

**CBEC State Advisory Council  
Meeting Minutes  
November 9, 2010**

<b>Members Present:</b>	
Margaret Donnelly, Department of Health and Senior Services (DHSS)	Jim Caccamo, Metropolitan Council on Early Learning
Valeri Lane, Center for Human Services; ZERO TO THREE	Daniel McCool, Ozark Therapy Institute
Mayme Young Miller, Department of Mental Health (DMH)	Candace Shively, Department of Social Services, Children's Division Director
Stacey Owsley, MO Head Start Collaboration Office	Sharon Rohrbach, Nurses for Newborns Foundation
Carol Scott, Child Care Aware® of Missouri	Brenda Shields, Past President, United Way of Greater St. Joseph
Kathy R. Thornburg, Department of Elementary and Secondary Education (DESE)	
<b>Members Present by Phone:</b>	
<b>Members Absent:</b>	
Roseann Bentley, Greene County Commissioner	Ruby Harriman Christian, Daruby Enterprises
Patsy Carter, Department of Mental Health (DMH)	Sue Stepleton, President and CEO, Parents as Teachers National Center
<b>Guests Present:</b>	
Kathy Quick, DHSS (for Margaret Donnelly)	Cindy Wilkinson (DHSS)
Kathy Fuger (UMK-IHD)	Linda Gramblin (DHSS)
Becky Houf (DSS)	Angela Oesterly (DHSS)
<b>Guests Present by Phone:</b>	
Patrea Little	Renee Joiner
<b>Staff Present:</b>	
Angela Hull, CBEC Executive Director	Cindy Theissen, Department of Social Services (DSS)

Agenda Topic	Discussion	Follow-up
<b>Call to Order</b>	<p>10:15 a.m. meeting called to order by Valeri Lane. A quorum was present at the beginning of the meeting and for each vote.</p> <p>Stacey Owsley moved to approve the agenda.</p>	<b>MOTION CARRIED.</b>
<b>Report of the Secretary</b>	The meeting minutes from the October meeting were reviewed. Minor changes noted. Brenda Shields moved to approve the minutes.	<b>MOTION CARRIED.</b>
<b>Report of the Chair</b>	<p>The Legislative Agenda has been approved and posted on the website.</p> <p>The CBEC FY10 Expenditures report was reviewed. It will be updated to include the ARRA funds.</p>	
<b>Report from the Executive Director</b>	<p>Please see the attached.</p> <p>Angie Hull stated her contract expires at midnight, November 9, 2010. She informed Board Members to feel free to call her if they have questions.</p> <p>Truman School Professor, Irma A. Arteaga is working closely with child care issues. Thirty percent of her time is considered part of the University's match funds.</p>	
<b>Discussion / Action Items</b>	<p><b>By-Laws regarding executive committee appointments or elections</b> See attached draft. The draft is not approved by the By-Laws committee. Will be returned to the committee for approval of suggested wording. Suggested to add time frames of 2 year terms.</p> <p><b>Nominating committee for January elections</b> The slate was presented by Brenda Shields. The nominations for Executive Committee are: Chair – Valeri Lane Vice Chair – Stacey Owsley Secretary – Carol Scott</p>	

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	<p>At Large – Sue Stepleton At Large – Kathy Thornburg</p> <p>Brenda thanked her fellow nominating committee members for their work on this matter.</p> <p>Committee Reports were presented before the rest of the Discussion Items.</p> <p><b>Quality Improvement: (presented after lunch)</b> Carol Scott worked with Child Care Aware ® of Missouri’s staff to compile a PowerPoint presentation to show Missouri’s progress on improvements in the quality of child care and areas needing improvement. This information was previously presented to the QRS state committee for feedback prior to the CBEC presentation.</p> <p><b>Workgroups: (discussion after lunch)</b> Please see the attached “Workgroup Information and Guidance” handout.</p> <p>Highlights: Workgroup and Board meeting structure:</p> <ul style="list-style-type: none"> <li>• Quarterly in-person meetings</li> <li>• Teleconferences</li> <li>• Workgroup meetings</li> </ul> <p><b>Definitions:</b> A committee is comprised of Board members only, while a workgroup will have at least one Board member serving as chair or co-chair along with public members. All workgroups will function according to the Sunshine Laws.</p> <p>The current workgroups include:</p> <ul style="list-style-type: none"> <li>• Professional Development</li> <li>• Home Visitation</li> </ul>	

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	<p>Proposed additional workgroups:</p> <ul style="list-style-type: none"> <li>• Early Childhood Programs</li> <li>• Parent Engagement</li> <li>• Health</li> <li>• Mental Health/Social-emotional development</li> </ul> <p>The board requested that work completing the merge of the CBEC and ECCS plans occur before the Coordinating Board can outline further workgroups. Workgroups will mirror the goals of this combined plan, along with the ARRA grant. Becky Houf, Cindy Wilkinson, Stacey Owsley and Valeri Lane will meet to work on the combination of the ECCS State Plan and CBEC Strategic Plan.</p> <p>Board members will review the ECCS State Plan, the CBEC Strategic Plan and the ARRA Grant. At the December meeting the Board will have further discussion about workgroups.</p> <p><b>ECCS Indicators: (presented after lunch)</b> Please see the attached.</p>	<p><b>ADD TO DECEMBER AGENDA.</b></p>
<p><b>Committee Reports</b></p>	<p>The following suggestions were made related to Committee and Workgroup reports in the future:</p> <ul style="list-style-type: none"> <li>• On the agenda, please list the committee and workgroup names under the Committee Reports heading.</li> <li>• On the website, please list the committee and workgroups by name along with a list of the members of each.</li> </ul> <p><b>Professional Development</b> Discussed topics of Pieces and Parts Conference. Highlights posted on the web site.</p> <p><b>Home Visitation</b></p>	

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	No report.	
<b>Department Reports</b>	<p><b>DHSS</b> Please see the attached. One additional note: the ECCS Steering Summit will meet February 24, 2011.</p> <p><b>DESE</b> Please see the attached.</p> <p><b>DSS</b> Please see attached report from Candace Shively, Director Please see attached Missouri ARRA Child Care Spend Plan, dated 09/30/2010.</p>	
<b>Collaboration Reports</b>	<p><b>Child Care Aware ®</b> Please see the attached. Per Carol Scott, the State-wide Referral Center will start taking calls starting November 9, 2010. This is earlier than the original January 1, 2011 start date.</p>	
<b>Adjournment</b>	Margaret Donnelly moved to adjourn the meeting at 1:40 p.m.	<b>MOTION CARRIED.</b>

Minutes reviewed by Secretary, Brenda Shields and Vice-Chair, Stacey Owsley  
Approved December 7, 2010