

Child Development Coordinating Council Minutes

Meeting Date: April 27, 2023

Meeting Time: 10:00 a.m. – 3:00 p.m.

Meeting held in person and via zoom for community representatives

at Grimes State Office Building, RM B100

Voting Members Present: Tonya Krueger, Beth Van Meeteren, Kimberly Villotti, PJ West, Heather Rouse, Jess Burger

Voting Members Absent: Julie Allison, Erin Clancy, vacant position (Head Start Parent Representative)

Non -Voting Members Present: Ami Leath, Julie Lang, Teri Orr (joined at 11:10a)

Non-Voting Members Absent: Monica Garner

Staff to Council: Marianne Rodrigues, and Amy Stegeman

INFORMATION /DISCUSSION ITEM

Welcome and Roll Call

Chairperson PJ West called the meeting to order at 10:01 a.m. Members introduced themselves and discussed upcoming events.

ACTION ITEM

Adoption of the Agenda

PJ West referred to the copy of the agenda sent to members prior to the meeting. PJ stated that items could be added to the agenda.

PJ West called for a motion to adopt the agenda. Beth Van Meeteren made a motion; Kimberly Villotti Meeteren seconded. A roll call vote to adopt the agenda was held. The motion passed and was unanimously approved.

PUBLIC COMMENT

None

ACTION ITEM

February 2023 Meeting Minutes

PJ West noted that the minutes were sent out previously and asked for members to review minutes for changes. No changes were made.

PJ West called for a motion to adopt the February 2023 minutes. A motion was made by Kimberly Villotti and seconded by Beth Van Meeteren. A roll call vote to adopt the February 2023 minutes was held. The motion passed unanimously in a roll call vote.

INFORMATION/DISCUSSION ITEM

FY24 Meeting Dates

Chairperson PJ West introduced the FY24 meeting dates for CDCC meetings. These dates were selected by the majority of the Council from a form sent out earlier. Council discussion ensued. Amy Stegeman pointed out that Council attendance is based on a consecutive 12-month cycle and referred to the Council By-Laws. Council members should reach out to Council staff if they have concerns.

Amy suggested the Council should look at the CDCC By-Laws regarding Council membership after July 1st.

ACTION ITEM

Approval of FY24 Meeting Dates

PJ West asked for a motion to approve the FY24 meeting dates. A motion was made by Tonya Kreuger and seconded by Heather Rouse. The motion passed unanimously in a roll call vote.

INFORMATION/DISCUSSION

Grant Cycle Work

Amy Stegeman gave an overview of the goals of the Shared Visions grant, as well as next year's timeline. Grant Cycle Information and criteria was shared that will take place during the upcoming FY24 meetings. All of the work that culminates during FY24 will be disseminating to the public the following year. When information is released it will affect the application and award dates. The following dates were proposed for preschool and parent support application openings:

- November 2024 – Council approval of preschool application/advise Department to announce opening of application.
- January 2025 - Council approval of parent support application/advise Department to announce opening of application.
- February 2025 - Council award decision/ approval for preschool.
- March 2025 - announcement of preschool awards/approval for preschool.
- April 2025 - Council award decisions/approval for parent support.

Amy then discussed the process of drafting information and sending to a list of contacts with an intention to focus on equity among access. She asked the Council to update and provide names for the contact list. The Council discussed possible contact individuals and groups.

The next item discussed by Amy was an overview of the responsibilities the Council has as outlined. A confidentiality agreement will be provided that allows Council members to divulge any conflicts of interest and would allow members to opt out of the competitive grant work if needed.

Amy then discussed best practices in regards to funding Shared Visions grants and how decisions have been made in the past. The purpose of the discussion was to build awareness of the authority given the Council and to outline past practice for consideration or modification.

INFORMATION/DISCUSSION ITEM

Waiver Status Discussion

Amy Stegeman gave an update on the Ottumwa School District Waiver. Each condition of the waiver was discussed, along with the District's response. After a brief Council discussion, it was determined that all conditions were successfully met and there will be no further agenda items related to this topic. Amy will connect with the District to let them know all conditions have been met.

INFORMATION/DISCUSSION ITEM

HF 2575: Rule Revisions for Chapter 64 & 65

Amy Stegeman pointed out that during the revisions for HF 2575 other guidelines and eligibility rules were changed. These guidelines will go into effect May 24, 2023. The new guidelines include revisions to eligibility for low-income and poverty-level families. Staff to the Council has revised documentation guidelines and will send these revisions to grantees as well as post on the IDOE web pages.

INFORMATION/DISCUSSION ITEM

Data Related to Carry-Forward Dollars

Marianne Rodrigues gave an update on carry-forward dollars from FY22. As background, last year, HF2575 was passed to include language that allowed grantees to carry-forward dollars into the next fiscal year. Data shared:

Parent Support

- One of five grantees carried forward funds
- Approximately 2.5% of the total parent support appropriation was carried forward

Preschool

- Six of 49 grants or four of 26 grantees carried forward funds
- Approximately 17% of the total preschool appropriation was carried forward

Marianne noted that all grant funds carried forward from FY22 were expended prior to using the current FY23 grant award.

INFORMATION/DISCUSSION ITEM

Updates

Preschool and Parent Support Programs

Marianne Rodrigues reported fourth quarter payments were sent to grantees this month. Staff is preparing renewal applications for grantees and those should be available at the end of May or as soon as the state appropriation is finalized. The intent is to have them returned and reviewed prior to the grant year beginning on July 1. Year end reporting forms should be available for grantees mid-June and these are due back in early August.

At this time, the proposed appropriations bill indicates space for funding to be addressed but has not included an amount as of yet. If status quo funding is proposed, this would maintain grant awards at the

current funding level.

As a reminder, Shared Visions programs are required to complete three checkpoints in GOLD according to the state-determined dates. The second checkpoint was Feb. 27 with the third checkpoint being collected at the end of May. Additionally Marianne talked about IowaGrants, the system used to manage all Shared Vision grants, which continues to adjust to a new platform. Staff is working with the Department contact person to manage this transition and will continue to communicate with and support grantees as needed.

The 2023 Iowa AIEC Fall Institute will take place October 6-7, 2023 (a pre-institute session will take place October 5) at the Prairie Meadows Events and Conference Center in Altoona, IA. Marianne shared that Shared Visions grantees received access to ReadyRosie, a family engagement tool supportive of language development for children. Staff are able to access the ReadyRosie platform and are notified of family activity such as families who have viewed videos related to various topics such as language and literacy and health and well-being. Staff has asked administrators and teachers to add families to the platform and view the training webinar by the end of March. Additional virtual training sessions for the new school year are currently in the planning stages for August and September.

Marianne talked about grantees that have participated in a professional development opportunity that must have occurred on or before March 31, 2023. All invoices requesting reimbursement were submitted following the event but no later than April 15, 2023. Four Shared Visions programs took advantage of a total of 39 teachers and administrators having their training reimbursed totalling \$7,333.31. (This is compared to four teachers last year.) This year all the funding has been used to support professional development. The Council's prior recommendation from previous years is still applicable -- which is a recommendation that the monies be used to support the contract with Teaching Strategies. (This remains an option until the Council chooses to vote to remove the recommendation).

To wrap up the update, staff are working with the University of Iowa this spring to continue an analysis of the Shared Visions grantees' goals and the progress updates shared in their year-end reports. The goal is to use this analysis to help us determine if effective strategies are used to gather information about program goals, if the right questions are being asked in IowaGrants, and if reporting options should be altered, etc. Amy Stegeman reminded the Council that grantees submit at least one goal in each service area outlined in the application. These are initially set in year one and then progress updates are submitted annually at the end of each grant year. Also, the data submitted by grantees related to progress on the goals was shared with the U of I for review and analysis. Amy added that the goal is to replicate the analysis done last year using the first year of progress reports and then add an analysis between the two years (FY21 and FY22). This work is underway with the goal of it being completed no later than June 30. Amy said that staff will share results with the Council after that time.

Early Childhood Iowa (ECI)

Marianne shared that Dr. Ann Lebo has joined the Early Childhood Technical Assistance Team in Shanell Wagler's former position. Heather Rouse shared that [I2D2 has interactive report options](#) that will allow users to go into the system and grab a canned report on a specific area. Kimberly Villotti shared from the ECI Steering Committee that the five-year strategic plan was reviewed; the committee also discussed gathering feedback from focus groups. There is a plan for the Stakeholders Alliance to meet later in May, although the date may change. The goal of the plan is to discuss some of the suggestions

from the Steering Committee, one of which may be a desire to have more involvement with school districts.

Legislative

Based on Executive Order 10, Kimberly Villotti stated that all agencies are tasked to reduce the amount of rules by looking for possible duplication within the rules. The timeline to complete this task is December 2023.

SF 514: State Realignment: Kimberly stated that the Department of Education is being merged with the Board of Educational Examiners, the Iowa School for the Deaf and Blind, and Iowa College Aid. Amy Stegeman pointed out that the realignment will be in effect as of July 1st, which will affect Council membership. Iowa Department of Health and Human Services, formerly Iowa Department of Public Health and Department of Human Services, could potentially have a new representative appointed. According to the new code “the Director of Health and Human Services” or designee will serve.

Kimberly shared that HF 68 Educational Savings Account has also passed but does not reflect the preschool space at this time.

Member Updates

Ami Leath stated that the school year is wrapping up and requested that staff to the Council send out the new Shared Visions eligibility guidelines as soon as possible, as schools are preparing fall rosters.

Teri Orr shared that there is training reimbursement available for childcare programs that want to achieve I-Q4K status. She also reminded everyone that May 12th is Child Care Provider Day.

Kimberly Villotti stated that there is an increase in the cost of Teaching Strategies GOLD from \$10.92 to \$11.54. This information has been sent to all necessary parties and agencies.

Tonya Krueger stated that the University of Iowa has new construction projects.

PJ West stated that there will be a shuffling of where people will be housed within IHHS during the reconstruction of the Lucas Building. The Hoover Building will also be reworked starting Sept 1. Many staff will be working remotely until space opens up for them. PJ also stated the Council has a parent member opening and asked how that would be decided. Amy Stegeman stated a letter is being drafted and staff are working on sending it out. The representative could be available as soon as the July or September Meeting.

Heather Rouse stated her team was contracted to do a comprehensive [work-force study](#) that included both center and home providers. A preliminary draft of the report will be done in May and publicly available in June.

INFORMATION/DISCUSSION ITEM

Connections with Stakeholders

PJ West gave a communication reminder for Council members to share Council information when appropriate and to continue coming with updates to each Council meeting.

INFORMATION/DISCUSSION ITEM

Agenda Items for Next Meeting

- Updates on Grant Work
- Membership Updates: Parent Position, HHS Representative

Meetings will be held from 10:00 a.m. – 3:00 p.m. at the Grimes Building for voting members, with a Zoom option for CDCC community representatives.

Chairperson PJ West adjourned the meeting at 2:00 pm.