

**CBEC State Advisory Council  
Meeting Minutes  
November 5, 2013 from 10:00-3:00**

<b>Members Present:</b>	
Roseann Bentley, FACT Board	Jim Caccamo, Metropolitan Council on Early Learning
Patsy Carter, Department of Mental Health	Jeanne Serra, DHSS Representative for Gail Vasterling, Acting Director
Mayme Young, Governor's Office	Valeri Lane, ZERO TO THREE
Stacey Owsley-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
Melody Yancey, Acting Director, Department of Social Services	
<b>Members Present by Phone:</b>	
Paula Knight, St. Louis Public School District	Sue Stepleton, Washington University, The Policy Forum
<b>Members Absent:</b>	
Judge J. Dale Youngs, Circuit Court of Jackson County, Division 6	Robin Coffman, Department of Elementary & Secondary Education Representative
<b>Guests Present:</b>	
Cindy Rackers, DHSS	Cindy Reese, DHSS
Cindy Burks, DSS	Casey Hanson Bruce, Center for Family Policy & Research (By Phone)
Irma Arteaga – Presenter	Brian Bernskoetter & Mike Reid – Presenters
Wayne Mayfield & Kimberly Keller – Presenters, OSEDA MU	Gus Carlo & Louis Manfra – Presenters, CFPR MU
Emily Brown & Kim Odom – Presenters, True Media	Julie Allen, Project LAUNCH
Kathy Quick, DHSS	Tina Bernskoetter, MHSA
Kelly Hantak, Lindenwood University	
<b>Staff Present:</b>	
Cindy Morff, 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 10:05 by Jim Caccamo. <b>A quorum was present for all votes.</b></p> <p>The agenda was reviewed. Shirley Patterson moved to approve the agenda; Valeri Lane seconded.</p>	<b>MOTION CARRIED</b>
<b>Presentations</b>	<p><u>Presentations on final ARRA reports and other items:</u></p> <p>Irma Arteaga – Head Start Peer Study (10:10-10:30)            Brian Bernskoetter and Mike Reid – Tobacco Arbitration (10:40-11:00)            Anne Fleming and Carol Scott – Missouri Director’s Report (11:00-11:20)            (Anne Fleming was unable to attend; Carol Scott gave a brief overview of the Missouri Director’s Report)            Wayne Mayfield and Kim Keller – Home Visiting Analysis (11:30-11:55)            Gus Carlo and Louis Manfra – Parent Perceptions and Career Lattices (12:35-12:55)            Emily Brown and Kim Odom – Media Campaign (1:00-1:20)            Cindy Burks – Federal Child Care Regulations (1:30-1:50)</p> <p>Request was made to add discussion regarding recommendation to Governor on Federal Child Care Regulations to the January 7, 2015 CBEC meeting agenda.</p>	
<b>Report of the Secretary</b>	<p>The minutes from the August 6, 2013 meeting were reviewed. Carol Scott moved to approve the minutes, Shirley Patterson seconded.</p> <p>The August 6, 2013 minutes included a suggestion to have Carol Scott and Cindy Burks (DSS) lead a discussion regarding increasing access to quality. Request was made to add this to the January 7, 2014 CBEC meeting agenda.</p>	<b>MOTION CARRIED</b>
<b>Budget Report</b>	<p>CBEC budget report was reviewed. Board would like Francis Family Foundation kept separate on the budget report.</p> <p>Valeri Lane moved to accept budget as presented; Stacey Owsley Wright seconded.</p>	<b>MOTION CARRIED</b>

Agenda Topic	Discussion	Follow-up
<p><b>Discussion/Action Items</b></p>	<p><u>Executive Director Position &amp; HRSA Grant Position</u></p> <p>Jim Caccamo will send the qualifications/job description to the Board for feedback. Executive Committee will move forward with filling position(s).</p> <ul style="list-style-type: none"> <li>• Should there be one person to fill both positions or one person for each position?</li> <li>• Would like the person(s) to be located in Central Missouri.</li> </ul> <p>There was discussion regarding the position name and decided to go with Consultant for Coordinating Board for Early Childhood.</p> <p>An announcement will go out with instructions to send their résumé to Cindy Morff. Cindy will forward these to the Board for review. The Executive Committee will move forward with filling the position(s).</p> <p><u>Nominating Committee</u></p> <p>The nominating committee for the next CBEC officers will consist of Brenda Shields, Chair; Roseann Bentley and Mayme Young. They will make a report at the next meeting on January 7, 2014.</p> <p><u>Dates for 2014 CBEC Board Meetings</u></p> <p>January 7, 2014  April 15, 2014  July 1, 2014  October 7, 2014</p>	
<p><b>Additional Reports/Documents</b></p>	<p>Reviewed reports from workgroups, departments, and partners.</p> <ul style="list-style-type: none"> <li>• Missouri Head Start-State Collaboration Office would like to request the opportunity to present a summary of the needs assessment findings at the next CBEC meeting on January 7, 2014.</li> <li>• The Early Care and Education Programs Workgroup would like to be on the agenda for the CBEC meeting on April 15, 2014 to present some possible recommendations regarding the results of the funded projects the group had requested.</li> </ul>	

Agenda Topic	Discussion	Follow-up
<b>Adjournment</b>	Carol Scott moved to adjourn the meeting at 2:50; Shirley Patterson seconded.	<b>MOTION CARRIED</b>
<b>Next Meeting</b>	January 7, 2014 from 10:00-3:00; location to be determined	

Minutes reviewed by Secretary, Carol Scott  
 Approved November 22, 2013