

**CBEC State Advisory Council  
Meeting Minutes  
May 17, 2011**

<b>Members Present by Phone:</b>	
Roseann Bentley, Greene County Commissioner	Patsy Carter, Department of Mental Health (DMH)
Ruby Harriman Christian, Daruby Enterprises	Margaret Donnelly, Department of Health and Senior Services (DHSS)
Valeri Lane, ZERO TO THREE	Daniel McCool, Ozark Therapy Institute
Stacey Owsley, MO Head Start Collaboration Office	Candace Shively, Department of Social Services (DSS)
Carol Scott, Child Care Aware® of Missouri	Sharon Rohrbach, Nurses for Newborns Foundation
Sue Stepleton, President and CEO, Parents as Teachers National Center	Brenda Shields, Past President, United Way of Greater St. Joseph
Mayme Young, Department of Mental Health (DMH)	
<b>Members Absent:</b>	
Jim Caccamo, Metropolitan Council on Early Learning	Kathy R. Thornburg, Department of Elementary and Secondary Education (DESE)
<b>Guests Present:</b>	
Cindy Wilkinson, DHSS	Kathy Fuger, Institute for Human Development, UMKC
Becky Houf, Children's Division	
<b>Staff Present:</b>	
Daryl Rothman, Executive Director	Cindy Theissen, 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 9:00 a.m. A quorum was present at the beginning of the meeting and for all votes.</p> <p>The agenda was reviewed. Sue Stepleton moved to approve the agenda.</p>	<b>MOTION CARRIED.</b> (All members present for vote)
<b>Report of the Secretary</b>	<p>Brenda Shields suggested two corrections to the April meeting minutes</p> <p>The meeting minutes from the April 4, 2011 meeting were reviewed. Carol Scott moved they be approved, as corrected.</p>	<b>MOTION CARRIED.</b> (All members present for vote)
<b>Report of the Chair</b>	<p>With the addition of the Executive Director, there will no longer be a Report of the Chair as the duties and reports are duplicative.</p>	
<b>Report from the Executive Director</b>	<p>See attached.</p> <p>Daryl will start adding outcomes to each of the Executive Director reports.</p>	
<b>Budget Report</b>	<p>Daryl has a meeting scheduled with the Francis Family Foundation on May 27, 2011. He hopes to meet with the Hall Foundation that day also.</p> <p>Daryl had a meeting on May 16, 2011 with the Department of Health and Senior Services to discuss fiscal guidelines.</p> <p>The DSS contract with the University of Missouri is still a work in progress.</p>	
<b>Discussion Items</b>	<p><b>PDI PD Participants</b> – The PDI Institute in Rhode Island is June 11, 2011. Nine state representatives are going. This will be a good opportunity to network with other states.</p> <p><b>ECSS / CBEC Joint plan</b> – Margaret Donnelly moved to give the Workgroups the authority to blend the two documents, the ability to delete outdated items and the ability to modify the remaining items if necessary.</p>	<b>MOTION CARRIED</b> (all members present for vote)

Agenda Topic	Discussion	Follow-up
	<p><b>ACA Steering Committee / CBEC “Concurrence”</b> – has a submission date of June 8, 2011. Some members will be asked to submit letters of concurrence.</p> <p><b>S.A.C. meeting</b> – This meeting was held in Washington D.C. It was a very enthusiastic networking conference that outlined good strategies and ideas on how to better coordinate. Val brought back information from the meeting that she can share upon request.</p> <p><b>CBEC Retreat</b> – One suggestion from the S.A.C. meeting was to have a full-day meeting with all Board members to have a more in-depth discussion of various topics, for example a detailed discussion of the ARRA Grant.</p> <p>Stacey Owsley moved to have a 1 ½ day retreat for the next in-person Board meeting (July 11, 2011). Board members could come in the afternoon before. Carol Scott amended the motion to consider alternate date so members do not have to travel on Sunday.</p> <p><b>PD proposal / Dept. Meeting summary</b> – Val and Daryl reported on the meeting, at which Kathy provided background information to the Department Heads. The presentation raised several questions. Val reported that Kathy will keep the group posted on additional meetings.</p> <p><b>MO PD Partners presentation</b> – A webinar presentation was conducted by Carol Scott and Denise Mauzy.</p>	<p><b>MOTION CARRIED</b> (all members present for vote)</p>
<b>Reports</b>	Please see the attached reports.	
<b>Adjournment</b>	Patsy Carter moved to adjourn.	<b>MOTION CARRIED</b> (all members present for vote)

Minutes reviewed by Secretary, Carol Scott  
Approved \_\_\_\_\_(date)