

**CBEC State Advisory Council
Meeting Minutes
November 13, 2012**

Members Present:	
Roseann Bentley, Greene County Commissioner	Judge J. Dale Youngs, Circuit Court of Jackson County, Division 6
Patsy Carter, Department of Mental Health (DMH)	Paula Knight, St. Louis Public School District
Shirley Patterson, Consultant in Early Language & Literacy	Brenda Shields, Past President United Way of Greater St. Joseph
Stacey Owsley, MO Head Start State Collaboration Office (MHSSCO)	Margaret Donnelly, Department of Health and Senior Services (DHSS)
Carol Scott, Child Care Aware® of Missouri	Candace Shively, Department of Social Services (DSS)
Valeri Lane, Zero to Three	
Members Present by Phone:	
Sue Stepleton, Washington University	
Members Absent:	
Mayme Young, Department of Insurance	Jim Caccamo, Metropolitan Council on Early Learning
Robin Coffman, Department of Elementary and Secondary Education (DESE)	
Guests Present:	
Cindy Rackers, DHSS	Cindy Reese, DHSS
Shari Allen, DSS	Leigh Ann Grant Engle, DESE
Alicia Jenkins, DSS	Denise Mauzy, OPEN
Guests Present by Phone:	
Rene Joiner, Zero to Three	
Staff Present:	
Daryl Rothman, Executive Director	Cindy Morff, Department of Social Services

Agenda Topic	Discussion	Follow-up
Call to Order and approval of the agenda	<p>Meeting called to order at 10:00 a.m. by Carol Scott. A quorum was present for all votes.</p> <p>The agenda was reviewed. Shirley Patterson moved to approve the agenda; Valeri Lane seconded.</p>	MOTION CARRIED
Report of the Secretary	<p>The minutes from the August 14, 2012 meeting were reviewed. Carol Scott moved to approve the minutes, Patsy Carter seconded.</p>	MOTION CARRIED
Special Topics	<p>Introductions were made for new board member Paula Knight.</p> <p>Update on Head Start Data Pilot presented by Denise Mauzy from OPEN and Leigh Ann Grant Engle from DESE. PowerPoint handout was distributed.</p> <p>Presentation on Social-Emotional Competency Project by Carol Scott – requested by Early Childhood Mental Health Workgroup.</p>	
Report from the Executive Director	<p>Report was reviewed and Daryl Rothman discussed key items. Patsy Carter asked if there was a copy of the scope of work for Analysis of Early Childhood Resources in Missouri contract. Daryl Rothman will send the scope of work to Board members. Board members will send Daryl Rothman their feedback by November 16, 2012. Roseann Bentley moved that the CBEC Executive Committee stay involved in the process of selecting the vendor and report to CBEC Board; Valeri Lane seconded.</p>	MOTION CARRIED
Budget Report	<p>Patrick Luebbering from DSS, Division of Finance and Administrative Services (DFAS) reviewed the new proposed format for the Budget. Margaret Donnelly asked about the \$5,000 under DHSS that was credited out but was not used. Patrick said he would look at that issue. Stacey Owsley inquired about the \$20,000 under DSS as it was discussed in previous meeting that \$10,000 would be under DSS and \$10,000 would be under DESE. Patrick indicated that instead of \$10,000 going to DESE and then transferring that money to DSS, the total amount of \$20,000 now comes from DSS. The Board approved the format but would like to just get the 12 month figures in the budget lines. It was decided the Executive Committee could help DFAS on budget and unbudgeted amounts.</p>	

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	<p><u>Discussion regarding CBEC Expenditure Proposals:</u></p> <ul style="list-style-type: none"> ▪ Carol Scott indicated the items proposed by ECEP workgroup will be taken back for further consideration. ▪ The items regarding America’s Edge and Ad Zou/Public Awareness Campaign were both already approved by CBEC Board in previous meetings. ▪ There was discussion regarding CBEC’s role and what would align with CBEC goals and mission. It was determined that Daryl Rothman would work on the budget grid to include 1) the request 2) the cost and 3) how it ties to CBEC strategic plan. Daryl Rothman will send the revised grid and an in-kind match spreadsheet to Board members. A CBEC Board conference call will be scheduled for mid-December to discuss the proposals. ▪ Daryl Rothman will contact PAT and DESE to get more specific information on how their request ties to CBEC strategic plan. ▪ A workgroup consisting of Shirley Patterson, Valeri Lane, Stacey Owsley, Brenda Shields and Daryl Rothman will work with Denise Mauzy, OPEN and Leigh Ann Grant Engle, DESE to get detailed questions for the Head Start Data Pilot proposal. 	
<p>Discussion/Action Items</p>	<p><u>2013 CBEC Board Meeting Schedule:</u> There will be 4 meetings per year and the dates decided on were January 29, 2013; April 2, 2013; August 6, 2013; and November 5, 2013.</p> <p><u>Strategic Plan:</u> There was discussion and agreement that a group would be formed to look at the language in HB1731. The group will consist of Board Members Stacey Owsley, Valeri Lane, Paula Knight and Cindy Rackers from DHSS and Shari Allen from DSS. Needs to be completed by January 29, 2013 Board meeting. Daryl Rothman will coordinate group meetings and was suggested the first meeting could be a conference call.</p>	
<p>Additional Reports/Documents</p>	<p>Reviewed reports from workgroups, departments, and partners. Patsy Carter talked about the LAUNCH Grant on the DMH Report. She also identified the strengths and challenges regarding the Endorsement Process. She will send information to Board and would like feedback at the next Board meeting.</p> <p>Valeri Lane moved to nominate Cindy Reese, DHSS as co-chair for the Home Visitation Workgroup; Patsy Carter seconded.</p>	<p>MOTION CARRIED</p>

Agenda Topic	Discussion	Follow-up
Adjournment	Roseann Bentley moved to adjourn the meeting at 2:30pm; Valeri Lane seconded.	MOTION CARRIED
Next meeting	January 29, 2013 from 10:00-3:00; location to be determined	

Minutes reviewed by Secretary, Carol Scott
 Approved January 2, 2013