

**349—1.8 (28) Community board.**

**1.8(1) Structure.** A community board shall function as the governing board for an empowerment area.

- a. Empowerment area functions shall be performed under the authority of a community board.
- b. A community board is a unit of local government for purposes of Iowa Code chapter 670, which relates to tort liability of governmental subdivisions.
- c. A majority of the members of a community board shall be elected officials or citizens.
- d. A community board shall have members to represent, at a minimum, education, health, human services, citizens, elected officials, and business, faith, consumer and public interest.
- e. Each community board shall adopt bylaws that will, at a minimum:
  - (1) Establish the function and structure for community boards.
  - (2) Set the terms of office for three years, and the terms shall be staggered.
  - (3) Provide for the election of a chairperson from citizens, elected officials or volunteers.
- f. A community board shall establish an organizational structure to ensure that the local expertise, public will and continuous input from the community are requested, reviewed and evaluated.
- g. The meetings of a community board or any committee or other body established by a community board at which public business is discussed or formal action taken shall comply with the requirements of Iowa Code chapter 21 (open meetings).
- h. A community board shall maintain its records in accordance with Iowa Code chapter 22 (open records).

**1.8(2) Responsibility.**

- a. A community board shall:
  - (1) Obtain extensive community input to develop a mission and a vision for the empowerment area.
  - (2) Designate a fiscal agent from a public agency, a community action agency, an area education agency or a nonprofit corporation.
  - (3) Administer, at a minimum, the community empowerment funds from the state awarded for the empowerment area.
  - (4) Administer funds as provided by law or from other federal, state, local, grant, foundation, or private moneys or other funds.
  - (5) Ensure that interest or earnings on the community empowerment funds will be used for services in the community plan.
  - (6) Coordinate with the decategorization governing boards on the community plan and budget for the empowerment geographic area.
  - (7) Develop and implement a community plan which addresses sustainability, with identified priorities, current needs, gaps and services, based on community assessments which address early care, human service, education and health needs to support children prenatal through five years of age and their families in reaching desired results. At a minimum, the community plan shall include:
    1. A description of current and desired levels of community coordination of services for children prenatal through five years of age, including the involvement and specific responsibilities of all related organizations and entities.
    2. A fiscal assessment that identifies federal, state, local and private funding sources and funding amounts available in the empowerment area for use in providing services to children prenatal through five years of age.
    3. A description of how funding sources will be used collaboratively and the degree to which the moneys can be combined to provide necessary services to children.
    4. Priorities the community board expects to achieve through the implementation of the community plan and the program performance measures to be reported in the annual report.
    5. A description of the support services provided in the empowerment area to child care facilities registered or licensed under Iowa Code chapter 237A to prevent the spread of infectious diseases, prevent

child injuries, develop health emergency protocols, help with medication, and care for children with special health needs.

6. A process for evaluating progress.

(8) Ensure that an annual report for the empowerment area on the effectiveness of the community plan is submitted each fiscal year on or before September 15 to the Iowa board and to local governing bodies in the empowerment area. The annual report shall:

1. Provide information that identifies existing sources of funding, including in kind and match, and how these funds may be coordinated with the early childhood and school ready funds to support the community plan.

2. Identify members of the community board, including each member's representation.

3. Identify local empowerment area indicators to assess the effectiveness of the community plan. Include baseline data, three years of trend data, data source(s), the linkage to desired results, and data analysis to support the identified indicators.

4. Provide a description of community collaboration within the empowerment area.

5. Provide updates or changes to the community plan.

6. Provide performance measures for programs and activities funded, including state-required measures, through the early childhood and school ready grant funds.

7. Include financial statements for both early childhood and school ready grant funds.

(9) Provide staffing for the empowerment area and community board through the collaborative efforts of public and private organizations committed to reaching desired results for children and their families.

(10) Assume other responsibilities established by law or administrative rule.

*b.* A community board may:

(1) Designate one or more committees for oversight of empowerment funds awarded to the empowerment area. Committees make recommendations to the community board and have no decision-making authority.

(2) Develop, within the empowerment area, neighborhood bodies for community-level input to the community board and implementation of the community plan. Representatives who serve on these bodies advocate, make recommendations, provide expertise, suggest public policy, and provide guidance to the community board.

(3) Apply to the Iowa board or state agencies for waivers in order to administer categorical funds for services provided in the empowerment area which support the desired results for children and their families.

(4) By mutual written agreement between the community board, the decategorization board, and the state department of human services, assume the duties of the decategorization board, or the decategorization board may serve as a committee of the community board.

(5) Function as a coordinating body for collaboration and alignment of services offered by different entities and directed toward similar purposes within the empowerment area.