

Partnerships 4 Families  
April 15, 2011

Members present: Jacque Happe, Donna Sutton, Everett Grasty, Jean Stadlander, Amy Carpenter, David Ohrt, Cheryl Wichtendahl, Area Director Cindy Duhrkopf

Excused: Patricia Nielsen, Chris Polking, Sam Graeve, Rod Rowland, Sara Gyolai, JoAnn Klocke,

Guest: Trisha Christensen, Jeanie Running,

Secretary Donna Sutton called the meeting to order at 10:30 a.m. Members introduced themselves and welcomed new members and guests.

Grasty made a motion to approve the agenda, Wichtendahl seconded the motion. The Agenda was approved.

Minutes of March 2011. Grasty moved to approve the minutes of the March 2011 meeting and Stadlander seconded the motion. All voted in favor. Motion passed.

Public Input none.

### **Coordinators Report:**

**Website:** Currently researching other alternatives to simplify the updating of the website, with approval from the Executive Committee.

**Fiscal Agent and Employer of Record:** Currently researching best scenario for the P4F Board fiscal agent and employer of record for the P4F Area Director with direction from the Executive Committee.

**Updating Technology:** Under the direction of the Executive Committee researching updating of the P4F computer and software, current computer is three years old but running on old software that needs to be updated.

**Early Childhood Task Force meetings:** Met in April and did a SWOT analysis, information will be shared with P4F Board.

**Family Support Credentials:** Guthrie County Peer Review will be May 3,4 and 5<sup>th</sup>. P4F Board members who have indicated involvement include Patricia Nielsen, Donna Sutton and Everett Grasty. Others are welcome to attend the opening meetings on May 4<sup>th</sup>.

**SW Iowa Directors Meeting:** Will meet in April, continue work on policies and procedures with others area directors.

**H.O.P.E.S. Quarterly Meeting:** Will meet April 29 for third Every Child Reads training with Corey Sebetka as trainer.

**Levels of Excellence:** The state has released updated forms to be reviewed, waiting on final documents.

**Board Members:** Still seeking Guthrie County member from Panora area.

**Preparations for FY12:** Beginning the preparations for FY12 and budget cuts.

Old Business: None

**New Business:**

**Legislative Session** update was provided by Duhrkopf, files to watch are HF 645 the Education Appropriation File and HF 649 the Human Service Appropriation File. At this point it is likely both files will be debated in conference committees.

**Technology updates**

Duhrkopf meet with the Executive Committee on Monday and provided us with quotes for upgrading of the website, a new computer and software.

It is the Executive committee's recommendation that we continue to work with Zea Creative out of Jefferson to upgrade our current website into a more user friendly site. The cost is sustainably less than the creation of a completely new site. With Board approval Cindy will move forward on this. Funding for this and the new technology will come from funding allocated to the Coordinators funding.

It is also the recommendation of the Executive Committee that Cindy be given a budget of \$1500 to spend on a new laptop computer, networking software and Microsoft software.

Stadtlander made a motion to work with Zea Creative for updates to the website and provide the area director with a budget of up to \$1500 for computer and software Carpenter seconded the motion, all were in favor, motion passed.

**Fiscal Agent and Employer of Record for FY12** At the request of the Executive Committee, Cindy did some research regarding fiscal agent and employer of record. After researching the current offerings at New Opportunities and two other agencies, it was concluded that New Opportunities offers Partnerships 4 Families a very fair rate for fiscal agent services and rent. We will continue with them for FY12. It is the goal to keep the Area Directors position at .8 FTE as it is this year. This will depend on final allocations. Ohrt made a motion to continue with New Opportunities as our fiscal agent and employer of record. Grasty seconded the motion. All were in favor, motion passed.

**SWOT analysis summary from Early Childhood Task Forces** was shared and discussion had. Duhrkopf will make this information available to any one upon request.

**Other Business:**

**Financial Report and Business**

Carpenter Moved to approve the vouchers, Happe seconded the motion, all were in favor motion passed.

Next Meeting

May 13, 2011 at 10:30 in Coon Rapid

Wichtendahl made a motion to adjourn, Grasty seconded the motion.