

Review of 2009 Community Empowerment Area Annual Reports

State Team Use:
Date Report Submitted to Office: _____

Was it submitted on time?
YES NO

Was the report complete?
YES NO

Date budget approved _____

Community Empowerment Area: Johnson County

Reviewed by: Shanell Wagler

Review Date: 12/23/09

Participants in Meeting/Call: Alice Atkinson, Jill Dodds, Sally Weyer, Lance Bolton, Brenda Parker, and Laurie Nash

* **BOLD items are mandated in legislation.**

Evaluation Issues	Yes	No	Progress Status Comments
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Executive Summary

The Executive (Showcase) Summary is complete and reports information that does not conflict with the annual report.	X		
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Annual Report

The Annual Report Cover Sheet is complete with current and all relevant information.	X		
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Section I

1-a. Community empowerment board size is stated.	X		22 members
1-a. * Chairperson is citizen or elected official.	X		Citizen representative
1-a. * Board composition is a minimum of 51% citizen and/or elected officials.	X		12 of the 22 listed meet the citizen/elected official definition.
1-a. * The following representation is included on the board: <ul style="list-style-type: none"> • Human Services • Health • Education • Faith • Business • Consumer 	X		CEA shared comments about gender balance law and how this board will meet that requirement. A committee of the board is being proactive and is addressing and brainstorming for future membership.
1-b. Organizational structure of board, as well as how board relates internally and to community is described.	X		Strong committee structures presenter. Board members reflected positive statements about their structure and appreciate the workgroups. CEA also shared thoughts about need to build upon public awareness efforts.
1-b. The CEA describes a process for tracking the funding and review by the Board.	X		Board feels grounded in this process for tracking of funding. A solid process was described in the narrative section of the report.
1-b. The CEA describes a difficult situation or change in process. Is additional technical assistance necessary?	X		

Section II

Community Plan updates are provided.	X		CEA updated the plan to address the role of the HCCI, nurse consultant and address funding amounts into the assessment. This meets legislative requirement.
Collaborative efforts described address both questions.	X		
*Collaborative efforts and/or actions are described to avoid duplication, enhance efforts, combine planning, and/or other progress.	X		Positive examples provided with detail to reflect thoughtful, purposeful work to support children and their families. Board feels proud about all examples, but highlighted example about building quality with evidence-based curriculum, esp. in early learning environments.
Collaborative efforts reflect creative solutions, and a positive engagement and commitment of the community.	X		
The CEA describes positive steps to support their community towards early childhood system development. (NGA update)	X		Thoughtful discussion occurred not only about the actual meeting, but also the role in which the board continues to strive to be comprehensive in its support of the early care, health and education system.

Section III

Are priorities from the Community Plan clear and concise in order to move the CEA in a positive direction?	X		Reviewer appreciated the layout of the priorities and goals within. Of special note was of the 4th priority regarding Community Wellness.
Local indicators are identified and linked to state results.	X		
Community-wide indicators that are shared meet the definition of an indicator.	X		
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		CEA encouraged to continue to review this data and determine a progress update to provide guidance to board and community on the community-wide data, emerging trends, and activities supported that might impact the data.

Section IV & V

Annual Report Template for the Early Childhood services is used and reflects numerical data for each data element.	X		Good data provided for funded projects. Data reflected should assist board with understanding funded activities and programs.
Annual Report Template for the School Ready services is used and reflects numerical data for each data element.	X		
The CEA reports all financial (empowerment and other) supports for services that receive empowerment investments.	X		
State-wide performance measures are reported.			This particular section was not reviewed during this process as the CEA is working with the Family Support Coordinator to address any questions from the annual report and to assist with improvements/questions for FY 10 programming data.
Categorical funds are spent appropriately.	X		
A connection between the annual report items and the SR & EC approved budgets is evident. (If no,	X		

describe questions.)			
Other community investments and support have been identified which come directly to and flow through the CEA to support the community plan. (Reported in the input sections of the performance measures).	X		This was excellently presented in the report. If I were a local board member, this would be very helpful to reflect actual costs for programs and services and the role in which the board serves.

Financial Statements

<i>Early Childhood</i> financial statement is complete and accurate. Line items are equal to 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.	X		SR
*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 20% or less of the year's total allocation.	X		
<i>School Ready</i> financial statement is complete and accurate. Line items are equal to the inputs reported in Performance Measures section of report.	X		
*Administrative expenses for School Ready do not exceed 3% of grant award.	X		
*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 at 20% or less of the year's total allocation.	X		
School Ready carry-forward funds are reflected in appropriate categories.	X		

General Comments from the Community Empowerment Area Board:

- Board shared a concern about need for categorical funding can make it difficult to continue to determine needs of young children and their families first and foremost, rather than 'what' we can fund in a funding category. Because of this requirement, they feel it's even more important to partner with other agencies.
- If making future changes to annual report template, data gathering, please provide as much as time as possible to address issues and make changes necessary at the local level.
- Board and coordinator expressed appreciation for part-time assistant that strengthens invoice review and processing of provider information

Identified Areas of Strength:

- This board continues to reflect comments and documentation that support a comprehensive approach to supporting young children and their families.

Identified Opportunities for Improvement:**Changes Necessary to the 2009 Annual Report:**

None noted for this review. Changes are forthcoming from the CEA for the family support section based on review of the state family support coordinator.

Technical Assistance Noted:

- CEA requested information from other areas regarding policies/procedures with service providers. Request included the frequency of when data is to be submitted, and examples of what board will do if required data as per contract is not submitted.
- As the board addresses concerns/questions about procedures with service providers, required state performance measures, local data requirements, etc., feel free to utilize the state as a resource to be of assistance as appropriate.