Child Development Coordinating Council Minutes
September 5, 2012

Attending

Members Present: Amy Stegeman, Mary Groen, Diane Moore, Jeanie Wade-Nagel, LauraBelle Sherman-Proehl, Colleen Dunn, Erin Clancy, Betsy Zan, Tom Rendon, Carla Peterson, Analisa Pearson, Tracey Mavis
Members Absent: Peg Macek, Cathy Wheatcraft
Guests: Betsy Lin
Secretary: Lisa DuBois

Major Discussion Points

Approval of May 15, 2012 Minutes:
May 15, 2012 minutes were unanimously approved electronically by voting members. Betsy recommended that the original motion, amendment, and final motion of the Evelyn Davis proposal needed to be added to the minutes. It was decided that it may not be possible to go back and accurately recreate the original motion and discussion that led to the amendments. Therefore, the minutes were approved as is with the intention of keeping better minutes in the future.

Division Re-design Update: Amy gave a quick overview of the changes taking place at the Department of Education. There is no longer an Early Childhood Services Bureau. The four new bureaus are: Standards and Curriculum, Learner Strategies and Supports, Educator Quality, and School Improvement. Council members had a short discussion regarding the concern of early childhood not being a focus within the new structure, as well as conversation for how the Council could express those concerns. Staff explained that each new bureau had early childhood representation. It was requested that a handout detailing the new structure of the bureaus be sent out to council members.

Evelyn Davis Update: Amy's last communication with Evelyn Davis was in August. Jamel Crawford is remaining as the interim director as they continue their search for a new director. They were receiving applications in August and Jamal has committed to staying there until a permanent director is found. ED has met both deadlines for the application and the year-end report.

Shared Visions Applications: Amy stated that all preschool programs did reapply this year. They submitted applications through the IowaGrants.gov application system. This is a new electronic process. There were a few learning curves along the way changing from paper copies to electronic. During this process Amy was able to communicate quite a bit with the different programs and was able to begin building relationships with the programs. All of the applications have been submitted and approved and first quarter payments have been sent out.

Shared Visions Parent Support Applications: Diane stated that there were 3 programs that decided to not continue with the funding stating that the funding simply was not enough. They were all Des Moines schools including: McKinley, Capital View, and Moulton. The funds were redistributed to the remaining 9 programs. The family support program also used the online application process. It was a smooth process with few questions. All the applications were submitted on time. They have been approved and first quarter payments have been sent out.

Shared Visions Year-End Reports: Amy shared that the preschool program year-end reports were completed on the DE secure website. Due to delays in the site not being ready to accept the reports the deadline was changed to August 10. The programs worked hard to get the reports in quickly. There are 6 programs that are still working on submitting their reports. A total of 101 reports will be submitted.

Shared Visions Parent Support Year-End Reports: Diane shared that the shared visions parent support year-end reports were all submitted on time. They have been reviewed and approved. 2nd quarter payments have been approved and will go out in early October , 2012. On the annual report programs are asked to share an anecdote or story about successes resulting from parent/family support services. Diane read an anecdote from the St. Paul's Focus program that detailed the success of a young family gaining parenting skills and continuing the education of the mother to help her become qualified to serve as a teacher associate for her child's preschool program.

Iowa Grants Online: Amy shared that the Shared Visions applications are now submitted online through Iowa Grants website. The applications will be stored there creating a permanent record. The review form will be recorded and permanently stored there as well. Another benefit will be that the programs can edit their contact information when staff changes occur. This online process will save programs time by pre-populating the next year's form. This is a very efficient program and there has been a lot of positive feedback. It is much quicker than the paper process. A big thank you was extended to Amy and Diane in getting this program established and up and running. ☺

Parent/Family Support pilot – REDcap data system: Diane provided an update regarding the opportunity for family support (FS) programs to participate in a data system project that included the purchase of i-Pads for FS workers to use for input data while on a home visit. The data is then uploaded to the REDcap data system which is located at the University of Iowa. This process should reduce the amount of time staff spend on writing reports and increase accuracy by entering data while at the site. REDcap will gather key demographic and outcome data which includes the following information: number of families served, types of services, demographics of children and families. According to legislation, all Early Childhood Iowa state funded family support programs will be required to use the REDcap data system as of July 1, 2013. Seven of the nine programs have decided to participate.

Updates from CDCC Members: Carla shared that the council could learn about the usability and results in about a year. Diane said that this will be a future agenda item so we can hear about the results.

Analisa shared that Pertussis was up 500% so far this year. Also West Nile Virus and rabies were on the rise as well.

Diane said the 2011-2012 annual report will be sent out to the council as homework to be reviewed before the next CDCC meeting on November 28, 2012. There will be a time for suggestions or improvements at the next meeting. Diane will flag the items that are required to be reported.

Public Comment: Amy shared that Marty Ikeda, Bureau Chief for Learner Strategies and Supports, suggested that there be a permanent spot on the CDCC agenda for public comment. Therefore, an opportunity was offered for any person to make public comment. There were none made at this meeting. It was then shared with the council that there will always be an opportunity for someone from the public to provide feedback or questions. The role of the council would be to listen and thank them for their comments. It is not required that the council respond or answer any questions at that time. All comments will be recorded in the minutes.

Future CDCC Meeting Dates/Times:

November 28, 2012	10:00 – 3:00	Grimes Building
January 16, 2013	10:00 – 12:00	Conference Call
March 20, 2013	10:00 – 12:00	Conference Call
May 15, 2013	10:00 – 3:00	Grimes Building
July 17, 2013	10:00 – 3:00	Grimes Building (optional)

Decisions, If Any, Related to Discussion Points

- The 2011-2012 annual report will be sent to council members prior to the November 2012 meeting.
- New bureau information will be sent out to council members.

Next Steps	
	• Send future agenda items to Amy or Diane
Next Meeting	
	November 28, 2012, 10:00am to 3:00pm Grimes Building – Room B50, 400 E. Grand Avenue Des Moines, IA 50319