



January 18, 2008

Megan Jones-Schiebel
Washington County Empowerment
110 N Iowa Ave, Suite 300
Washington, IA 52353

Dear Empowerment Area Board:

In Iowa Administrative Code, the term Redesignation is defined as a process used by the community board and empowerment area to evaluate progress of collaborative efforts and the community plan toward reaching desired results. During the January 2004 Iowa Empowerment Board meeting, members adopted a process for the 3-year redesignation period. Your empowerment area participated and has now completed that comprehensive process. Congratulations on reaching your third three-year designation.

Thank you for being a part of this in-depth process the past few months. We appreciate the time and effort your board and other community members exerted in order to complete the necessary information. We also hope that the planning generated was worthwhile for you as well.

The redesignation summary for your area was reviewed by the Iowa Empowerment Board at their January 11, 2008 board meeting. The state empowerment team members shared highlights and items identified during the review and meeting with your local board. Some of the comments about your board shared during the State Board meeting were:

- Washington County Empowerment has a very understanding of the community and its needs
- Function not just as a funding source, but a major advocate of the well-being of young children, their families, and those who work with them
- Board membership questions were resolved within the allotted time frames

The Washington County Empowerment Board was approved with a full designation that is effective January 2008 through December 2010. This designation allows your empowerment area to receive funding for the three-year period.

Thanks again for your work in this process. Congratulations on the successful outcome.

Sincerely,

Floyd Winter
Iowa Empowerment Board, Chair

Cc: Tasha Beghtol
Representative Sandy Greiner
Senator Becky Schmitz

**Iowa Community Empowerment
Technical Assistance Team
Redesignation Addendum**

Area Seeking Redesignation: Washington County Empowerment

Summary Comments:

The Washington County Empowerment Board was given to December 15th to comply with board membership requirements and discuss collaboration outcomes in the Community Plan. Corrected information was submitted to the Office of Empowerment on the December 15th deadline.

Recommendation:

Designated for 3 Year (Unconditional) Conditionally Designated for 3 Years, Improvement Plan required

Signature of Empowerment Facilitator

Date

For those areas with Conditional 3-Year Designation:

Improvement Plan Submitted (Date): _____

Technical Assistance Team Follow-up Date: _____

Documentation of Improvement Plan Completion (Date): _____

**Iowa Community Empowerment
Technical Assistance Team
Redesignation Recommendation/Summary**

Area Seeking Redesignation: **Washington County Empowerment**

Redesignation Time Period: 2008 - 2010

Team Recommendation: Conditional designation pending the receipt and approval of missing information highlighted in this report and listed on page 7 by December 15, 2007.

Signature of Empowerment Facilitator

Date

Signature of Local Board Chairperson

Team Summary of Annual Report, Community Plan, Self-Evaluation and Site-Visit

The Redesignation visit was completed on October 2, 2007, with the Washington County Empowerment Board members and the coordinator.

Members present were:

Chair – Megan Jones-Schiebel
Jim Miksch
Mark Schnieder

Empowerment State Technical Assistance Team members: Judy Knox and Beth Govoni

1. Community Plan Review

<i>Item</i>	<i>Strengths</i>	<i>Opportunities/Recommendations for Improvement</i>	<i>Meets CE Requirements</i>	<i>Improvement Plan Needed</i>
Assessment of community identifies current community assets and resources including existing federal, state and local funding/resources available for providing services.	Resources were provided as well as a statement of process to obtain information.	Information on preschools, child care centers, school district preschools would be helpful in making funding decisions.	X	
The community plan is an up-to-date, living document that reflects the assets and needs of the community and families with children ages 0-5.		Limited Needs Assessment - Although the Feasibility study sounds like it was done for the purpose of determining if a community child care facility and/or FRC were needed the Board felt that it was sufficient to determine community gaps and assets. The board indicated that they used assessments from other community partners. Based on information from Public Health the Board feels that all of the health needs are being addressed. Collaborations were identified and planning discussed, additional information including the projected outcomes for each of the collaborative partnerships must be included in community plan prior to December 15, 2007.		X
There was community input	Input from Feasibility Study	More information would have	X	

to develop the plan.	included families, providers, human services.	been helpful about what strengths and gaps were ascertained.		
The community plan includes a process for evaluation.	Indicators are reviewed.	The Board may wish to document the specific evaluation process steps in their plan.	X	
The community plan clearly identifies the area's geographical boundaries.			X	
Priorities are identified and described in the community plan.	Priorities are identified.	The Community Plan could be expanded to include discussion as to how priorities were determined.	X	
An inventory of existing funding and resources available in the community for providing services has been developed and updated.		Family Resources and EC Ed & Care – if this document is intended for the community, additional information such as child care vs preschool, cost to families, whether scholarships are available etc. would be helpful.	X	

1. Community Plan Review (Continued)

<i>Item</i>	<i>Strengths</i>	<i>Opportunities/Recommendations for Improvement</i>	<i>Meets CE Requirements</i>	<i>Improvement Plan Needed</i>
Community-wide indicators have been identified and adopted and are related to the state-wide results		Two indicators (# of preschool aged children receiving tuition and # of preschool aged children receiving transportation) are really program measures. These should be eliminated as community-wide indicators.	X	
A process is in place for the collection of indicator data			<i>NA</i>	<i>NA</i>

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2. Annual Report Review

<i>Item</i>	<i>Strengths</i>	<i>Opportunities/Recommendations for Improvement</i>	<i>Meets CE Requirements</i>	<i>Improvement Plan Needed</i>
Annual report is submitted on or before due date.			<i>X</i>	
Annual report provides all information required to reflect progress toward state-wide results and local priorities and goals, including community indicators and program performance measures.	Board (and Coordinator) assisted child care providers and others to affect change in city code for the benefit of young children.	Minimal data analysis included with indicator data.	<i>X</i>	
Evidence of capacity to implement services is described in Annual Report			<i>NA</i>	<i>NA</i>
Common Language Framework has been completed in the Annual Report.			<i>NA</i>	<i>NA</i>
A process is in place for the collection of performance measure data			<i>NA</i>	<i>NA</i>
Administrative expenses for Early childhood do not exceed 5% of grant award			<i>X</i>	
Interest earned is applied to Early Childhood programs/services		Financial Statement does not equal expenditures listed in Performance Measures (\$509.37 not accounted for on PM).	<i>X</i>	
Administrative expenses for School Ready grant do not			<i>X</i>	

exceed 3% or a maximum of \$60,000				
Interest earned is applied to School ready program/services		Financial Statement does not equal expenditures listed in Performance Measures (\$150.04 not accounted for in PM).	X	

3. Self-Assessment/Board Operations Review

<i>Item</i>	<i>Strengths</i>	<i>Opportunities/Recommendations for Improvement</i>	<i>Meets CE Requirements</i>	<i>Improvement Plan Needed</i>
By-laws adopted for board structure & function, including terms of office and election of chair.			X as reported in self-assessment	
The Board meets the membership requirements as defined in legislation. (The following representation is included on the board: human services, education, health, consumer, faith, business)		Board does not comply with requirement of 51% citizen or elected official representation. Board makeup must be compliant by December 15, 2007. At the time of the Annual Report submittal, Human Services was not represented but that has changed with the addition of Delores Carpenter.		X
The Board Chair is an elected official/citizen member.			X	
The Board has established a mission and vision based on community input.			X	
There is a structure in place to ensure community input at board meetings.			X	
A written agreement/contract is in place with a legally			X	

recognized fiscal agent.				
There is compliance with the open meetings law.			X	
There is compliance with the open records law.				
The Board has established a mission and vision based on community input.			X	

3. Self-Assessment/Board Operations Review (Continued)

<i>Item</i>	<i>Strengths</i>	<i>Opportunities/Recommendations for Improvement</i>	<i>Meets CE Requirements</i>	<i>Improvement Plan Needed</i>
Collaborative use of funds and resources are in place to avoid duplication of effort or to enhance efforts.	Funding is focused on child care/preschool providers and family support (PAT).			
Empowerment activities are built on community collaboration			NA	NA
Board members know the vision and mission of their CEA.			NA	NA
Has the Board endorsed the statewide ECHE unified vision?			NA	NA
Board liability/insurance has been secured.			NA	NA
Board members receive orientation and ongoing board development.	Indicate high level of commitment as new members are seated.		NA	NA
A designated contact or coordinator supports the CE process and supports the CEA Board.			NA	NA

Board Committees exist to support the CEA Board and CE process	Preschool Scholarship & Transportation, Program Committee, Board functions, Community Assessment, Executive Committee (as needed).		<i>NA</i>	<i>NA</i>
Able to describe levels of collaboration in the community		Board has identified several agencies where collaboration is weak.	<i>NA</i>	<i>NA</i>

4. **General Comments:**

WCE is proactive in the community. They saw a need in their community and created a collaboration to change county rules regarding employees in registered child care homes – providing safe and educational environments for children. WCE focuses on developing quality child care and preschool environments through professional development, consultation with Child Care Consultant and Child Care Nurse Consultant. They feel the health needs are addressed through Public Health and are satisfied that their family support program is meeting the needs of families with young children.

The coordinator indicated that the community plan was prepared for Board use only. As community members discover the new Washington Community Empowerment website, it was discussed that they would benefit from reading the community plan as well. With that in mind, the coordinator will make changes in the plan to make it more reader friendly. A revised community plan will be sent to the Office of Empowerment upon completion.

Washington School District, Washington County Hospital and United Way are not among the collaborative partners of WCE. The Board (and Coordinator) will increase efforts to create positive connections in order to enhance the services to young children and their families in Washington County.

5. Elements which must be completed prior to December 15, 2007

- The WCE board must meet the membership requirements that at least 51% of members meet the citizen/elected official definition. Six of the eleven board members must be a citizen or elected official.
 - Please submit 1) a revised board matrix and 2) minutes of the meeting at which these changes in membership occurred as documentation.
- Section 4 of the community plan must reflect the intended results of collaborations identified.

- Please submit the revised community plan as documentation.

6. Technical Assistance offered or requested:

Open invitation for TA was offered of the WCE board.

Recommendation:

____ Designated for 3 Years (Unconditional) ____ Conditionally Designated for 1 Year, Improvement Plan required

For those areas with Conditional 3-Year Designation:

Improvement Plan Submitted (Date): _____

Technical Assistance Team Follow-up Date: _____

Documentation of Improvement Plan Completion (Date): _____

CEA Board Meeting at Which This Plan Was Approved (Date): _____

Re-determination of Designation:

____ Designated for Remainder of Designation Cycle

____ Conditional Designation for Remainder of Cycle

____ Designation not Recommended