

Review of 2008 Community Empowerment Area Annual Reports

State Team Use:
Date Report Submitted to Office: 9/15/08

Was it submitted on time?
YES NO

Was the report complete?
YES NO

Date budget approved_7/9 & 7/16____
Redesignation date_ Fall 2010_____

Community Empowerment Area: Washington County

Reviewed by: _____ Debra Scrowther _____

Review Date: _____ December 18, 2008 _____

Participants in Meeting/Call: Board Members: Jim Miksch, Janis Gruber, Edi Nebel; Staff: Tasha Beghtol _____

Evaluation Issues	Yes	No	Progress Status Comments
The Annual Report Cover Sheet is complete with current and all relevant information.	X		
The Executive (Showcase) Summary is complete with all sections included.	X		Indicator list on Exec Summary does not match those indicators tracked in the report. Good data, graph and analysis presented.
Community empowerment board size is stated.	X		Report states 11 members, but only 9 members are listed. Is 11 the number in CEA bylaws?
*Chairperson is citizen or elected official.	X		Chair identified in report has since resigned. The Vice-Chair has been temporarily filling this position. She also meets the definition of citizen.
*Board composition is a minimum of 51% citizen and/or elected officials.	X		With an 11 member board need 6 members that meet the definition of citizen or are elected to public office. Six are identified. Good citizen representation
*The following representation is included on the board: <ul style="list-style-type: none"> • Human Services • Education • Health • Consumer • Faith • Business 	X X X X X No		At the time of submission all required members were filled. Currently, there are 3 vacancies. Along with the report, the board submitted a written plan for meeting board membership requirements. It is their intent for full board membership to be in place by the end of January 2009.
Organizational structure of board, as well as how board relates internally and to community is described.	X		Org chart provided; FYI - next year the internal and external parts of this section will be split out for clarification Committee structure well defined
*Collaborative efforts and/or actions are described to avoid duplication, enhance efforts, combine planning, and/or other progress.	X		CART SWVPP teacher training
Collaborative efforts reflect creative solutions, and a positive engagement and commitment of the community.	X		
Are priorities from the Community Plan clear and concise in order to move the CEA in a positive direction?	X		
Local indicators are identified and linked to state results.	X		

Community-wide indicators that are shared meet the definition of an indicator.	X		The Executive Summary lists “other” indicators that the board pays attention to but does not include in the trend lines of the annual report.
Data source is listed for each Community-wide indicator	X		
Community-wide indicators are listed with baseline and trend line data.	X		
Projected timeline and progress update provided on local indicators.	X		Really good analysis – good effort to get to at least a possibility of “why”
Common language framework utilized to describe Early Childhood Services provided.	X		
Performance Measures demonstrate/reflect communication, planning and interaction in the community.	X		
Common language framework utilized to describe School Ready Services provided.	X		
Program performance measures demonstrate/reflect communication, planning and interaction in the community.	X		
State-wide performance measures are reported.	X		
Approved items in budget are reflected in the annual report.	X		
Categorical funds are spent appropriately.	X		
Other community investments and support have been identified which come directly to and flow through the CEA to support the community plan.	NA		Not required to report this year
Early Childhood financial report is complete and accurate. Line items match the inputs reported in Performance Measures section of report.	X		
Board liability insurance is secured and is paid for out of Early Childhood and/or School Ready Administration funds.			None reported – clarification from Coordinator that this was paid for 2 years in FY07 so didn’t appear on the financial statement for FY08.
*Administrative expenses for Early Childhood do not exceed 5% of grant award.	X		
*Interest earned is applied to Early Childhood program/service budget.	X		
Early Childhood carry-forward funds are at 30% or less than annual received amount.	X		Reported 29% carry forward of FY08 allocation
School Ready financial report is complete and accurate. Line items match the inputs reported in Performance Measures section of report.	X		
*Administrative expenses for School	X		

Ready do not exceed 3% of grant award.			
*Interest earned is applied to School Ready program/service budget.	X		
School Ready categorical funds are spent appropriately	X		
School Ready carry-forward funds are 30% or less than annual received amount.	X		Reported 9% carry forward of FY08 allocation
School Ready carry-forward funds are reflected in appropriate categories.	X		

Identified Areas of Strength:

- Board membership meets requirements in Iowa Code
- Priorities and adopted community-wide indicators are well defined to maintain the board's focus on the needs/gaps within the CEA; good data analysis
- Strong process is in place for tracking funded programs – activities, as well as finances
- All required state program performance measures are reported; other program's measures are strong
- School Ready carry forward funds are below 20% - report 9%

Identified Opportunities for Improvement:

- Baseline data should be identified for each indicator in order to compare the trend. The first year of data collection becomes the baseline.

Changes Necessary to the 2008 Annual Report:

- None noted.

Technical Assistance Noted:

- Reviewer noted no specific training needed.
- Contact the Office of Empowerment as needs arise.