

Child Development Coordinating Council Minutes

November 4, 2015

Meeting Attendance

Voting Members Present: Erin Clancy, Lance Roorda, Kimberly Villotti, Beth Van Meeteren, Carla Peterson, Stephanie Peters, Peg Macek

Voting Members Absent: Mary Groen

Non-Voting Members Present: Tom Rendon, Lora Patton

Non-Voting Members Absent: Carrie Sanderfer, Jeanie Wade-Nagle

Staff to Council: Amy Stegeman and Amanda Winslow

Secretary: Gloria Hamilton

Guests: Chad Dahm

The meeting was called to order by Erin Clancy, Chairperson.

Action Item

Approval of September 16, 2015 Minutes

Minutes were shared via email prior to the meeting and provided as a handout for the meeting. Erin Clancy asked for any comments or edits to the September 16, 2015 minutes. The Council agreed by consensus to move the approval of the minutes forward for a vote. Carla Peterson made a motion and Lance Roorda seconded the motion. The September minutes were approved unanimously.

Public Comment: none

Information/Discussion Item:

Shared Visions Preschool Program - Update

Amy provided the following updates related to preschool programs:

- Letters of appreciation were sent out to former CDCC members.
- Second quarter payments were sent out on time in October.
- NAEYC accreditation is required for all Shared Visions Preschool programs. Per Iowa Code a competitive grant process will occur every five years. FY16 is the first year of new grantees. There are three programs not currently NAEYC accredited but are working towards accreditation. Letters have been sent to the three programs to detail the Iowa Code requirements and timelines for achieving NAEYC accreditation. According to Iowa Code, new grantees must obtain NAEYC accreditation by the second year, but can apply for a waiver by March 15 of the second year if this timeline will not be met. Waivers are granted at the discretion of the CDCC.
- NIEER survey (National Institute Early Education Research) is completed annually. NIEER requests data from the Department of Education regarding preschool programs. Data submitted is based on year-end reports and information gathered from grantees. This has been completed using the data from FY15.

- The Child Development Coordinating Council (CDCC) passed a resolution advising the DE to develop a procedure for collecting and maintaining unique student identification numbers for all children funded with Shared Visions Preschool grants. The DE developed that procedure and began implementing the practice in 2011. You can find this policy on the [Child Development Coordinating Council webpage](#). It explains the function and purpose of the unique student identification number. A password protected spreadsheet has been sent to non-district Shared Visions Preschool programs requesting applicable information for this process. The Department will upload the unique ID numbers into TS GOLD again this year.
- The first GOLD checkpoint is due November 13th. Reminders and guidance were sent to grantees.

Shared Visions Parent Supports Program – Update

Amanda provided the following updates related specifically to parent support grantees:

- Amy and Amanda are working to gain access to REDCap which is the data system that family support programs are using. We have been assigned an ID number from the U of I and have done some training webinars.
- Second quarter payments were sent out in October as scheduled.
- Year-end data has been received and will be incorporated into the Shared Visions 2015 annual report to the Governor.

Information/Discussion Item:

Duties of Council per Iowa Code

- The Council members worked in small groups of three to discuss the duties of the Council as defined in Iowa Code 256A.3. Handouts were given to each group and groups were assigned a portion of the law to review. Discussions included what is currently done to ensure each duty of the Council is being met, as well as what future actions may need to be taken.
- Discussions will continue in February 2016 and will link to the work of developing by-laws for the Council.

INFORMATION/DISCUSSION ITEM:

Bylaws – drafts to review

Identify Bylaws for CDCC – Topics and Content

This agenda item was not addressed due to time constraints and the group's desire to complete the work on council duties. This item will be moved forward to the February 2016 meeting.

Presentation:

Child Development Block Grant Reauthorization-- History and Update:

- Chad Dahm, Department of Human Services Bureau Chief for the child care division, has been meeting with stakeholder groups, providers, and parents to coordinate discussions about reauthorization.
- Handouts were provided. After the information was presented, a discussion followed as well as opportunity to ask questions.
- DHS will continue to partner with stakeholders, including providers, in the drafting of the State Plan. A [webpage](#) has also been set up on the DHS website.

INFORMATION/DISCUSSION ITEM:

Data and draft annual report to the Governor

- The report to the Governor is to be submitted annually with the guidance from the Council.
- The Council received a handout of the 2014 annual report.
- The Council discussed highlights for the 2015 annual report which will likely need to be submitted in early January. The Council discussed addressing all of the Early Childhood Iowa areas within the report. Some areas are currently addressed so it was a suggestion to consider including all of the ECI areas.
- Discussion included what data is available, additional data we may want to consider for future use, and how it could best be represented with the use of graphs in the annual report.
- The Council reviewed how the annual report is currently shared and additional options for distribution.

Information/Discussion Item:

Program Evaluation and Staff Development Funds

- Program Evaluation/Staff Development Funds in the amount of \$5,000 had been set aside in prior years to support the cost of the state umbrella agreement with Teaching Strategies. This funding was not utilized for this purpose in the 2015-2016 program year. The funding is still earmarked for staff development or program evaluation related to Shared Visions Preschool Programs. The Council reviewed information from the FY16 applications, specifically the professional development plans, and discussed options for using the \$5000.
- The Council's feedback will be used to develop a plan for supporting Shared Visions Preschools in receiving professional development. This topic will be revisited no later than the February 2016 meeting.

Information/Discussion Item

CDCC Member Updates:

Includes Update on Early Childhood Iowa

- Carla: Recently, Carla participated in a legislative information session. Extension service in Iowa helps to put these together and a political science professor helps head these sessions. A presenter talked about toxic stress during infancy and toddlerhood. A few legislators and staff were there.
- Kimberly: The Department is phasing in a new accountability system for preK-12. Data related to healthy indicators and compliance are reviewed and used for determining levels of support. There are two pre-pilot visits that will occur to implement the new process and receive feedback. The first visit was to Centerville CSD in October and the second visit will be to Carroll CSD this month.
- Peg: Medicaid letters going out January 1, 2016. Peg also shared about an autism program and will send a link for more information.
- Beth: There is an ongoing research study affiliated with the Regents Center focusing on preschools. Beth also shared about a first grade classroom at North Tama CSD that has received a \$25,000 grant to upgrade their environment.
- Amanda: Early Childhood Iowa was discussed throughout the meeting; specifically when discussing the annual report and comparing data that ECI reports on as well.
- Stephanie – Currently, there are eight preschools working towards Head Start standards.
- Lora – She is just getting started at CCR&R and joining the CDCC.
- Erin – Left prior to this agenda item; no update provided.
- Lance – Left prior to this agenda item; no update provided.
- Tom – Left prior to this agenda item; no update provided.

Review FY16 Priorities/Goals:

- Duties of the Council
- Bylaws
- \$5,000 for professional development

Adjourn

The Council members present agreed to adjourn the meeting.

Future Meeting Agenda Items

See priorities and goals section. The next Council meeting dates are:

- February 17, 2016 – Grimes Building – Room 3N Central; 10:00 – 3:00
- April 20, 2016 – Grimes Building – Room 3N Central; 10:00am – 3:00pm
- July 20, 2016 – Optional Conference Call; 10:00am – 12:00pm