

Child Development Coordinating Council (CDCC) Minutes

Meeting Date: September 21, 2023

Meeting Time: 10:00am – 12:00pm

Meeting held in person and via Zoom at Grimes State Office Building, RM B50

Voting Members Present: Tonya Krueger, Kimberly Villotti, Heather Rouse, Shelley Horak, Beth Van Meeteren

Voting Members Absent: Bebi Manns, Jess Burger

Non-Voting Members Present: Teri Orr, Monica Garner, Julie Lang

Non-Voting Members Absent: Ami Leath

Staff to Council: Marianne Rodrigues and Amy Stegeman

INFORMATION/DISCUSSION ITEM

Welcome and Roll Call

Kimberly Villotti, serving as Vice-Chair, started the meeting asking members in person and on Zoom to introduce themselves.

ACTION ITEM

Adoption of the Agenda

Kimberly Villotti asked members to review the agenda sent prior to the meeting and stated that items could be added.

Kimberly called for a motion to adopt the agenda. Beth Van Meeteren made a motion to adopt the agenda. It was seconded by Heather Rouse. The motion was unanimously approved.

PUBLIC COMMENT

None.

ACTION ITEM

April 2023 Meeting Minutes

July 2023 Meeting Minutes

Kimberly Villotti reminded the Council they had received the meeting minutes from April and July 2023 prior to the meeting and asked Council members to review them. She asked the group if there were any edits or discussion related to the April 2023 minutes. No suggestions were offered.

A motion was made by Heather Rouse to approve the April 2023 minutes and seconded by Tonya Krueger. The motion was unanimously approved.

Kimberly then asked the group if there were any edits or discussion related to the July 2023 minutes. No edits were offered. A motion was made by Tonya Kreuger to approve the July 2023 minutes and seconded by Heather Rouse. The motion was unanimously approved.

ACTION ITEM

Bylaws Update

Kimberly Villotti offered a summary of the membership changes and indicated the CDCC Bylaws need to be updated to represent the new code language. Council members reviewed a draft showing the membership changes and indicated a need to edit the number of members stated to be seven rather than nine. The Council also requested proper capitalization be used within the membership section and throughout the bylaws. Edits were made in real time.

A motion to approve the CDCC Bylaws with membership updates and as recently edited was made by Shelley Horak and seconded by Beth Van Meeteren. The motion was unanimously approved.

INFORMATION/DISCUSSION ITEM

CDCC Chair and Vice-Chair

Kimberly Villotti reminded the Council, as discussed in July, that due to state alignment and code changes, PJ West is no longer assigned to serve on the CDCC. PJ was serving as the Chairperson with FY24 scheduled to be her second year in the position. During the July CDCC meeting, members supported the option to have the current Vice-Chair move into the Chair position and elect a new Vice-Chair. Members were then asked to alert staff of an interest to serve as Vice-Chair.

A voting form with interested persons listed was sent to members at the end of July requesting a vote for the Vice-Chair position. Tonya Krueger was elected Vice-Chair unanimously.

ACTION ITEM

Confirm CDCC Chair and Vice-Chair

A motion was made by Heather Rouse to confirm Kimberly Villotti as Chair and Tonya Krueger as Vice-Chair of the CDCC. The motion was seconded by Beth Van Meeteren and unanimously approved.

INFORMATION/DISCUSSION ITEM

Reallocation of Funding

Kimberly Villotti shared that both Preschool and Parent Support Shared Visions grantees must submit a renewal application in years two through five of the grant cycle. Applications have been received for FY24 and all submissions have been reviewed and approved.

As shared in July, one preschool grantee, Community Action of Eastern Iowa (CAEI), was originally awarded two grants. CAEI elected to not submit a renewal application for one of the grants located at Wittenmyer Head Start. For this reason, funding previously awarded to support this grant has not been allocated for use during FY24. These funds need to remain in use for grants to provide services to

children and families. This means the Council has the responsibility of determining how those funds will be reallocated.

Amy Stegeman stated that when this type of situation has occurred in the past, it was confirmed that the reallocation of funds was a Council decision. The meeting goal was to determine how the funds previously used for the renewal application at Wittenmyer (total of \$136,415) will be redistributed. Funding will be for FY24 and the same amount of funding will be awarded for FY25 – the final year of the grant cycle. As always, consideration should be given to maintaining the purpose of those funds which is to support grants to preschool programs.

The Council reviewed the map of awarded grantees and discussed options for reallocating funds. They also discussed how to prioritize the decision and uses of funding.

This discussion was paused to welcome Department Attorney, Thomas Mayes, for the agenda item Administrative Rule and Content Review.

Kimberly suggested that the Council continue the discussion and act on the reallocation of funds later in the meeting.

INFORMATION/DISCUSSION ITEM

Administrative Rule and Content Review

Kimberly Villotti welcomed Thomas Mayes, Iowa Department of Education Legal Council, to discuss chapter and rule.

Thomas Mayes offered a summary of Executive Order 10 and an overview of how Chapters 64 and 67 have been combined in response. The Council was asked to get any additional changes/feedback to Thomas within the next week. Thomas then outlined next steps including placement on the November Board of Education meeting agenda. It will be out for public comment and a regulatory analysis, prior to the meeting.

INFORMATION/DISCUSSION ITEM

Community Representative

Kimberly Villotti stated Julie Lang, a community representative for the CDCC, is retiring in December. A letter was sent to the Iowa Head Start Association (IHSA) to designate a new Head Start director to serve as a CDCC community representative. The Council discussed two options for a start date for a new representative with the possibility of overlap in Council representation. One option discussed was for Julie and the new member to both attend in November and another option would be to have the new member begin in February.

Julie Lang stated a meeting for IHSA was occurring next week and a representative would be identified at that time. She asked whether consideration should be given to a representative having a Shared Visions grant. Discussion related to how this would impact meeting involvement occurred.

Kimberly asked Julie Lang if it would be uncomfortable for a director, whose program is seeking a Shared Visions grant, to be present during the Grant Work conversations. Julie Lang mentioned this could potentially be a conflict of interest. If the IHSA Director is a Shared Visions grantee, s/he could be

dismissed from Council grant work or discussions potentially posing a conflict of interest. The determination was to take the request to IHSA and see who is interested and begin with those interested who are not a grantee. Staff recommended the conversation of identifying a representative should clearly outline the possible conflict if the director is a grantee.

The Council determined it would be beneficial having both the new member and Julie attend in November to allow for some mentoring during the transition.

Julie Lang, as president of the IHSA, will notify the Council of the new representative by emailing Marianne Rodrigues.

INFORMATION/DISCUSSION ITEM

Administrative Rule and Content Review

Shortly before midday, the Council decided to use the few minutes left to discuss the desired clarifications for the drafted administrative rule and titles used for Division I and II. Council members suggested that a simple clarification can be made by putting the known program name in parenthesis after the title for each division. Staff to the Council will share the recommended edits with Thomas Mayes.

The Council broke for lunch at 12:00 pm and reconvened at 12:35 pm.

ACTION ITEM

Reallocation of Funding

After lunch, Kimberly Villotti asked the Council to return to the discussion related to the reallocation of preschool funds by asking staff to summarize the ideas discussed earlier. Amy Stegeman outlined ideas previously offered for consideration.

The Council discussion included allowable uses of funds, specifically if a large increase of funding was provided. It was determined an expansion of services could include serving more children at risk or offering an expanded day; retention of staff that could include raising salaries; enhancing quality that could include new equipment, materials or curricular options.

The Council outlined the following steps for staff to follow in order to reallocate funding:

Step one: Offer funding to the Shared Visions grantee in Scott County first, in order to use the funds for children at risk in the same service area where programming was lost. If accepted by the current grantee in that area, the Council indicated staff inquire how much of the funding can be used to expand services within the grant area. If funding remains, go to step two.

Step two: Survey the surrounding regional areas (AEA areas 9 & 10) to determine interest and need, intended use for the funds, and how much funding could be used in that manner. If funding remains, go to step three.

Step three: Offer funds to other Shared Visions grantees outside of the specified regional areas.

The Council stated staff should move forward and use discretion to follow the outlined steps and ensure funding is reallocated.

After additional Council discussion and clarification of recommendations for reallocating the funds, Kimberly asked members if anyone would entertain a motion. A motion directing staff to follow the steps as outlined was made by Shelley Horak and seconded by Beth Van Meeteren. The motion was unanimously approved.

INFORMATION/DISCUSSION ITEM

Annual Legislative Report

Marianne Rodrigues shared updates on the CDCC Annual Legislative Report. Each year, the CDCC is required to submit recommendations to the Governor and the 90th General Assembly on the need for investment in child development services in the state (per Iowa Code 256A.3(6)).

This duty of the Council has been addressed through the development of an annual report. As discussed by the Council in previous meetings, the FY23 Annual Report has been drafted using a similar template to the FY22 Annual Report. She shared a copy of the draft with the Council and indicated the Council can discuss content and any desired changes. She reminded the Council that a final version of the CDCC FY23 Annual Report to the Governor will need to be approved at the November CDCC meeting to meet the submission deadline in early December. Upon Council approval, the report will endure another 508-compliance check and be submitted internally. The Department will then include it with other legislative reports being sent to the Governor.

Amy Stegeman shared the link to related documents with Council, including the FY23 program data. Council discussion included the removal of the challenges section, the addition of addressing staff shortages in the recommendations section, and the addition of preschool waitlist data. In addition, the Council supported the idea of moving the recommendations section to follow the introduction. Additional Council suggestions were also noted related to the selection of success stories and program impact.

Staff to the Council will implement the suggested edits and send a new draft for review via email prior to the next meeting. A final version will be reviewed at the November meeting.

INFORMATION/DISCUSSION ITEM

University of Iowa Data Analysis

Kimberly Villotti asked Amy Stegeman to discuss the University of Iowa study results.

Amy noted staff has been working with the University of Iowa this past spring to continue an analysis of the Shared Visions grantees' goals and the progress updates shared in their year end reports. The goal has been to use this analysis to help determine if effective strategies are being used to gather information about program goals, if the right questions are being asked, and if reporting options should be altered. The University of Iowa data analysis has been completed using FY22 data. This is the second-year data on progress updates have been analyzed during the grant cycle.

Staff shared the data analysis for review and a short discussion occurred indicating similar findings from the previous year. The group reviewed the key points and considerations recorded previously.

Amy noted a consistent finding has been that data was gathered in a broad manner resulting in uncertainty on whether goals are being met by grantees. She reminded the Council of a previous desire to separate goals in the next application cycle to allow for effective reporting strategies when data fields are able to be pre-populated with approved goals.

INFORMATION/DISCUSSION ITEM

Data Related to Carry-Forward Dollars

The Council discussed the status of grant budgets and carry-forward dollars at the end of FY23. Amy Stegeman said there were three Shared Visions preschool grantee organizations with 6 grants that reported unused grant funds in FY23. These dollars will carry-forward into this grant year (FY24) with the expectation that they be used for the original intent and purpose. Grantees will report on the use of these funds in October through IowaGrants and those funds will be tracked as part of the FY23 grant award rather than roll into the FY24 current year funding. She stated no Shared Visions Parent Support Programs reported any unused funds.

INFORMATION/DISCUSSION ITEM

Grant Cycle Work

Members were thanked for responding to the survey regarding confidentiality and conflict of interests related to the competitive grant. Amy Stegeman went over these results briefly.

Conflict of Interest/Confidentiality Results

Amy Stegeman shared the results of the confidentiality and conflict of interest form/survey. She stated all members of the Council responded to the survey. One member, Ami Leath, indicated a conflict of interest due to the role of supporting programs as part of her professional position at the AEA. Therefore, meetings will be designed to have all competitive grant topics completed in one section and allow Ami to join for all other topics. She then brought up the FY25 grant cycle work.

Funding Opportunity Descriptions and Alignment to Chapter 7

Amy facilitated the Council through a process of reviewing competitive grant requirements in Chapter 7. The group identified where these requirements have been addressed in the previous grant application. The focus was to determine whether all grant requirements are being addressed. Amy asked Council members to record any areas they may want to review later, discuss, or change. This Information will be used to help guide work during future meetings.

Next, Amy reviewed Iowa Code references related to reviewers for the competitive grant process. She stated that with the Council having the final discretion to award grants, it is important to understand the review process. Iowa's administrative rule outlines broad qualifications for individuals that will review and rank the preschool applications. It is silent on qualifications for parent support applications. Therefore, a similar logic has been applied in the past with those reviewers having expertise in family support and education services rather than expertise in child development programs.

Amy then described the process of selecting reviewers as used in past grant opportunities and asked the Council for feedback on pursuing a similar process for the FY26 grant cycle. The most recent process used was to contract with a group of professionals who met the expectations around expertise and knowledge. The Council supported the idea of contracting with qualified individuals for the completion of reviews.

Next, Amy reviewed the comprehensive outline of Council work aligned to scheduled meetings. She reviewed the work accomplished as outlined for the September meeting. Then the topics identified for November's meeting were discussed and the group reviewed next steps.

Chair Kimberly Villotti was called away from the meeting. Vice-Chair Tonya Krueger then moved the discussion to updates.

UPDATES

Preschool Program and Parent Support Program

- Marianne Rodrigues provided updates related to the preschool and parent support programs as follows.
- A CDCC orientation was held earlier in the week. It was offered to provide an overview and orientation to Council members who were interested.
- First quarter payments went out to grantees in August. Second quarter payments are due to be sent out in October.
- All FY23 year-end reports were completed by grantees and have been reviewed by staff and are approved in the system. As discussed previously, the data collected in the Year-end report (YER) is being used in the CDCC's report to the Governor. It will also be used in response to the National Institute for Early Education Research (NIEER) survey.
- Year-end data was pulled from DAISEY for parent support programs.
- Child profiles in GOLD were mass archived in early August. Prior to the archive, grantees were reminded to reactivate child profiles for the new school year for any returning children; this is so duplicate profiles are not created in the system.
- This month staff will begin the process of collecting data from non-district grantees to assist in the creation of unique state ID numbers. As a reminder, this already occurs for district grantees as part of existing data collection practices.
- ReadyRosie will be accessible to both preschool and parent support again this year. Currently, staff are planning professional development for grantees to help support implementation. Staff will share more about this program in November.

ECI System/Member Participation

Shelley Horak helped explain the ongoing service alignment project at Iowa Health and Human Services. Town halls have been held with Director Garcia to discuss the services provided. A consumer survey was shared and the results were mostly positive. The results and recommendations will be available soon. Those recommendations will be used to propose changes during legislative sessions.

Member Updates

Beth Van Meeteren shared that University of Northern Iowa (UNI) submitted two Scale-Up Program applications this week and a high school wants to partner with UNI on an early STEM grant.

Heather Rouse shared information about the Iowa Child Care Workforce study with the group. The graduate certificate in Early Childhood Policy at Iowa State University will begin in January 2024.

Tonya Krueger shared that the University of Iowa Child Health Specialty Clinics will have a new division director of Child and Community Health in January.

Julie Lang, MATURA Head Start Director, shared her replacement is named Joel Lamb.

Teri Orr said that Child Care Resource and Referral is continuing to work with child care programs and the field continues to struggle with staff pay and other issues.

INFORMATION/DISCUSSION ITEM

Connections with Stakeholders

This agenda item was not addressed at the meeting.

UPCOMING MEETINGS

- November 16, 2023
- February 29, 2024
- April 5, 2024

ADJOURNMENT

Vice-Chair Tonya Kreuger adjourned the meeting at 3:01 pm.