

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

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

Agenda Topic	Discussion	Follow-up
Call to Order and approval of the agenda	<p>Meeting called to order at 9:15 a.m. by Valeri Lane. A quorum was present at the beginning and for all votes.</p> <p>The agenda was reviewed. An additional topic was added to the agenda to discuss the procedure used to announce the open position of the Executive Director.</p> <p>Sue Stepleton moved to approve the agenda with the addition.</p>	<p>MOTION CARRIED. (Rosanne out for vote)</p>
Report of the Secretary	<p>The minutes from the November 9, 2010 meeting were reviewed. Brenda Shields moved we approve the meeting minutes with minor changes.</p>	<p>MOTION CARRIED. (Rosanne out for vote)</p>
Report of the Chair	<p>See attached.</p> <p>Val also had a meeting with Senator Keaveny. The Senator is submitting legislation regarding compulsory school attendance at age 5 and would appreciate feedback from Board Members.</p>	
Discussion / Action Items	<p>Posting the open position for Executive Director. The Executive Director position will be posted again in an effort to be as transparent as possible and to reach as wide a pool of candidates as possible.</p> <p>Jim Caccamo moved that the Chair will have approval to pay for position postings up to \$500.</p> <p>Each Board member will post the open position to any national entities they are familiar with and report back to Val where they have posted the position and any results of the posting. The postings will expire on January 7, 2011 and all resumes will be submitted to Val.</p> <p>CBEC/ECCS Strategic Plan Merge The Board packet contained a draft of the CBEC/ECCS Strategic Plan merge. The following suggestions were made;</p>	<p>MOTION CARRIED (Carol Scott out for vote)</p> <p>MOTION CARRIED (Ruby H., Dan Mc., Carol S. not present for vote)</p> <p>MOTION CARRIED (Ruby H., Dan Mc., Carol S. not present for vote)</p>

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	<ul style="list-style-type: none"> • Make two sections for the functions area. <ul style="list-style-type: none"> ○ Heading 1 - Infrastructure ○ Heading 2 – Functional Areas of Service • Have only one section under “Format of Missouri’s Early Childhood State Plan” and call it “Infrastructure and Functional Areas of Service”. Keep all the bullets under this one heading. • Add the key strategies to other short or long term activities where they fit. <p>By-Laws An amended By-Laws document was distributed to each Board member with their packet for review.</p> <p>Brenda Shields moved to approve the amendments.</p> <p>Workgroups Kathy Thornburg moved to table this conversation until the new Executive Director was hired and the Strategic Plan merge was complete.</p>	
Committee Reports	Executive Committee No report.	
Workgroup Reports	<p>Professional Development See attached report.</p> <p>Home Visiting Glenda Miller presented the report for the Home Visitation Workgroup. See attached. We will strike the second bullet, related to the Home Visiting Workgroup serving as the steering committee for the DOHSS Home Visiting initiative until we receive federal guidance.</p>	

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Department Reports	Please see the attached reports.	
Collaboration Reports	Stacey Owsley has no report from the Head Start Collaboration, but wanted to tell the Board she was going to Washington D.C.'s Collaboration meeting. The meeting focused on monitoring early childhood programs and working across systems to promote quality.	
Adjournment	Kathy Thornburg moved to adjourn.	MOTION CARRIED (Ruby H., Dan Mc., Carol S. not present for vote)

Minutes reviewed by Secretary, Brenda Shields
Approved January 10, 2011