

Child Development Coordinating Council Minutes

April 29, 2020

Meeting Held Via Zoom Due to COVID-19

Zoom Link: <https://IDOE.zoom.us/j/6764197511>

10:00 a.m. – 3:00 p.m.

Meeting Attendance

Voting Members Present: Erin Clancy, Carla Peterson, Rae Miller, Kimberly Villotti, Taylor Drake, PJ West, Pam Elwood (left after lunch), and Beth Van Meeteren

Voting Members Absent: Julie Allison

Non-Voting Members Present: Ashley Harvey, Lora Patton (left at 11:30)

Non-Voting Members Absent: None (2 vacant positions)

Staff to Council: Amy Stegeman

Staff to Council Absent: Vacant Position

Secretary Absent: Gloria Hamilton (minutes reported via recording)

INFORMATION/DISCUSSION Item:

Welcome and Roll Call

Kimberly Villotti welcomed everyone and asked for introductions to include name, organization, and the first place each will go when we are no longer staying home due to the current health pandemic.

Amy shared some member updates:

- Tonya Krueger may be joining us in the afternoon. She will be the representative for the University of Iowa after Rae Miller retires in August.
- Pam Elwood will be leaving the council at the end of this program year. We will be asking for a new representative to be identified.
- Kimberly Villotti has fulfilled her term as Chairperson. We will be addressing the need to identify a new Chair and Vice-Chairperson later in today's meeting.

Public Comment: Tonya Krueger joined the meeting during introductions and shared that she works for the child health specialty clinic, is a liaison for Early Access and a dietitian by trade, that she has experience in early childhood and nutrition, and that she had previously worked at Iowa State as an instructor.

ACTION Item:

Kimberly Villotti asked the Council to review the February 26, 2020 meeting minutes and share any edits needed. There were no comments or edits noted. Rae Miller made a motion to approve the minutes for February 26, 2020 as presented. PJ West seconded the motion to approve. Voting occurred via roll call for each member and the motion passed unanimously.

ACTION Item:

Parent Support Competitive Grant Awards

Amy reminded the Council that award decisions made today will not be announced to recipients until May 8, 2020 which is within the 45-day deadline to announce awards. This will include

notifications to those not funded as well. Therefore, confidentiality related to the award decisions should be exercised.

Amy then reminded the Council of the following information:

- Funding is unknown due to the annual state appropriation amount not typically being finalized until May – July
- The Council had previously agreed to use the following as a gauge for decision-making:
 - FY20 SV Parent Support = \$695,401
 - Add the amount remaining from the preschool awards: \$7417
 - Total amount available for FY21 parent support grants: \$702,818
- 19 total applications were submitted which is an increase from the previous grant cycle

Next, Amy provided an overview of the review process used and provided application data and information related to the submitted applications and the review process results. She stated the goal was to review application data, the decision-making steps and process, and to analyze results to determine final grant awards. She then shared a spreadsheet with the application data sorted according to the decision-making steps that prioritized the criteria as outlined in the funding opportunity description. All identifying information was removed.

The Council reviewed the data and discussed how many grants to award while considering the amount of anticipated funding that would be available. They considered three different options and funding amounts or percentages. They then discussed a fourth option that altered the percentage of the awards with the top three scoring applications receiving approximately 96% of the requested budget and the next two applications receiving approximately 82% of the requested budget.

Beth Van Meeteren made a motion to approve grant awards for the top 5 applications within level one as outlined on the application data spreadsheet and at a level of 96% for the top three and a level of 82% for the next two applications. Carla Petersen seconded the motion. Voting occurred via roll call for each member and the motion passed unanimously.

ACTION Item:

Requirement for Three Completed GOLD Checkpoints

Amy shared with the Council that questions had been received from grantees inquiring whether the completion of the spring checkpoint in GOLD would still be required as stated in the CDCC Policy Regarding Child Assessment and Student Identifier Numbers. The impact of the current health pandemic has resulted in program closures making the continuation of child assessment practices difficult, if not impossible. Amy reminded the Council that the current CDCC policy requires all Shared Visions Preschool programs to complete three GOLD checkpoints: fall, winter, and spring. While fall and winter have been completed (November and February), the spring checkpoint is to be finalized in May. The Council discussed how to address the issue of the current requirement when programs are no longer in classrooms with children. The group asked if other programs had the same issue and how it had been handled. Amy shared that guidance provided to school districts participating in the SWVPP included a waiver for preschool assessment practices and the requirement to complete GOLD.

The Council agreed that a waiver for the spring checkpoint was necessary. They also wanted to be sure the waiver they passed today was broad enough to apply in future situations due to the length of the health pandemic being unknown. They considered language that would indicate a waiver for completing GOLD checkpoints would be in place when there was disruption to normal program activities and/or program closures due to COVID-19.

Beth Van Meeteren made a motion to approve a waiver of completing GOLD checkpoint(s) during times of program closures and/or disruption to normal activities due to Covid-19. Erin

Clancy seconded the motion. Voting occurred via roll call for each member and the motion passed unanimously.

INFORMATION/DISCUSSION AND ACTION Item:

Election of Chair and Vice-Chair

Amy provided the following excerpt from the Council By-Laws related to the positions of Chairperson and Vice-Chairperson for review:

Article VI – Board Officers

Section I. The Chairperson and Vice-Chairperson will be elected and serve a term of two-years.

1. At the end of the Vice-Chairperson's two-year term he/she will then assume the role of the Chairperson.

2. The Chairperson shall preside and exercise general governance over the Council. In the absence of the Chairperson, the Vice-Chairperson shall assume that role.

Amy reminded the Council of the survey that had been administered to determine interest in holding one of the positions, then shared the survey results (as of 4/28/20):

- Interest in Chairperson:
 - One person answered 'yes' to this role
 - Two people answered 'maybe' to the role
- Interest in Vice-Chairperson:
 - Two people answered 'yes' to this role
 - One person answered 'maybe' to this role

Amy indicated that anyone who had not responded could still do so and also asked members to let her know of any changes in interest since the completion of the survey. There was a short discussion to determine next steps and to offer an opportunity for members to express reasons for interest in a position. The Council recommended that an election occur via Google survey with results to be shared and action taken to approve positions at the next meeting in July.

Lunch Break

The Council broke for lunch at 11:41 AM and began again at 12:30 PM.

INFORMATION/DISCUSSION and ACTION Item:

Preschool Program Updates

Amy shared the following updates related to the preschool program:

- Fourth quarter payments were sent out in April
- Year-end reporting forms will be made available toward the end of May and will be due in early August
- Many program changes have been reported due to the health pandemic, such as program closures, alternate meal services, contacting families with supports and remote opportunities. The year-end report will offer another opportunity to submit program changes.

Requests for Reconsideration

Amy shared the following information related to the competitive grant process for FY21 preschool program awards:

- Grant awards for FY21 were approved and applicants were notified during the first week of March. There is a ten-day window for applicants to submit a request for reconsideration.
- Two requests for reconsideration have been received. The Council is to respond to the Director of the Department of Education and defend the Council's award decisions. Kimberly and Rae worked to respond on behalf of the Council by

submitting a letter and supporting documents for the Director to review while making a decision. The Director must make a decision by May 11, 2020 for one request and May 18, 2020 for the second request. An update will be provided at the next Council meeting.

CDCC Funds

Kimberly offered an update related to the funds held by the Council to support staff development or program evaluation. She shared that we are working to implement the Council recommendation to use this funding to support attendance at the IAEYC fall early learning institute. The money will be used to support speakers and participation for Shared Visions Preschool Grantees.

NAEYC Accreditation Status

Amy offered an update regarding the status of accreditation for the Des Moines Shared Visions Programs. They recently provided evidence of achieving a new five-year term of accreditation for all three classrooms. As a reminder, this is in response to the appeal they had submitted after the first NAEYC site visit and results.

Parent Support Updates

Amy shared the following updates related to the parent support programs:

- Fourth quarter payments have been sent out
- Year-end reporting forms will be made available toward the end of May and will be due in early August via Iowa Grants
- Year-end data will also be pulled from DAISEY
- Many program changes were reported due to the health pandemic such as tele-conferencing for home visits, alternate service delivery options, suspended group-based parent education meetings, and reaching out to families and offering needed supports/resources.

Early Childhood Iowa Update

Kimberly offered an updated based on conversations and actions that took place at the ECI State Board meeting in April. She provided an overview of three documents that offered guidance to programs on tele-communication, providing alternate services, and considering the expansion of carry forward funds.

Erin offered information regarding professional development and some work to update coaching and quality measurements that were last updated in 2013. There is a goal of having it done by May.

CDCC Member Updates

Council members provided the following updates:

Kimberly Villotti – She shared that Director Ryan Wise left the Department on March 13, 2020 to become the Dean for Drake University. The new Director is Dr. Ann Lebo who had previously been the Executive Director for the Board of Educational Examiners. Due to the current health pandemic, she has spent most of her time at Camp Dodge with the Governor. Kimberly also shared that the Department is working to fill three vacant positions in Early Childhood. Some interviews have occurred and there is a hope to have them filled soon. Hiring staff during a pandemic can be challenging. Lastly, she stated the Department of Education is paying attention to legislation, particularly bills impacting the programs we are operating. A bill has made progress and cycled to the appropriation bill. The legislature has been on hold during the pandemic with the governor's proclamation; they are pausing on a few things. Legislation may come back in May; we are waiting to hear more regarding a new timeline. One bill we are looking at would expand 4-year-old preschool, or the Statewide Voluntary Preschool Program, to include

funding for 5-year-old children. The bill is still alive, but the Department does not know if it would be funded. All activity is on pause.

Erin Clancy – She shared that the Iowa Field Guide for coaching was what she was referencing earlier. She mentioned that the Department of Human Services has an update on their website regarding COVID-19. She stated that the application process for wrap-around services just finished. Similar to the Shared Visions application process, it is a 5-year plan. There will be 14 grantees which is an increase from the current 11 programs. Erin shared that I-PoWeR is up and running and almost ready to move into the maintenance phase. With the new system in place, Child Care Resource Referral will not have paper certificates, but will move to online certificates.

Beth Van Meeteren – She shared how they have participated in the Educational Commission of the State on an early STEM report. She shared a link to Enhancing STEM and PK-3 Education in the chat for the meeting. They are consulting with an organization out of Chapel Hill at the University of Denver on Inclusive STEM education. They also did a pre-conference and will be doing another one in the fall. They will finish the light and shadow skills program across the state in November. UNI student workers put the kits together. They are putting a book together featuring Iowa teachers engaging in light and shadow, highlighting how to do early STEM, and using classroom vignettes from Iowa teachers. They also have two grant proposals moving forward and are waiting to hear results.

PJ West – She shared that she has been working on all things COVID-19 related to family support programs; much has already been shared. Related to virtual meetings, most families have some support of technology and have been able to do virtual meetings; some having had more success than in-person meetings. To alleviate the need for families to use their person plans for data and minutes, they have put together a Phones for Families program through a joint collaboration between MIECHV, Early Childhood Iowa, and LSI. Any program who is involved in the DAISEY data collection system qualifies, which includes Shared Visions parent support programs. Local programs are responsible for developing policies and procedures regarding who is eligible to receive cell phones and how they will be distributed and returned. The local program is also responsible for maintenance on phones, as well as addressing updates and personal information that might be stored on the phones. She also shared that there is a survey out asking programs to gather information regarding the quantity needed to address the current needs of families. There can be one order per program with orders being filled as they are received.

Rae Miller – She shared that elective surgery can start up again at the University of Iowa hospital. There has been use of virtual tele-health and families report loving this option and the elimination of travel. They will continue to offer virtual tele-health.

Carla Peterson – She shared that they are continuing widespread collection for needs assessment and the work related to the preschool development grant with ECI. She also shared that work in teacher education at ISU is looking at a few different angles for student teaching, specifically in the fall.

Ashley Harvey – She shared that the AEAs are working on scaling up SDI work and they are in contact with districts for next year. They are considering dates for training this year, how to provide the training at this time, and if it should continue with the inability to coach teachers in the classroom setting and implement practices with children. She also stated that preschool desk audits were put on hold and will continue into next year if requirements were not met this year.

Taylor Drake – She shared that she had participated in the hiring of a new director for Drake University Head Start. She also stated that she has started her own business providing services to those who need tasks or errands completed.

INFORMATION/DISCUSSION Item:

Meeting Dates for 2020 – 2021

Amy shared that the Council has typically met the second or third Wednesday of the month during the months of July (already scheduled as conference call), September, November, February, and April. All four meetings after July would need to be held and have quorum to meet the requirements in code. She shared some dates to consider and the Council discussed how to determine the meeting dates for the coming year. They decided to maintain the months typically used for meetings and asked Amy to send a survey to collect availability. They also recommended adding some other dates that may not fall on a Wednesday. Amy will send the survey and determine dates of meetings based on those offering the most attendance. She will notify the Council via email and send meeting invitations to hold each date on calendars.

INFORMATION/DISCUSSION Item:

Agenda Items for Next Meeting (see dates below)

The group discussed topics for future meetings and listed the following as needing addressed at the July meeting:

- Update Regarding FY21 Awards and Requests for Reconsideration
- Election results for Chairperson and Vice-Chairperson
- Update on membership and vacancies
- Use of CDCC funds
- Final dates for meetings in 2020-2021

Adjourn

Taylor made a motion to adjourn the meeting at 2:45 pm. Erin Clancy seconded the motion and the motion passed unanimously.

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

- July 8, 2020, 10:00 – 12:00, Zoom - Conference Call
- Future Dates TBD