

**CBEC State Advisory Council
Meeting Minutes
September 7, 2010**

Members Present:	
Roseann Bentley, Greene County Commissioner	Margaret Donnelly, Department of Health and Senior Services (DHSS)
Patsy Carter, Department of Mental Health (DMH)	Jim Caccamo, Metropolitan Council on Early Learning
Ruby Harriman Christian, Daruby Enterprises	Paula Neese, Director, Children's Division, Department of Social Services (DSS)
Valeri Lane, Center for Human Services; ZERO TO THREE	Sharon Rohrbach, Nurses for Newborns Foundation
Mayme Young Miller, Department of Mental Health (DMH)	Margaret Donnelly, Department of Health and Senior Services (DHSS)
Stacey Owsley, MO Head Start Collaboration Office	Kathy R. Thornburg, Department of Elementary and Secondary Education (DESE)
Carol Scott, MO Child Care Resource and Referral Network	Brenda Shields, Past President United Way of Greater St. Joseph
Members Present by Phone:	
Daniel McCool, Ozark Therapy Institute	
Members Absent:	
Tom Frawley, Circuit Judge	Sue Stepleton, President and CEO, Parents as Teachers National Center
Guests Present:	
Hillary Elliott, Parents as Teachers	Melanie Glascock, Budget and Finance
Becky Houf, Children's Division	Becky Odneal, Coalition for School Readiness
Heather McCloud, Higher Education	Melinda Sanders, DHSS
Stacey, Pries, Joint Committee on Education	
Cindy Wilkinson, DHSS	
Staff Present:	
Angela Hull, CBEC Executive Director	Cindy Theissen, Department of Social Services (DSS)

Agenda Topic	Discussion	Follow-up
Call to Order	Meeting called to order by Valerie Lane, Chair, at 10:05 a.m. A quorum was present.	
Report of the Secretary – Approval of August Minutes	<p>Minutes from the August meeting were review and Jim Caccamo moved to accept them with suggested changes.</p> <p>There was discussion related to reflecting on the meeting minutes each time a Board Member arrives or leaves the meeting. Instead of noting that activity on the meeting minutes, a decision was made to make a notation as follows: “All Board Members present at the time of vote, except for _____, _____”</p>	MOTION CARRIED. All members present for vote except Dan McCool.
Report of the Chair	Val spent her time between the conference in Washington DC and helping Angie with the supplemental application for ECAC. She also worked on a request for a letter of support for the Head Start grant application at the request of the Collaboration office.	
Report from the Executive Director	Please see the attached.	
Discussion / Action Items	<p>Organizational placement of ED position</p> <p>Currently the Children’s Division is the Fiscal Agent and the Executive Director is paid through the Department of Social Services. With the new contract, the Executive Director will be a full-time contracted employee.</p> <ol style="list-style-type: none"> 1) The Fiscal Agent will remain as is with the Department of Social Services; and 2) The Department of Social Services can draft a Memo of Understanding with the University of Missouri. Advantages of having an MOU with the University would be: <ol style="list-style-type: none"> a. The Executive Director position would not require a bidding process, thus saving time in hiring. The bidding process for filling a contracted position can take several months. b. The CBEC would then interview candidates for the position, with Executive Committee on the interview panel. c. The University has office space for the Executive Director. 	

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	<p>d. Housing the Executive Director at the University would put this position on neutral ground.</p> <p>e. Housing the Executive Director at the University would make it easier for her to work with other collaborative entities.</p> <p>Possible negatives to the MOU with the University might include:</p> <ol style="list-style-type: none"> 1) The University would charge a minimal fee for maintaining the contract. 2) Office space and clerical support were part of DSS contribution to the grant and this may affect DSS's "in-kind" monetary contribution. <p>Appropriation Authority</p> <ul style="list-style-type: none"> • The Coordinating Board has the ability to spend, but not the authority. • It is very rare for any Board to have its own appropriation authority, although few Boards have funds received to perform their duties. • Legislative action will be required to obtain appropriation authority. • Chances of legislative action of this type are slim at this point in time. <p>By-Laws regarding Executive Committee appointments or elections</p> <p>The question on the table is: "How would the Board like to name the At-Large members and Executive Committee Members"? Currently the Nominating Committee suggests names. The Nominating Committee will contact the Board Members for suggestions. The By-Laws Committee will work on the wording and bring a draft to the next meeting.</p> <p>The recommendations for the Nominating Committee are: Jim Caccamo nominated Sue Stepleton Carol Scott nominated Sharon Rohrbach Valeri Lane nominated Brenda Shields and suggested Brenda be the Chair.</p> <p>Brenda will send out an E-Mail to the Board Members requesting nominations for</p>	<p>Add to October's agenda.</p>

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	<p>next year's elections in January 2011. The nominated members will be announced at the November meeting.</p> <p>FY12 Policy Agenda Please see the attached updated agenda.</p> <p>The Quality Rating System is being looked at in a different way. It could be called the Quality Improvement System or Strategies to Improve Child Care. Carol would like to talk about this at the November meeting.</p> <p>This will be a workgroup item rather than policy agenda.</p> <p>The Policy Agenda will be posted on the CBEC website. The Policy Agenda will be divided into three sections:</p> <ul style="list-style-type: none"> • Administration • Policy • Legislation <p>Angie will E-mail pertinent staff to get specific wording for each category.</p> <p>Communications Committee discussion The Communications Committee will work to clarify the charts submitted and will present them at the November meeting.</p> <p>Proposed FY12 CBEC meeting dates See attached schedule.</p> <p>The following changes were suggested:</p> <ul style="list-style-type: none"> • There will be no every other month teleconference. • The significant work of the Board will be performed in the workgroups. • Each workgroup will report to the Board at quarterly meetings. 	<p>Add to November's agenda.</p> <p>Add to November's agenda.</p> <p>Add to November's agenda.</p> <p>Add to November's agenda.</p> <p>Add to November's agenda.</p>

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	<ul style="list-style-type: none"> • The meetings will be on Mondays. <p>The discussion included:</p> <ul style="list-style-type: none"> • We may need a change to the By-laws related to attendance at meetings. • We may need to compose an explanation letter to explain the work of the Board to external entities. • We could initiate a monthly newsletter to be called “Progress Reports” to keep everyone up to date on the progress of the workgroups. • We could change the format of the meeting to a rotation of: <ul style="list-style-type: none"> ○ Face-to-face meeting the first month. ○ Workgroup meetings the second month. ○ Workgroup meetings and teleconference the third month. <p>Angie will have a list of the workgroups available at the November meeting. The list will indicate who will chair/co-chair each workgroup.</p> <p>We have no quorum at this point.</p> <p>We will vote on the Policy agenda in October since there is no quorum.</p>	<p>Add to November’s agenda.</p> <p>Add to October’s agenda.</p>
<p>Report Items</p>	<p>Early Childhood 2010 Summit Report</p> <p>Report will be e-mailed.</p>	
<p>Committee Reports</p>	<p>Professional Development Committee</p> <ol style="list-style-type: none"> 1. An Educational Regions Map was distributed to all members. The PD committee would like the Board to vote to approve the map. Once the Board approves the maps, they could be used to help Departments with Professional Development. 2. Pieces and Parts to a Professional Development System. Conference to be held October 14, 2010 from 9:30 a.m. to 4:40 p.m. in the Governor’s Office 	<p>Add to November’s agenda as we have no quorum.</p>

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	Building. 3. Becky Houf reported on the RFP process and the funding streams to support PD. The Region map will help identify areas of need. We may need a formal agreement between DSS, DHSS and DESE. The goal is to have the RFP out by July 1, 2011.	
Calendar	Next meeting: Teleconference, October 12, 2010 from 9:00 a.m. to 11:00 a.m. (573) 526-5622 or (866) 630-9348	
Adjournment	There was no motion for adjournment as there was no quorum to vote.	

Minutes reviewed by Vice Chair, Stacey Owsley
 Approved October 12, 2010