

**CBEC State Advisory Council  
Meeting Minutes  
October 3, 2011  
11:30-3:00**

<b>Members Present:</b>	
Jim Caccamo, Metropolitan Council on Early Learning	Patsy Carter, Department of Mental Health (DMH)
Ruby Harriman Christian, Daruby Enterprises	Carol Scott, Child Care Aware ® of Missouri
Mayme Young, Department of Mental Health (DMH)	Candace Shively, Department of Social Services (DSS)
Brenda Shields, Past President, United Way of Greater St. Joseph	Kathy R. Thornburg, Department of Elementary and Secondary Education (DESE)
Sue Stepleton, The Policy Forum, George Warren Brown School of Social Work	Margaret Donnelly, Department of Health & Senior Services (11:30-1:40 then 2:00-3:00)
<b>Members Present by Phone:</b>	
Sharon Rohrbach, Dynamic Change, LLC (12:00-3:00)	Roseann Bentley, Greene County Commissioner (12:15-3:00)
<b>Members Absent:</b>	
Valeri Lane, ZERO TO THREE	Stacey Owsley, MO Head Start Collaboration Office
<b>Guests Present:</b>	
Cindy Wilkinson, DHSS	Shari Allen, Children's Division
Kathy Quick, DHSS	Melinda Sanders, DHSS
Dr. Shirley Patterson	
<b>Guests Present by Phone:</b>	
Kathy Fuger, UMKC	
<b>Staff Present:</b>	
Daryl Rothman, Executive Director	Cindy Morff, Department of Social Services (DSS)

Agenda Topic	Discussion	Follow-up
<b>Call to Order and approval of the agenda</b>	<p>Meeting called to order at 11:40 a.m. A quorum was present at the beginning of the meeting and for all votes.</p> <p>The agenda was reviewed. Jim Caccamo moved to approve the agenda. Kathy Thornburg moved to add PD work group structure to the agenda and the motion was amended to include this. Sue Stepleton seconded the motion.</p>	<b>MOTION CARRIED.</b> (A quorum was present for the vote)
<b>Report of the Secretary</b>	The minutes from the August meeting were reviewed. Kathy Thornburg moved to approve; Jim Caccamo seconded the motion.	<b>MOTION CARRIED.</b> (A quorum was present for the vote)
<b>Report from the Executive Director</b>	Daryl referenced his report in the packet and there were no questions.	
<b>Budget Report</b>	Daryl referenced the budget report in the packet and emphasized by next meeting the budget codes would be further broken down; there was positive feedback about this intention.	
<b>Discussion Items</b>	<p><b>Proposed CBEC Portion of RTT-ELC Grant Application.</b></p> <p>The main points of discussion included fact that a majority of the funding would go to communities, via local pilots, and that the application addressed issues of sustainability. The CBEC ED and local coordinator, in concert with the board, would coordinate process for determining local pilots.</p> <p>The board preferred the proposal be adjusted to reflect intention to bid out Health Literacy Training rather than committing to a specific curricula/entity.</p> <p>Margaret Donnelly moved to approve this budget up to a maximum of 2 million dollars. Jim Caccamo seconded motion.</p>	<b>MOTION CARRIED</b> (A quorum was present for the vote)

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	<p><b>Strategic Plan.</b> Adopted motion to temporarily remove Family Engagement and Family Leadership from Glossary. Sue Stepleton made a motion to approve State Plan as a living document with Amendment on page 7 to add under number 4. Missouri’s families “are health literate and” actively ... Ruby Harriman seconded motion.</p> <p><b>Proposed 2012 Policy Agenda</b> – There was discussion concerning the item which addresses funding cuts/restoration. Margaret Donnelly suggested rephrasing to something along the lines of “families have access to high quality programs.” Decided to table until the November, 2011 CBEC conference call. Executive Committee will revise current document and include previous year’s documents in material for next meeting.</p> <p><b>2012 Board Meeting Schedule</b> – Margaret Donnelly indicated that in a previous meeting there was a discussion to have fewer conference call meetings next year. Would keep on calendar but only have calls if specific items need to be discussed. Correction was noted and made that November 11, 2012 should read November 13, 2012.</p> <p><b>CBEC Retreat</b> There was discussion regarding the CBEC Retreat scheduled for January 9, 2012. Would like to have topics for the agenda further delineated. It was reminded that board feedback had indicated preference for a facilitator over a presentation.</p> <p><b>Child Abuse/Neglect Workgroup</b> – There was discussion about a Child Abuse/Neglect workgroup. Would this fit under the Home Visitation workgroup and would the group be able to take on the Child Abuse/Neglect topic. There was discussion that there may already be other groups that deal with this topic and wouldn’t want to duplicate work. Candy Shively will research what groups deal with Child Abuse/Neglect.</p>	<p><b>MOTION CARRIED</b> (A quorum was present for the vote)</p>
<p><b>Reports</b></p>	<p>PD Workgroup moved that Program Assessment/Scoring System (PASS) and Professional Development (PD) Workgroup become sub-groups under Show-Me Quality for Kids Group. No second needed.</p>	<p><b>MOTION CARRIED</b> (A quorum was present for the vote)</p>

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	<p>HV Workgroup had Questions for the Board on their report: Carol Scott recommended the workgroup send out a survey monkey to the Board with their recommended definitions.</p> <p>No discussion on any of the other reports.</p>	
<b>Adjournment</b>	Kathy Thornburg moved to adjourn and Sue Stepleton seconded the motion. Meeting adjourned at 3:03.	<b>MOTION CARRIED</b> (A quorum was present for the vote)

Minutes reviewed by Secretary, Carol Scott  
Approved November 9, 2011