

**Coordinating Board for Early Childhood
Governor Office Building
200 Madison Street, Room 470, Jefferson City, MO
December 9, 2008**

Attendance:

Members Present: Karen Bartz, Roseann Bentley, Patsy Carter, Tom Frawley, Valeri Lane, Stacey Owsley, Carol Scott, Sue Stepleton, Kathy Thornburg

By phone: Sharon Rohrbach,

Absent: Kent King, Monica Haaf, Theresa Mayberry, Nancie McAnaug, Pattie Parris, Deborah Scott, Brenda Shields, Joe Ulveling

Guests: Doris Hallford, Paula Nickelson, Joanne Ralston, Emily Smith, Stan Johnson, Brian Kinkade, Cindy Wilkinson

Staff: Patty Nolte

Proceedings:

Call to Order: Meeting called to order by Chair, Karen Bartz, at 10:07 a.m.

Quorum: A quorum was present at the beginning of the meeting and for each vote except for first adjournment.

Report of Secretary

Staff needs to correct "3-ear budget" to read 3-year.

Motion: A motion was made to approve the minutes as corrected. The motion was seconded and approved unanimously.

Report of Staff

CBEC web site is now live and the address is www.dss.mo.gov/cbec. Staff is working on distributing a press release to state wide media announcing the new site.

Report of Chairman

Karen Bartz referred to her written report.

As she anticipated losing the quorum at 11:30 a.m., she reordered the agenda to ensure that items requiring a vote of the board be addressed.

Board Business

Revision of Bylaws

Tom Frawley presented the proposed bylaws changes.

ARTICLE III, MEMBERSHIP

Section IV. Each [appointed] member shall attend [in person] at least [one] two meetings in person per year.

For purposes of this Section IV, except as specifically provided in Section V for designated representatives of the statutorily named state departments, neither attendance by a substitute nor through telephonic or electronic means shall constitute "in person" attendance. If an

appointed member does not meet this obligation, the Board may [bring the matter to the attention of] recommend to the Director of Boards and Commissions in the Governor's Office [and recommend] that the appointed member be removed from the Board, as described in Article III, Section II, of these bylaws.

Motion: A motion was made to approve Article III, Section IV as amended. The motion was seconded and approved unanimously.

Section V. Each member designated under Section 210.102.2 of the Revised Statutes of Missouri as the representative of a named state department may request [at the annual meeting of the] Board approval of a second individual to represent the department in the absence of the statutorily designated representative. Such request shall be made at the first in-person meeting after appointment of the statutorily designated representative. When attending in lieu of the designated department representative, the named individual shall have full voting privileges.

Section VI. The Board shall recommend to the Director of Boards and Commissions in the Governor's Office that any appointed member who fails to attend four consecutive meetings be removed from the Board, as described in Article III, Section II, of these bylaws. For purposes of this Section VI, attendance through telephonic or electronic means constitutes attendance.

Motion: A motion was made to approve the addition of Sections V and VI to Article III as presented and amended. The motion was seconded and approved unanimously.

ARTICLE IV. OFFICERS

Section II. Officers shall be elected for a two-year term at the annual meeting and shall serve until their successors are duly elected and qualified. No person shall serve more than two consecutive two-year terms in any one office, and no person shall hold more than one office at a time.

Section III. Terms of office shall begin on the first day [of January] of the first month following the annual meeting.

Motion: A motion was made to approve changes in Sections I and II, Article IV as presented and amended. The motion was seconded and approved unanimously.

ARTICLE V. MEETINGS

Section I. The Board shall meet to conduct its official business in person not less than [twice annually] four times at the call of the Chair.

Section II. The [second] first in person meeting in a calendar year shall be considered the annual meeting of the Board.

Motion: A motion was made to approve changes in Sections I and II, Article V as presented and amended. The motion was seconded and approved unanimously.

ARTICLE VI. COMMITTEES

Section I. An Executive Committee may be established and composed of [five] six Board members: Chair, Vice-Chair, Past-Chair, and Secretary-Reporter of the Board, as well as two members of the Board at large.

Motion: A motion was made to approve changes in Section I, Article IV as presented. The motion was seconded and approved unanimously.

Activating CBEC Fund

DSS has agreed to house the CBEC Fund as established in Section 210.102.2 of the Revised Statutes of Missouri. DSS has been asked and has agreed to request appropriation authority for up to \$250,000 from this fund source. This amount accounts only for grants and contributions raised outside of department allocations. Department allocations will not be transferred to this fund. Brian Kinkade, DSS, was present to answer questions.

MOTION: To designate the Department of Social Services as the fiscal agent for the Coordinating Board for Early Childhood Fund and to request an estimated appropriation of \$250,000 for FY10 through the Department of Social Services. The motion was seconded and approved unanimously.

Action on ECCS BUDGET

Budget includes funds for:

- Continued development of local infrastructure.
- Beginning development of a Parent Leadership Resource and Referral Clearinghouse.
- Staff support for the ECCS Plan/Steering Committee (Paula).
- Declining support for the CBEC from \$15,000 in year one to \$5,000 in year three.

MOTION: To endorse the budget presented by the ECCS Steering Team and the strategies it supports as the basis for development of a request for continued funding from Health Resources and Services Administration (HRSA). The motion was seconded and approved unanimously.

2008 Annual Report to Governor Blunt/Governor-Elect Nixon

Karen reported that Governor Blunt has acknowledged our letter reporting on the work of the Pre-K Panel. In addition we are to report annually to the governor's office and to legislative leaders.

Board would like to move the "administrative" information to end of report so it opens with Mission Related Accomplishments.

Change Sharon Rohrbach's and Monica Haaf's title.

Motion: A motion was made to adopt the 2008 Annual Report with changes. The motion was seconded and approved unanimously.

ACTION: Karen will send to Governor Blunt, Governor-elect Nixon and legislative leaders.

Kathy Thornburg, Tom Frawley and Sue Stepleton volunteered to call selected persons on Nixon's transition team to try to get a meeting with the Governor-elect as soon as possible.

First Adjournment

Adjournment: A quorum was no longer present as of 11:30. This occurred prior to a formal motion to adjourn being made. Despite not having a quorum, a motion to adjourn the meeting was considered

Motion: A motion was made for the meeting to adjourn at 11:30 p.m. The motion was seconded and approved unanimously by those present.

MEETING RECONVENED

A quorum was re-established at 12:40 and Karen reconvened the meeting.

The board needs to establish a nominating committee to present a slate of officers at the January annual meeting. Karen contacted Brenda Shields, Sharon Rohrbach and Sue Stepleton prior to this meeting and all have agreed to serve.

MOTION: To establish a nominating committee for 2009-2011 officers. The motion was seconded and approved unanimously.

Discussion of Strategic Plan

Paula Nickelson reviewed the process. The Board needs to vote on the plan in January. Paula suggested ways that board members may be more involved in plan in future.

- participate in January and March calls of Steering Committee.
- designate a Board member to serve as liaison to Steering Committee, rather than depend on current members of Board who are also members of the committee. Those members are Stacey Owsley, Carol Scott, and Patsy Carter.

Board members broke into three smaller discussion groups to look at Goals 1, 3 and 5 in more depth.

QRS

Kathy Thornburg reported that about 400 people attended QRS meetings held around state. People who attended were positive about QRS. Senator Shields will file the Senate bill. Kathy stated they are still deciding on House sponsor.

Karen recognized the work of the DSS Child Welfare Division to achieve accreditation. All circuits should be accredited by mid 2009.

Adjournment

Motion: A motion was made for the meeting to adjourn at 2:30 p.m. The motion was seconded and approved.

**NEXT MEETING
January 9, 2009
10:00 a.m. to 3 p.m.
Jefferson City**

Minutes drafted by Patty Nolte
Minutes submitted by Secretary, Deborah Scott
Minutes approved January 9, 2009