

**Coordinating Board for Early Childhood
Executive Committee Conference Call
August 20, 2013 from 8:30-10:00
573-526-6207/866-630-9356**

MINUTES

Participants: Jim Caccamo, Stacey Wright, Patsy Carter, Carol Scott, Shirley Patterson, Daryl Rothman

➤ **Call to Order**

- **Spend down of ARRA funds:** Daryl updated the group that arrangements had been made to expend almost all of the funds, leaving a few thousand dollars in abeyance to ensure ability to fund August operational expenses. He commended the board for their fiduciary leadership in approving meaningful projects and expenditures of nearly 100% of the ARRA funds.

➤ **Post-ARRA budget/tasks:**

-Grant close-out activities, hours approved for Daryl; Children's Trust Fund contract.

-Hiring of part-time staff: ¼ time person approved for HRSA responsibilities; CTF contract.

-Does board wish to approve/hire for additional hours to assist with work group meetings, other responsibilities?

Daryl reiterated the board's approval for him to perform up to 50 hours of ARRA grant close-out work, to conclude no later than October 31, and informed the group that CTF had agreed to continue housing the ED contract, with no administrative fee associated with the additional two months. DSS presently amending the current ED contract accordingly. The board has agreed to hire a ¼ time person to perform CBEC's HRSA grant responsibilities, and a ¼ time person (could be same person) to perform ongoing board support work. Jim reported that he has been in recent contact with Sheila Tannehill of DSS regarding working out the processes/contract for this work.

- **Miscellaneous:** Stacey suggested that for the November CBEC meeting some of the key reports from funded projects should be presented; the group concurred. Shirley inquired about when the board would be seeing reports/project results and Daryl informed the group that as final reports are tendered at end of August they will be consolidated and emailed to the board, that CBEC work groups shall be processing relevant reports in their upcoming meetings, and, per Stacey's suggestion, project results/reports shall comprise the gist of the November CBEC meeting.

- **Ongoing Executive Committee Calls: does the committee wish to continue the current schedule of calls?:** The group requested that Daryl arrange the September and October Executive Committee calls for the same schedule as currently arranged, and that he plan to join the calls only for any portion that would require discussion of ARRA grant close-out information.