

Child Development Coordinating Council Minutes

April 10, 2019
Grimes State Office Building
400 E. 14th Street Des Moines, IA 50319
Des Moines, Iowa 50319
Room: B50
10:00 am – 3:00 pm

Meeting Attendance

Voting Members Present: Erin Clancy, Carla Peterson, Julie Allison, PJ West, Rae Miller, and Kimberly Villotti (joined at 12:00)

Voting Members Absent: Pam Elwood, Beth Van Meeteren, Taylor Drake

Non-Voting Members Present: Tom Rendon (left at 12:30), Lora Patton (left at 12:30)

Non-Voting Members Absent: Mary Shihadeh and Judy Russell

Staff to Council: Amy Stegeman

Staff to Council Absent: Vacant Position

Secretary: Gloria Hamilton

INFORMATION/DISCUSSION Item:

Welcome and Roll Call

Due to an overlap in room reservations, Rae Miller, co-chair, called the meeting to order at 10:17.

Rae suggested the Council do the program updates first since quorum was not met yet. She suggested coming back to the action item of approving minutes when quorum had been reached. The Council members agreed to this plan.

Public Comments: None

INFORMATION/DISCUSSION Item:

CDCC Member Updates

Erin Clancy – Erin shared work on the new registry system is getting closer to being complete. They are working on the wrap-around portion that goes along with Shared Visions, Head Start and all of the core programs.

Julie Allison – Julie shared DHS recently submitted the state plan for the Child Care Development Block Grant. They addressed a few items within an action plan, 4 out of 240 indicators. She'd had a federal call about reauthorization and is now waiting for feedback.

PJ West – MIECHV is in the middle of request for application; this is the fifth year of a current grant process so next year will be competitive. They are in the beginning stages of a MIECHV needs assessment that is done every few years. If different counties are identified it doesn't mean they have to remove services from the current counties, but depending on funding, may be able to add additional counties. They are also going to do some focus groups in local communities to determine what families need and want. In the IDPH Bureau of Family Health, they are also working on a needs assessment so they are trying to

coordinate the work.

Lora Patton – Lora shared CCR&R is three quarters of the way through the first year of their contract. They have mostly been working on outreach to communities around childcare needs and developing solutions with community people and businesses.

Tom Rendon – Tom provided an update on the Professional Development Grant (PDG) including the five key activities: needs assessment, strategic planning, parent knowledge, best practices, and quality. He expanded on the needs assessment to explain three different aspects: data integration, needs assessments and the compilation of data, and a combination of surveys and focus groups with both parents and providers. The needs assessment will inform the strategic planning; after it is submitted, they will wait for the federal report to indicate whether they may proceed.

He also described the release of an RFP for Early Head Start State Grants. The due date will be around June 15th so contracts can be in place by July 1st. They anticipate funding approximately six programs.

Carla Peterson- Carla shared her excitement related to the integrated data system work that Tom described and added a comment related to the needs assessment. Iowa State University Extension has also conducted some listening tours and learned of the need for child care. This will also be used in the Professional Development Grant (PDG) overall needs assessment. ISU's job is to review all of the needs assessments that have been done.

She is still involved with MIECHV evaluations and looking at the quality of home visiting.

Rae Miller – Rae shared that the University of Iowa Pediatrics have some conferences coming up that include birth to age five topics. Their mental health grant is doing a couple of targeted conferences in specific areas. They are also doing a needs assessment at this time.

Kimberly Villotti – Kimberly shared this is the time of year where the current contract with Teaching Strategies, Inc. will expire so they are in negotiations of cost for the next year. This includes costs for the state as well as the cost for local providers. This process is done annually, but they are proposing a three-year agreement so the contract will stay in place longer.

There is also some legislative action related to the Statewide Voluntary Preschool Program and the proposal of serving five-year-olds, but nothing has passed yet.

Preschool Program Updates

- Prevent Child Abuse Iowa State Prevention Conference - Amy shared the number of registered participants who are from Shared Visions grantees. There are approximately 12-15 with an anticipation that it will be closer to 20 who will utilize the code to receive free registration (\$155). Remaining funds will support speakers who are providing content related to the needs of SV grantees.
- Fourth Quarter Payments - These have been processed and should be received by grantees.
- Renewal applications will go out mid-May so they can be returned and approved by the start of July. This will be the final grant year for the currently awarded grantees.

Parent Support Updates

- Fourth Quarter Payments -These have been processed and should be received by grantees.

- Renewal applications will go out mid-May so they can be returned and approved by the start of July. This will be the final grant year for the currently awarded grantees.

Public Notification of FY21 Grant Process

Notification was sent to the public regarding a general timeline for both the preschool and parent support competitive grant applications for FY21. A more detailed timeline will be shared on May 1st ensuring all communication is distributed at the same time. It will be posted to the SV web pages as well and indicate the exact dates for the application process of both programs. These dates are those approved by the Council previously with one final date to review and finalize today.

Early Childhood Iowa Update

Due to the Preschool Development Grant, there will be upcoming focus groups for families and early care and education providers. The focus groups will inform the statewide needs assessment. Updates will be provided via ECI Stakeholder Alliance meetings and via the Early Childhood Iowa web page.

Update on Amanda Winslow

Amanda had sent out an email regarding her transition to the Early Childhood Iowa Office in the Iowa Department of Management. Her last day at the Iowa Department of Education was Thursday, March 21, 2019. At this time, we know this position will be filled but we don't know of the timeline.

Membership Update

Amy updated the group on Council membership for the Head Start parent representative. Notification from the IHSA was received and Taylor Drake was named as the Council representative. The previously identified parent did not respond to communication attempts. Taylor will join the Council at the May meeting due to an illness in the family preventing attendance today.

CLOSED SESSION

Confidential: *Shift to the FY21 competitive grant work

Those members who opted out of the work due to conflicts with employment responsibilities are to leave the meeting. However, there were no members in attendance who met this criteria so participation at the meeting did not change.

INFORMATION/DISCUSSION Item:

Competitive grant work

At this time the Council shifted their focus to work related to the FY21 competitive grant application for preschool. A reminder was provided regarding confidentiality and the signed statements members had provided related to not sharing or discussing the competitive grant application content outside of the Council meeting.

Amy provided members with their working folders containing all the documents needed for the review and discussion. The main documents needed were a summary of the considerations and feedback from the Council, as well as a draft scoring rubric for the preschool application. As requested by the Council, Amy had drafted some language related to the code changes allowing selection of program standards during the upcoming application process.

The Council reviewed the Program Summary section of the scoring rubric. After a discussion of the content, some edits were made to move content to another section as well as make some edits to wording. Due to quorum being met, Rae suggested we shift the conversation to the action items to get those completed and then break for lunch.

ACTION Item:

Approve the November 28, 2018 & February 13, 2019 Meeting Minutes

Kimberly Villotti asked the Council to review the November 28, 2018 meeting minutes. There were no edits suggested and a motion was made by Erin Clancy to approve the minutes for November 28, 2018. Kimberly Villotti seconded the motion to approve. The motion passed unanimously.

Kimberly Villotti asked the Council to review the meeting minutes from February 13, 2019. Erin Clancy noted that the minutes were titled incorrectly using an inaccurate date, but the content was accurate for the February meeting. A motion was made by Julie Allison to approve the meeting minutes for February 13, 2019 with the corrected title. Carla Peterson seconded the motion. The motion passed unanimously.

ACTION Item:

FY21 Grant Timeline

Amy asked the group to review the FY21 grant process timeline for both preschool and parent support. The CDCC Meeting in November 2019 was scheduled for November 13, 2019. The originally approved timeline had a release date for the preschool application of November 12, 2019. Now that the CDCC Meeting is scheduled to occur after that date, it is a consideration to move the release of the preschool application to November 15, 2019. This will allow the Council an opportunity to review and approve the final application and scoring rubric during the November meeting, as well as advise the Department to announce the opening of an application period at that time.

Kimberly Villotti made a motion to change the release date for the preschool application to November 15, 2019 and approve the timeline as edited. The motion was seconded by Carla Peterson. The motion passed unanimously.

Lunch Break

The Council broke for lunch at 12:30 and began again at 1:15.

INFORMATION/DISCUSSION Item:

Competitive grant work preparation

The Council continued working on the content for the preschool application and scoring rubric. They reviewed the sections titled Program and Classroom Information, Documentation of Need, and Service Description Plan, along with the multiple areas with the Service Description Plan. The discussion of these areas led to some edits in wording and decisions related to points awarded for various areas. Additionally, changes to these sections resulted in some additions and edits within the Program Evaluation and Program Budget sections of the scoring rubric.

INFORMATION/DISCUSSION Item:

Review work and determine next tasks

The Council suggested the edits from today be incorporated into the next draft to be reviewed at the May meeting with work continuing with the remaining sections. The Council also suggested Amy draft a one pager that shows the needed work related to the grant process for preschool and parent support in alignment with the scheduled Council meetings. This would help determine progress and ensure deadlines are met.

INFORMATION/DISCUSSION Item:

Review meeting dates

The Council reviewed the remaining meetings for 2018-2019 and noted the May 9, 2019 meeting is newly added to make up for the missed February meeting.

The Council reviewed the meeting dates for the 2019-2020 year and noted the extra dates scheduled to meet the duties of the Council related to the competitive grant process.

Agenda Items for Next Meeting

The Council reviewed items needed to be placed on future agendas and determined the continuation of the competitive grant work was the priority.

Future CDCC Meeting Dates/Times (Grimes Building, B50, 10:00am-3:00pm -- unless noted otherwise):

2018-2019 Meetings:

- May 9, 2019 (10:00am-2:30pm)

2019-2020 Meetings:

- July 10, 2019 (in-person, 10:00am-3:00pm)
- September 18, 2019
- November 13, 2019
- January 8, 2020
- February 19, 2020
- April 29, 2020

2020-2021 Meetings:

- July 8, 2020 (conference call, 10:00am-12:00pm)

Adjourn

Rae Miller made a motion to adjourn the meeting. PJ West seconded the motion. The motion was passed unanimously.