

**CBEC State Advisory Council
Meeting Minutes
August 6, 2013 from 10:00-2:00**

Members Present:	
Roseann Bentley, FACT Board (10:30-2:00)	Sue Stepleton, Washington University, The Policy Forum (10:00-1:30)
Patsy Carter, Department of Mental Health	Jeanne Serra, DHSS Representative for Gail Vasterling, Acting Director
Mayme Young, Governor's Office (11:00-2:00)	Valeri Lane, ZERO TO THREE
Stacey Wright, 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 (10:00-1:00)	Jim Caccamo, Metropolitan Council on Early Learning
Members Present by Phone:	
None	
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
Cindy Burks, DSS – Representative-Candace Shively (12:30-2:00)	Lauren Hieger, Majority Caucus – State Senate
Staff Present:	
Daryl Rothman, Executive Director	Cindy Morff, Department of Social Services (DSS)

Agenda Topic	Discussion	Follow-up
<p>Call to Order and approval of the agenda</p>	<p>Meeting called to order at 10:05 by Jim Caccamo. A quorum was present for all votes.</p> <p>The agenda was reviewed. Jim Caccamo requested to add an agenda item to discuss the Executive Director 90 Day Employment extension. Valeri Lane moved to approve the agenda with requested addition; Sue Stepleton seconded.</p>	<p>MOTION CARRIED</p>
<p>Report of the Secretary</p>	<p>The minutes from the April 30, 2013 meeting were reviewed. Carol Scott moved to approve the minutes, Shirley Patterson seconded.</p>	<p>MOTION CARRIED</p>
<p>Report from the Executive Director</p>	<p>Executive Director report was reviewed. The Board liked the new format of the activity being tied to the relevant part of the strategic plan. Jim Caccamo reported on discussions with some stakeholders in Kansas City regarding QRIS. There was discussion regarding increasing access to quality. A suggestion was made to have Carol Scott and Cindy Burks (DSS) added to next agenda to discuss this topic.</p>	
<p>Budget Report</p>	<p>CBEC budget report was reviewed. Daryl indicated there are several invoices still pending payment that are not reflected on the report. Any invoices submitted by August 31, 2013 can be paid within 90 day period.</p> <p>It was determined there would be approximately \$40,000 in ARRA funds remaining at end of project period (August 31, 2013), based upon current projections. Daryl reiterated that ACF would like SACs to expend all of their ARRA funds. Brenda Shields moved the CBEC Executive Committee will decide on use of remaining ARRA funds; Sue Stepleton seconded.</p> <p>The update report on CBEC Funded Projects was reviewed. There was discussion regarding the Head Start Data Project. Patsy Carter moved that CBEC support the Head Start inclusion into the State Data System; Shirley Patterson seconded.</p>	<p>MOTION CARRIED</p> <p>MOTION CARRIED</p>
<p>Discussion/Action Items</p>	<p><u>Extension of Executive Director Contract for ARRA Grant Close Out Reporting</u></p> <p>The Executive Director and guests were asked to leave the meeting so the Board could discuss the added agenda item. There was discussion regarding extension of Executive Director's contract on consultant basis for the 90 day</p>	

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	<p>close out of ARRA grant. This would cover fiscal reports, program reports, and signing off on invoices.</p> <p>Sue Stepleton moved to extend the Executive Director contract for 50 hours past August 31, 2013 but not to go beyond the end of October to close ARRA grant with a caveat to use ARRA funds before other CBEC funds; Patsy Carter seconded.</p> <p><u>CBEC Transition/Sustainability</u></p> <ul style="list-style-type: none"> ▪ Reviewed/discussed Fiscal Analysis final report. Board decided they would like to share this report with each Department Director (DSS, DESE, DHSS, DMH) and Dr. Mike Nietzel of the Governor’s Office. The CBEC chair, Jim Caccamo, will send a letter to Department Directors and Dr. Nietzel regarding this report. A meeting will then be scheduled to meet with Department Heads and Dr. Nietzel to discuss some of the recommendations in the report. ▪ HRSA Grant – DHSS still has not been notified if grant was awarded. The grant budget period begins August 1, 2013. If awarded, the sum committed to CBEC will be for \$25,000 the 1st year, \$28,000 the 2nd year; and \$35,000 the 3rd year. Cindy Reese said DHSS has drafted an MOA with DSS (fiscal agent) which details the role of CBEC. The board discussed a contract for a quarter time position which may possibly move up to a half time position by the third year of the HRSA grant period. The board would designate expected outcomes on the contract. Patsy Carter moved to sign the MOA to work with local teams; Carol Scott seconded. ▪ Cindy Burks indicated that DSS will continue to provide support for CBEC. ▪ There will be a CBEC Board conference call August 14, 2013 from 1:30-2:30 to discuss funding for possible contracting with part-time staff person after August 31, 2013. 	<p>MOTION CARRIED</p> <p>MOTION CARRIED (Jim Caccamo Abstained)</p>
<p>Additional Reports/Documents</p>	<p>Reviewed reports from workgroups, departments, and partners. Carol Scott made amendment to the Child Care Aware® of Missouri report. Under Action Items In-progress/Pending, under the first bullet, changed recruited leadership teams from <u>70</u> to <u>73</u> and under second bullet, changed <u>FY14</u> to <u>FY13</u>.</p>	

Agenda Topic	Discussion	Follow-up
Adjournment	Patsy Carter moved to adjourn the meeting at 2:05 p.m.; Shirley Patterson seconded.	MOTION CARRIED
Next Meeting	November 5, 2013 from 10:00-3:00; Governor Office Building, Room 470	

Minutes reviewed by Secretary, Carol Scott
Approved August 12, 2013