

**CBEC State Advisory Council
Meeting Minutes
April 4, 2011**

Members Present:	
Roseann Bentley, Greene County Commissioner	Margaret Donnelly, Department of Health and Senior Services (DHSS)
Patsy Carter, Department of Mental Health (DMH)	Daniel McCool, Ozark Therapy Institute
Valeri Lane, ZERO TO THREE	Candace Shively, Department of Social Services (DSS)
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
Mayme Young, Department of Mental Health (DMH)	Kathy R. Thornburg, Department of Elementary and Secondary Education (DESE)
	Margaret Donnelly, Department of Health and Senior Services (DHSS)
Members Present by Phone:	
Members Absent:	
Jim Caccamo, Metropolitan Council on Early Learning	Ruby Harriman Christian, Daruby Enterprises
Sue Stepleton, President and CEO, Parents as Teachers National Center	
Guests Present:	
Kathy Quick, DHSS (for Margaret Donnelly)	Hillary Elliott, Parents as Teachers (designee for Sue Stepleton)
Cindy Wilkinson, DHSS	Terri Foulkes, OPEN
Teresa Generous DHSS	Becky Houf, DSS
Kimberly Sprenger, DSS	
Staff Present:	
Daryl Rothman, Executive Director	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 11:30 a.m. by Valeri Lane. A quorum was present at the beginning and for all votes</p> <p>The agenda was reviewed. One additional topic was added:</p> <ul style="list-style-type: none"> • Recommendations for the Mental Health Workgroup was added under the Discussion/Action items. <p>Carol Scott moved to approve the agenda with the one addition.</p>	MOTION CARRIED. (All members present for vote)
Report of the Secretary	The minutes from the February 15, 2011 meeting were reviewed. Carol Scott moved to approve the minutes with corrections.	MOTIONED CARRIED (All members present for vote)
Report of the Chair	<p>Please see the attached.</p> <p>Valeri Lane pointed out the SAC meeting will be held at the end of this month.</p>	
Report from the Executive Director	<p>Please see the attached.</p> <p>Daryl Rothman made mention that he was in the process of scheduling individual meetings with all Board members.</p>	
Budget Report	<p>Money from DHSS needs to be spent before May 31, 2011.</p> <ul style="list-style-type: none"> • Daryl's time will be coded to DHSS funds for March and April. <p>Francis Family and Hall Family grants are also close to their end dates.</p>	
Discussion / Action Items	<p>Patsy Carter's recommendations for members of the Mental Health Workgroup. Please see the attached. Patsy moved we accept the recommendations.</p> <p>Discussion on how to approve workgroup members:</p>	MOTION NOT SECONDED, MOTION DIED.

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	<ul style="list-style-type: none"> • Approval by the Board of workgroup members is no longer required. • The workgroup Chair will bring member names to the Board for their information. • Workgroup members will be listed on the Website. • Once a month the Executive Director will send a notice to all Board members showing the current workgroup members. • Workgroups are encouraged to include diverse representation among membership. <p>Patsy moved to revise the workgroup member notification process to the above statement.</p> <p>New Home for ARRA Contract</p> <p>The Board was informed that the University of Missouri will continue to facilitate the ARRA contract until August 31, 2011 as planned. The University will, in the future, need to add administrative costs if it is to continue to facilitate the ARRA contract.</p> <p>Daryl will check to see how this additional cost will affect future budgets and schedule a meeting with the University and the Department of Social Services to discuss details and/or moving the contract. Kimberly Sprenger would like to participate in this meeting.</p> <p>Jennifer Tidball, Budget/ARRA</p> <p>Kimberly Sprenger arrived to make the budget presentation for Jennifer Tidball. Ms. Sprenger explained to the Board where funding for the Coordinating Board of Early Childhood comes from, the amounts of match that are required for the ARRA grant and what the grant money is to be used for.</p> <p>Daryl and Kim's staff will be working on a process for reporting of volunteer time by the Board members.</p>	<p>MOTION CARRIED (all members present for vote)</p>

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	<p>Daryl will contact Donna Imhoff to get instruction on the exact details of how/when and the frequency of documenting in-kind services. Any tracking will be retroactive to September 1, 2011.</p> <p>The Chair for each workgroup will need the following documents to help track in-kind services:</p> <ul style="list-style-type: none"> • Sign-in Sheets • Travel Expense Reports • Voluntary Time Logs • Value Of Time Spent (based on employee classification) <p>Kim and her staff will assist with the development of these forms.</p> <p>Renew charge/mission for workgroups yet to commence</p> <p>The Professional Development and Home Visitation Workgroups are already operational.</p> <p>Child Abuse Prevention Workgroup</p> <p>After an extensive discussion, this subject was tabled until we have a combined ECCS/CBEC strategic plan. We will then have a committee discussion of how to proceed. We will also determine the necessity of a CA/N Prevention workgroup, or whether the workgroup needs to have a broader focus on family support/leadership.</p> <p>Mental Health Workgroup</p> <ol style="list-style-type: none"> 1. This workgroup will complete a needs assessment to identify gaps in services. ARRA funds can be used to accomplish this. 2. Goal 4 of the ECCS plan is the social and emotional development of parents, which will be a goal of the Mental Health Workgroup. 3. Review the CBEC mission to determine its direction. 4. Review the ARRA Grant for guidance. 5. The workgroup will establish a checklist of what has been 	<p>For May meeting: Discuss tracking of these forms.</p>

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	<p>accomplished or not accomplished.</p> <p>Health Care Reform Workgroup</p> <ol style="list-style-type: none"> 1. Will be titled Health Care not Health Care Reform. 2. The first goal of this workgroup will be to review the Affordable Care Act (ACA) to help the Board understand its contents. 3. At its first meeting, an overview of the ACA will be provided to the workgroup to determine: <ol style="list-style-type: none"> a. Is the State taking advantage of the provisions? b. Is the State taking advantage of the provided money? 4. Another goal of this workgroup will be to determine how well we provide healthcare for children in Missouri. 5. Review the grant to determine what is deliverable. 	
Reports to the Board	<p>Please see the attached reports from the committees, departments and collaborative/partners.</p> <p>Home Visitation Workgroup</p> <p>This workgroup has added a place on the matrix to include information about the evidence base and demonstrated outcomes of each model.</p>	
Adjournment	Brenda Shields moved to adjourn at 4:00 p.m.	MOTION CARRIED (Patsy Carter not present for vote)
Next meeting	<p>Proposed agenda for May 17 meeting:</p> <ul style="list-style-type: none"> • Report from the Missouri PD Partners • Combined Strategic Plan/ECCS • Match tracking Forms • An update on the ED contract home after Aug. 31, 2011. <p>Call in numbers: 526-5398 or 866-630-9345</p>	

Minutes reviewed by Secretary, Carol Scott
 Approved May 17, 2011