

**Ingham Great Start Collaborative
Operations Committee Meeting Notes
Thursday, February 2, 2017 - 2:30 – 5:00 pm
Ingham County Health Department, 5303 S. Cedar Street, Lansing – Conference Rooms D & E**

Attendance: Effie Alofoje-Carr, Jessica Baker, Lisa Chambers, Fran Jozefowicz, Laurie Linscott, Lucy McClintic, Corrie Mervyn, Barb Monroe, Michelle Nicholson, Stephanie Thelen

1. The 2/2/17 Operations Committee Meeting Agenda and 1/12/17 Operations Committee Meeting Notes were approved as stated.
2. **Inclusion Activity – Parent Café Question**
There was no Inclusion Activity due to limited time. Jessica will choose a Parent Café Question for the February GSC Meeting.
3. **Family Engagement**
Parent Coalition meetings are proposed for the third Tuesday of each month. The next two meetings are scheduled for February 21 and March 21, 2017, from 10:00 am - 12:00 noon and 6:30 - 8:30 pm at the Family Growth Center. Meeting times may be adjusted to fit families' schedules. The main topics for the March meeting will be preschool applications and Kindergarten Round Up. Jessica is preparing flyers for distribution in the near future. Jessica is also working with parent, Kae Dubay, who suggested her church as a proposed meeting location for Coalition meetings.
4. **FY17 GSC Strategic Planning**
 - **Debrief on 1/18/17 GSC Meeting** - Several Quality Quadrants, with positive feedback, were submitted at the January GSC Meeting. Operations Members shared feedback from the System Scan held at the January GSC Meeting:
 - Two parents reported System Scan questions were straight forward, not overwhelming, and easy to understand. Both parents participated in the group discussion. One of the parents is a new GSC member.
 - It is helpful to keep the pathway visual updated, as it shows the big picture and eliminates some of the struggle to understand how information fits together.
 - The System Scan process was a bit challenging in that people did not follow directions when completing questions in sequence, or within time constraints.
 - There was not enough time to conduct group discussion after individual work.
 - There was not enough space to answer questions on the System Scan forms.
 - **Foster Care Zip Code Geomap** – With a few adjustments, the data will be ready to share. Data from the national ALICE data sets on employment and income will be added to see if additional information changes the look of the data. The M-STEP data (by district, incorporating income and disability) may also be used. If ready, the geomaps will be shared at the February GSC Meeting.
 - **System Scan Data Stand-Alone Statements** - Operations members broke into three Groups (by Outcomes 1, 2, and 3) to create stand-alone statements from the data gathered during the GSC System Scan. Michelle, Wendy and Jessica plan to attend the ABLE Change training on 2/8/17 and 2/9/17 where they will sort the stand-alone statements into themes/headlines.
 - **Outcome 4 Next Steps** – Outcome 4 System Scans are being planned with those who have the most expertise: curriculum directors (March 1), and Steering Committees across the 12 districts. Data collected from Outcome 4 System Scans will be shared with the GSC.

5. Plan 2/15/17 GSC Meeting Agenda

- **Location** – Grace United Methodist Church, 1900 Boston Blvd, Lansing (corner of Mt. Hope & Boston Blvd.)
- **Inclusion Activity** – Jessica will choose a Parent Café Question for the February GSC Meeting.
- **Additional System Scanning?** – Information learned during the ABLLe Change training sessions on 2/8/17 and 2/9/17 will determine if and what additional Systems Scans are needed.
- **Target Group Work** – It was suggested that for the second half of the February GSC meeting, GSC Members work in the Gaps & Quality Target Groups for the purpose of reviewing activities for what has/has not been addressed, what activities should continue, progress made, and next steps. The struggle is keeping the current Strategic Plan alive, while simultaneously constructing the FY 2018-20 Strategic Plan.
 - Operations members voiced concern that there is a great deal of information to process. It was suggested using geomapping as a Spotlight to give members a break from the Strategic Planning processing. The low reading/literacy scores, including the respective zip codes (areas of need), could be shared with the GSC during this time.
 - A question was raised regarding the benefit of having Lansing School District represented at GSC meetings. Although the Lansing School District does not attend GSC meetings, Ingham ISD has a close connection with the schools regarding literacy through various grants and in Lansing Priority and Focus Schools.
- **Evaluation Activity** – Members are encouraged to complete the Quality Quadrants at each meeting.
- **Chair:** Corrie Mervyn **Timekeeper:** Barb Monroe

6. Updates

- Corrie conducted training on how to use the Ingham Early Learning Calendar with unlicensed child care providers in conjunction with the Central Resource Center.
- Corrie reported on the recent GSRP fiscal and program audit. The exit interview showed no findings in the fiscal audit, and GSRP has successfully met all compliance requirements for the program. During the audit, 5 sites and 20 classrooms were visited, with files pulled from each. Ingham ISD is one of very few ISDs whose contracts and fiscal reports checked out.
- Barb shared various people have a different understanding about how the Trusted Advisor's Grant works, as the instructions have not been circulated. The Central Resource Center's involvement is only required if infant/toddler specific.
- Lucy reported on the Duration Start-Up Grant, which allowed for the purchase of two busses and repairing the floor at Roosevelt. There is no budget for operations; therefore, the future of the grant is unknown. The Duration Grant allows for six additional classrooms. Head Start purchased Grand River, but will not use the UU Church, as they cannot secure a loan without a five-year commitment. Head Start plans to meet with the Miller Road Church to discuss possibilities to use for classrooms.

Review next meeting dates and times:

GSC meetings: 2/15/17 from 1:00 – 3:30 pm at Grace United Methodist Church
3/15/17 from 1:00 – 3:30 pm at Grace United Methodist Church

Operations Committee meetings: 3/9/17 from 2:30 – 5:00 pm at Harley Franks
4/13/17 from 2:30 – 5:00 pm at Harley Franks

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Visit the Ingham GSC website at <http://www.InghamGreatStart.org>
for Agendas, Minutes, Meeting Calendars, the Ingham Children's Action Agenda and more.
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