

Child Development Coordinating Council (CDCC) Minutes

Meeting Date: September 23, 2020

Meeting Time: 10:00 a.m. – 3:00 p.m.

Meeting held via Zoom due to COVID-19

Meeting Attendance

Voting Members Present: Julie Allison, Erin Clancy, Taylor Drake, Ashley Harvey, Tonya Krueger, Carla Peterson, Beth Van Meeteren, Kimberly Villotti, and PJ West

Voting Members Absent: Rae Miller

Non-Voting Members Present: None

Non-Voting Members Absent: Lora Patton

Staff to Council: Amy Stegeman and Marianne Rodrigues

Administrative Assistant: Celina Turner

Information/Discussion Item

Welcome and Roll Call

Chairperson Taylor Drake called the meeting to order at 10:08 a.m.

Julie Lang was introduced to the Council. She is the Director of MATURA Head Start in Creston, Iowa. She represents the Head Start Directors on the Council. Celina Turner, with the Iowa Department of Education (Department), was also introduced to the Council. She will be the administrative assistant to the Council.

Taylor Drake welcomed the Council attendees and asked them to introduce themselves and their organizations/representation on the Council.

Public Comment: None

ACTION Item

Review and Approval of April 2020 and July 2020 Meeting Minutes

The minutes from the April 29, 2020, meeting were reviewed. No edits or corrections were suggested. Kimberly Villotti motioned to approve the minutes. PJ West seconded the motion. Voting occurred via roll call for each member, and the motion passed unanimously.

The minutes from the July 8, 2020, meeting were reviewed. No edits or corrections were suggested. PJ West motioned to approve the minutes. Erin Clancy seconded the motion. Voting occurred via roll call for each member, and the motion passed unanimously.

Information/Discussion Item

Discuss and Plan for Use of \$5,000 Held by Council

Amy Stegeman reminded the Council that \$5,000 was held from the preschool portion of the Shared Visions state appropriation. The Council previously approved use of these funds to support the cost of the Teaching Strategies, Inc. GOLD license. This is still an active approval. When the funds are not allocated to support the cost of the Teaching Strategies, Inc. GOLD license, the Council must determine an alternate use. As such, for FY21, the Council previously approved the use of these funds to support speakers and/or participation at the Iowa AEYC Fall Institute.

Kimberly Villotti shared that the Council's plan to use these funds to support speakers and/or participation at the Iowa AEYC Fall Institute was hindered by the COVID-19 pandemic. Consequently, the Department was unable to successfully offer the funds to the Iowa AEYC for speakers at the Fall Institute. Instead, the Department is putting together a contract that will support any of the Shared Visions grantees' staff or administrators in participating in professional development opportunities this fall. The contract has been approved and will be enacted once it's signed by the Director of the Iowa Department of Education.

When the contract is enacted, the Shared Visions grantees will be notified that funds are available to support participation in professional development opportunities. This will be a reimbursement process, where the grantees register and pay for the professional development event, maintain documentation, and then submit their claim to the Department for reimbursement.

Amy Stegeman reminded the Council that the wording of the prior approval was specific to supporting speakers and/or participation at the Iowa AEYC Fall Institute. She questioned whether this needed to be added as an action item for the November meeting so that the Council can approve the use of the funds in a broader sense for professional development opportunities. Kimberly Villotti responded that the Department anticipates that the contract will be enacted before the Fall Institute. Therefore, the Shared Visions grantees could participate in the Fall Institute and submit the cost for reimbursement.

Amy Stegeman noted that if after the Fall Institute, the claims for reimbursement don't total the amount of funds available, the additional funds would come back to the Council for consideration. The Council could then discuss and approve use of the funds for participation in professional development opportunities.

The Council agreed to continue with the contract and allow reimbursement for participation at the Fall Institute. The Council will revisit the use of these funds at the November meeting.

Information/Discussion Item

Review By-Laws

Taylor Drake reminded the Council that the adopted by-laws must be reviewed every two years as the Council Chair changes.

Marianne Rodrigues asked the Council to review the [by-laws](#). Amy Stegeman and Marianne Rodrigues reminded the Council that in regards to Article IV, Section II, the positions of Head Start Collaboration Office Coordinator selected by the Iowa Department of Education as well as the Early Childhood Special Education Specialist selected by the AEA Directors of Special Education are both vacant. These positions are open to consideration by the Council and can be changed or edited as the Council sees fit.

Taylor Drake asked about adding a teacher or educator to the Council membership. She felt there was a void for this role when the application process was completed. She believes this input could be valuable to the Council. Beth Van Meeteren stated that while it'd be great to have a teacher on the Council, getting the teacher or educator out of the classroom in order to attend the meeting might be next to impossible. Erin Clancy suggested adding a statement to the by-laws about teacher participation and that the Council seeks their advice.

Amy Stegeman stated that this is a great topic to explore and build into the agendas for the 2020–2021 Council meetings.

Carla Peterson asked about Article VII, Section I of the by-laws, which states that the Council shall meet at least four times, in person, per year. She questioned whether it's necessary to state that the meetings shall be held in person, given the need for virtual meetings due to COVID-19. Amy Stegeman responded that when the code was written, the meetings were required to be held in person. She reminded that Council that per Article VII, Section IIb, the Council members may participate via distance technology in extreme circumstances. She will discuss this topic further with the Department's legal counsel.

ACTION Item

Approval of By-Laws

Erin Clancy motioned to approve the by-laws. Ashley Harvey seconded the motion. Approval occurred via roll call for each member, and the motion passed unanimously.

Information/Discussion Item

Planning for 2020–2021

Amy Stegeman reviewed the [Planning for 2020–2021](#) document, which includes planning items for upcoming Council meetings. One item of interest for the February 2021 meeting is reviewing the Duties of the Council. Discussions and recommendations around the Duties of the Council can be put forward as code corrections or code clean-up. However, any code corrections or code clean-ups need to be documented clearly and thoroughly as recommendations of the Council.

Kimberly Villotti suggested adding an agenda item to discuss and explore the effects of COVID-19 on the Shared Visions program and its grantees. She also suggested adding an agenda item to further explore and discuss the Parent Support Program as well as assessments, standards, and programming. Tonya Krueger agreed that exploring the Parent Support Program should be added as an agenda item. She stated that family support is crucial to infant mental health and preparing families for virtual visits and services.

Ashley Harvey suggested adding an agenda item to discuss providing teachers with training and support on how to engage and support families and children during the pandemic. Carla Peterson suggested further discussion on the new integrated data system and how Shared Visions fits into this system. She also suggested an agenda item on how the Council fits together with Early Childhood Iowa (ECI) and if there can be a more formal connection between the two. She noted that there is great attention being given to creating a systematic infant mental health system in Iowa. She commented that the Council should learn more about this system and how it connects to the Shared Visions programs.

Erin Clancy shared that there's a study coming out of Yale that could offer information related to programming in the midst of COVID-19. She will forward this study to the Council once it's available.

The Council decided to add the following items/tasks to the November 2020 meeting:

- Complete annual review of the Duties of the Council
- Resurrect prior work of the Council
- Use the [Planning for 2020–2021](#) document to prioritize future work

Lunch

The Council broke for lunch from 12:00 p.m. – 12:45 p.m.

Information/Discussion Item

CDCC Annual Report to the Governor

The Council reviewed the draft of the [FY21 CDCC Annual Report](#). The Council was asked to provide recommendations and edits.

Carla Peterson asked if there was feedback provided on last year's Annual Report. Amy Stegeman responded that the Department received requests to share information about Shared Visions with state legislators and legislative analysts. She noted that the Annual Report was very helpful in these conversations.

Carla Peterson suggested highlighting that the Shared Visions program is a targeted program for children with risk factors and their families. Tonya Krueger commented that pulling out and listing the risk factors in the Annual Report would help to show that this is a targeted program.

Taylor Drake stated that the Annual Report is impactful and informative for everyone, not just legislators and the Governor. Therefore, she questioned whether there was a plan to share this report with other individuals besides the Governor. Amy Stegeman responded that the Annual Report is required to be shared with the state legislature and the Governor. However, the Annual Report is also shared with the Shared Visions grantees as well as any new Council member. The Annual Report is also posted to the [Preschool Program](#) and [Parent Support Program](#) pages on the Department's website.

Erin Clancy and Julie Allison suggested adding examples of specific income amounts and number of family members when discussing the federal poverty guidelines. Carla Peterson suggested adding a statement to the Annual Report that the Shared Visions grant funds do not entirely fund the programs and that the programs must independently generate funds in addition to the grant funds they receive.

Amy Stegeman then shared the [COVID-19 Impact on the Shared Visions Programs](#) document with the Council. The data in this document is based on year-end reports completed by FY20 grantees. Kimberly Villotti suggested including numerical data around the impact of COVID-19 in the Annual Report.

The Council also discussed the potential [success narratives](#) for the Annual Report. The Council suggested including a narrative on the cover page of the Annual Report as well as a snippet of a Preschool narrative on the Preschool page and a snippet of a Parent Support narrative on the Parent Support page. Amy Stegeman will send the draft report with the updates suggested by the Council to the Council members in October for review. The final draft of the report will be reviewed at the November meeting for final review and approval.

Information/Discussion Item

Updates

Preschool Program Updates: Orientation webinars were developed and made available to all FY21 grantees. The webinars were recorded so the grantees could access them at any time. Summary documents of all the data that a grantee will be asked to report on at the end of year were also sent to all FY21 grantees. First quarter payments were sent. Second quarter payments will be sent in October. Status reports were sent to grantees asking about changes being made to programs and services due to COVID-19 and the derecho storm. The Department also performed a quick monitoring check for the preschool programs in the Teaching Strategies, Inc. GOLD data system. It is a requirement for programs to report data in GOLD three times a year for every child supported with the grant funds. The Department wanted to ensure every program had an account and was represented in the system. All of the programs were accounted for in the system.

Parent Support Updates: Quarterly payments were sent. Orientation webinars and data summaries were made available to all FY21 grantees. Status reports submitted in early September regarding the changes to a worded application were also sent. The Department coordinated with the University of Kansas to ensure all Parent Support programs were in DAISEY and that the correct level of access had been given to all programs.

Marianne Rodrigues asked PJ West to address home visitations. PJ West stated that home visitations will be conducted virtually until further notice. The Iowa Department of Public Health (IDPH) moved from a recommendation on virtual home visits to a policy with clearly stated expectations and requirements. She noted there is a two-step policy exception for life-or-death situations. The new policy went into effect on September 23, 2020, and was shared with all contractors.

Early Childhood Iowa Updates: The issue of home visitations was a major discussion point at the ECI State Board meeting. The State Board discussed the concern around the wide variation in how services were being delivered and that many home visitations were still be completed in person. The ECI State Board also questioned the legal liability in these cases if something were to happen to the health and safety of not only the family and child but also the home visitation worker.

ECl is moving forward with a new website. The website has not yet been made accessible to the public. Kimberly Villotti noted that the new website is very visually appealing and user-friendly. She will provide more information to the Council once the site is live.

ECl has also released information on public engagement for individuals who are presenting out in the community and receive questions or inquiries around ECl. The released information helps to address how to engage and answer those questions.

Kimberly Villotti shared the [Integrated Data System \(I2D2\) September 2020 Project Update](#) document with the Council. The I2D2 team was awarded the Preschool Development Grant from the Administration for Children and Families. The grant will provide \$100,000 for data integration, analysis, and reporting across 18 months starting in October 2020.

CDCC Member Updates: Council members offered the following program updates:

- **Julie Lang** shared that, each week, the Head Start Directors in Iowa have been holding virtual meetings to stay connected. She noted that they're missing the Head Start Collaboration Office Coordinator position and the connection and input that position brings to the group.
- **Julie Allison** reminded the Council about the receipt of a \$32 million CARES package from the Federal government. She shared that the Iowa Department of Human Services (DHS) put together a COVID-19 Child Care Sustainability Plan that prioritizes funding to help licensed centers and registered homes to remain open, or, if temporarily closed, reopen to assist Iowa's essential workforce to remain at work. She also shared that at the onset of COVID-19, 65% of child care centers were closed. Now, only 7% of centers are closed. She noted that on top of COVID-19, DHS is also charged with the regulation of child care norms. Due to COVID-19, national fingerprints cannot be completed. Therefore, DHS requested a waiver from its federal partners. This waiver extends until the Governor's public health emergency declaration is over.
- **Erin Clancy** shared that for the wrap-around program, the new service period started September 1, 2020. There were 14 new contracts. The wrap-around child care program service period is now aligned with the Shared Visions program. The service period will end in June 2021 so that they can also align this with the state fiscal year. She noted that i-PoWeR is up and running. The IQ4K system is speaking to the regulatory and i-PoWeR systems so that all systems can be connected.
- **Tonya Krueger** shared that COVID-19 still dominates the discussions at the University of Iowa Hospitals and Clinics. She shared the [University of Iowa Hospitals and Clinics' COVID-19 Resources web page](#) with the Council. She pointed out that this web page has a section specifically for pediatric resources. The web page also has activities and family-friendly information as well as information about the clinical trials the University of Iowa is conducting in response to COVID-19. She also shared that the University of Iowa was able to provide counseling services through the COVID Recovery Iowa program. The University of Iowa is still encouraging families to go to the doctor for well-child visits and staying up-to-date on all vaccinations.

- **Kimberly Villotti** shared updates from the Department. She shared an exciting note that Department of Education guidance around preschool is going to be released this week. The Department is also hoping to offer a webinar that will review the guidance and share narratives from parents and families. She also shared that the Department's [Return-to-Learn website](#) includes a page specifically on [preschool programs and services](#). The Department hopes to add more documents to the preschool page soon. The Department is also currently working on two upcoming guidance documents centered around social-emotional-behavioral health as well as ways to connect with and support families on completing the Teaching Strategies, Inc. GOLD assessment virtually.

Kimberly Villotti also shared that the Early Childhood Leadership Team has been re-established in order to focus on supporting the equity and consistency of coordination across the AEA and school district system. The Early Childhood Leadership Team has also discussed a need for coordination between preschool settings and parent support settings.

The PDQ for the Head Start Collaboration Office Coordinator position has moved to the next step of the process. Kimberly Villotti is working with the AEA Directors of Special Education to fill the Early Childhood Special Education Specialist position on the Council.

- **Ashley Harvey** shared that she has been working diligently to support teachers and administrators with Return-to-Learn. She has also been funneling down and communicating with teachers about the information shared at the Early Childhood Leadership Team meetings.
- **PJ West** reiterated that the IDPH policy on virtual home visits has been extended indefinitely. She shared that the IDPH is gearing up for the MIECHV scheduled site visit. This will happen over four days during the first week of October. The site visit will be performed virtually, and partners and programs will be contacted ahead of time so that they can know what to expect.
- **Carla Peterson** shared that she is in the throes of working with and supporting teachers understand and implement all of the state guidance. As part of her research position for the MIECHV Program, she will have the opportunity to look at how participating home visitors as well as parents and families are reacting to virtual, rather than in-person, visits.
- **Beth Van Meeteren** shared that the Iowa Regents' Center for Early Developmental Education updated its [website](#) to be much more user-friendly. She also shared that a book prospectus was sent to Teachers College Press; they are waiting to hear back on this.
- **Taylor Drake** shared that she has been helping her son with his virtual learning. She also shared that she is on the SAMHSA Board for the SAMHSA Grant with Head Start and IDPH. She noted that they haven't had a lot of meetings due to COVID-19. She is hopeful she can share more about this with Council in November.

Information/Discussion Item

Agenda Items for Next Meeting (See Dates Below)

The following items were identified as agenda/action items for the November 2020 meeting:

- Complete annual review of the Duties of the Council
- Resurrect prior work of the Council
- Use the [Planning for 2020–2021](#) document to prioritize future work
- Review and approve CDCC Annual Report to the Governor
- Review and approve September minutes
- Review and approve remaining \$5,000 CDCC funds after Iowa AEYC Fall Institute

Kimberly Villotti motioned to adjourn the meeting. PJ West seconded the motion. Motion approved. Taylor Drake adjourned the meeting at 2:47 p.m.

Future CDCC Meeting Dates/Times

All future meetings will be held at the Grimes building in room B50 from 10:00 a.m. – 3:00 p.m. unless otherwise noted.

- November 13, 2020
- February 11, 2021
- April 21, 2021
- July 2021 – TBD