

**CBEC State Advisory Council
Meeting Minutes
April 30, 2013**

Members Present:	
Roseann Bentley, FACT Board	Sue Stepleton, Washington University, The Policy Forum
Patsy Carter, Department of Mental Health (DMH)	Jeanne Serra, DHSS Representative for Gail Vasterling, Acting Director
Mayme Young, Governor's Office	Valeri Lane, ZERO TO THREE
Stacey Owsley, MO Head Start Collaboration Office	Shirley Patterson, Consultant in Early Language & Literacy
Carol Scott, Child Care Aware® of Missouri	Brenda Shields, Past President, United Way of Greater St. Joseph
Candace Shively, Department of Social Services (DSS)	
Members Present by Phone:	
Jim Caccamo, Metropolitan Council on Early Learning (10:00-11:30)	
Members Absent:	
Paula Knight, St. Louis Public School District	Judge J. Dale Youngs, Circuit Court of Jackson County, Division 6
Robin Coffman, Department of Elementary & Secondary Education Representative	
Guests Present:	
Cindy Rackers, DHSS	Cindy Reese, DHSS
Shari Allen, DSS	Cindy Burks, DSS
Emily Smith, DMH	Julie Blatz, Washington University
Paul Prevo, Tiger Tots CDC, Columbia, MO	
Staff Present:	
Daryl Rothman, Executive Director	Cindy Morff, Department of Social Services (DSS)

Agenda Topic	Discussion	Follow-up
Call to Order and approval of the agenda	<p>Meeting called to order at 10:05 by Shirley Patterson. A quorum was present for all votes.</p> <p>Introductions by CBEC Board members and meeting guests.</p> <p>The agenda was reviewed. Shirley Patterson asked to change the order of the agenda and move the CBEC Sustainability item to follow the Budget item. Val Lane moved to approve the agenda with requested change; Sue Stepleton seconded.</p>	MOTION CARRIED
Report of the Secretary	The minutes from the January 29, 2013 meeting were reviewed. Carol Scott moved to approve the minutes, Val Lane seconded.	MOTION CARRIED
Report from the Executive Director	Executive Director report was reviewed. Jim Caccamo reminded Daryl of the request for each activity be tied to the relevant part of the strategic plan or job responsibilities on future reports.	
Budget Report	<p>CBEC budget report was reviewed.</p> <p>CBEC Sustainability: There was discussion about removing the \$300,000 amount for contract/consultants. If a consultant is needed, we would have a specific project/outcome to share when requesting funding. Candy Shively indicated DSS would continue to contribute administrative support (\$30,000) as in kind, so that amount can also be removed. These changes would bring the total to \$98,940. A suggestion was made that other Departments (Department of Corrections and Department of Economic Development), who don't have representatives on the Board but benefit from the CBEC work, might be able to contribute funds. Could also contact private child care business for contributions. Will need a fund created for CBEC.</p> <p>The CBEC Executive Committee will work with Daryl to develop a budget with written assumptions for each line. Will included purpose of funding, expected outcomes of funding and how it is tied to CBEC Strategic Plan. The plan would then be discussed with CBEC Board members via a webinar. Carol Scott indicated Child Care Aware could conduct the webinar. Daryl Rothman will check with CBEC Board members to determine a date in July to schedule this webinar.</p> <p>Daryl Rothman reviewed the CBEC Funded Projects and the status of those</p>	

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	<p>projects. It was indicated that the fiscal analysis being done by Public Consulting Group (PCG) was not included in this update. Daryl will add it in a revision. There was discussion regarding the polling project. Will it produce the information we want or need? What will we do with the information once it's received? Can the questions be reworded? Do we want to continue with this project? It was decided to continue with the project and Daryl Rothman would send the questions to the Board for suggestions on how to reword them.</p>	
Discussion/Action Items	<p>Reviewed HRSA grant information. Cindy Reese expanded on some of the activities of the grant. Cindy Rackers indicated Year II contribution to CBEC would be \$28,000 instead of \$30,000, as indicated in the written summary.</p> <p><u>Early Care and Education Program Workgroup Proposal to Board:</u> Career Lattice White Paper – Terri Foulkes noted that the Missouri After School Network (MASN) is focusing on similar career and professional development issues in their current work and proposed partnering with CBEC/ECE Programs workgroup on the career lattice work. She offered that MASN could likely match the funds being allocated for this paper (\$7,500 is the likely current sum for that work), so that the work would include youth and school age professional information in addition to early childhood.</p>	PROPOSAL APPROVED (Stacey Owsley Abstained)
Additional Reports/Documents	<p>Reviewed reports from workgroups, departments, and partners. Updates were given for workgroups that did not have a report available for the meeting.</p> <p>Stacey Owsley reported that Dr. Gustavo Carlo will be the director of the Center for Family Policy and Research (CFPR) effective July 1, 2013. Carol Scott suggested Dr. Carlo be invited to the next CBEC Board Meeting.</p>	
Adjournment	Candy Shively moved to adjourn the meeting at 1:30 p.m.; Carol Scott seconded.	MOTION CARRIED
Next Meeting	August 6, 2013 from 10:00-3:00; Governor Office Building, Room 470	

Minutes reviewed by Secretary, Carol Scott
Approved May 1, 2013