

**4 R Kids Program and Service Committee Minutes**  
**September 10, 2012**  
**6:00 P.M.**  
**Support Services**  
**306 Public Square**  
**Greenfield, Iowa 50849**

Those in attendance for the meeting were Ann Bass, John Jakes, Amy Kimball and Debra Schrader. The meeting was conducted by telephone conference with Support Services as the land site.

At the August 30, 2012 4 R Kids Board meeting the Board moved to have the Program and Service Committee start the search in securing a contract holder for home visitation services upon written receipt of termination of the Growing Strong Families contract. A letter was received September 6, 2012 from Adair County Extension.

Director Schrader asked Partners in Family Development – current contract holder for Dallas, Madison, and Warren County Parents as Teachers program - if they would be interested in serving Adair County. PFD felt it was essential to focus on successfully completing the family support credential process and growth in Madison County, as well as, other contractual obligations and regretfully declined. It was consensus of the Program and Service Committee to issue and Request for Proposal for home visitation services. It was noted that using examples of different models in the RFP would be advantageous as this may get more interested agencies to apply. The RFP is to be released September 12, 2012 with a due date of September 26, 2012. A special note will be added in the RFP regarding time restraints and that the Board reserves the right to modify the due dates if necessary to meet the needs of agencies who are interested in applying.

There was discussion regarding existing program materials and curriculum. If for some reason the new contractor would not need the materials, they would be offered to other programs. Depending on the amount of materials, it's possible that a storage unit may be needed to store them until a new contract is issued. Any family files will be stored in the Directors office in a locked file cabinet.

The Executive Director has drafted a letter to be sent to Adair County Extension acknowledging receipt of the termination letter and spelling out the terms of the contract in the event of contract termination. She will also set up a meeting to go over the details and ask the Board Chairperson to attend if able.

Meeting adjourned at 6:30 P.M.