256,785.00
Sub-Total	\$256,785.00
2008-2009 Current	
Family Support and Parent Education Services for Children Ages 3-5 years	
5 Area School Districts	\$133,522.03
Sub-Total	\$133,522.03
2008-2009 Current	
Funds to Support Quality Improvement Efforts	
Preschool Scholarship Coordination	\$14,250.00
Collaboration-Quality Improvements Coordination	\$28,500.00
Outdoor Learning	\$5,332.46
Public Awareness Campaign	\$5,000.00
Health & Safety	\$11,000.00
QRS Recognition Reception	\$2,500.00
Preschool Trainings	\$10,415.51
Sub-Total	\$76,997.97
2008-2009 Current	
Other Services	
Lead Free Kids	\$66,484.00
Lead Free Kids Inspections	\$27,072.00
ABCD Drama	\$17,483.00
Prevention Power	\$29,582.00
Sub-Total	\$140,621.00
Total of School Ready Grant Planned Expenditures	\$1,051,466.86

Early Childhood Budget for State Fiscal Year 2010 (July 1, 2009 - June 30, 2010)

2009-2010		2008-2009	
Early Childhood Grant Award for SFY10	\$110,000.00	Early Childhood Grant Award for SFY09	\$ 134,660.32
Allowable Administrative Expenses:		Allowable Administrative Expenses:	
Not to exceed 5% of grant award	\$5,500.00	Not to exceed 5% of grant award	\$ 5,794.40
Administration (Line Items)	Current FY Funds	Carry Forward Funds	
Fiscal Agent Fees	\$1,335.00		\$1,396.40
Liability Ins.	\$300.00		\$300.00
Board Expenses	\$1,540.00		\$1,248.00
Coordinator Support	\$2,325.00		\$2,850.00
Sub-Total	\$5,500.00		\$5,794.40
Child Care Nurse Consultants	Current FY Funds	Carry Forward Funds	
Nurse Consultant & Incentive	\$35,850.00	Nurse Consultant	\$34,725.00
Sub-Total	\$35,850.00		\$34,725.00
Provider Training/Professional Development/Materials	Current FY Funds	Carry Forward Funds	
Provider Training	\$32,950.00	CCR&R Provicer Training	\$45,640.00
Sub-Total	\$32,950.00		\$45,640.00
Other Services	Current FY Funds	Carry Forward Funds	
Childcare/Preschool Quality Expansion	\$35,700.00	QRS Support Specialist	\$43,833.00
	\$0.00	Outdoor Learning	\$4,667.92
Sub-Total	\$35,700.00		\$48,500.92
Total of Early Childhood Grant Planned Expenditures	\$110,000.00		\$134,660.32