

**Ingham Great Start Collaborative
Operations Committee Meeting Notes
Thursday, September 14, 2017 - 2:30 – 5:00 pm
Harley Franks Early Childhood Center, 2924 Newark Avenue, Lansing**

Attendance: Effie Alofoje-Carr, Jessica Baker, Wendy Boyce, Fran Jozefowicz, Laurie Linscott, Lucy McClintic, Corrie Mervyn, Michelle Nicholson, Stephanie Thelen

1. The 7/13/17 Operations Committee Meeting Notes were approved as stated. A request was made to add School Readiness Advisory Committee to today's Agenda if time permits.

2. Inclusion Activity – Parent Café Question

Due to time constraints, the Inclusion Activity did not take place.

3. Family Engagement

- Jessica Baker and Kae Dubay have discussed hosting Parent Cafés where their children attend school (Williamston and Lansing).
- Jessica and Kae plan to target Ingham Play & Learn Groups to host future Parent Cafés.
- Jessica and Effie continue to work with Shared Pregnancy, as they have received positive feedback about Parent Cafés.
- An updated Family Coalition meeting schedule will be distributed once locations are confirmed.
- Kae plans to speak with Corrie Mervyn, who will check with the Early Childhood Specialists to see if GSRP parent advisory groups are interested in hosting a Parent Café.
- Effie attended a Family Coalition meeting at Genesee County. This very active, parent-led group meets monthly via a workshop format. At times, the speakers are parents and presentations are parent led; or speakers are brought in from outside the group. This group hosts a variety of events and formats such as Halloween costume swaps; picnics and popsicles at the beach; family photos; etc. Childcare is provided.

Parent Speak Replication and Sharing Parent Speak Video

The Parent Speak video was shared at the August GSC Meeting. Lucy expressed interest in sharing this video with Head Start Family Advocates, as well as families, for better understanding of how families can overcome the barriers to furthering their education, be it high school or beyond. Discussion took place as to other formats the Parent Speak video could be shared, with policy makers being one opportunity. Recently there was a request from the 2Gen Workgroup to develop a tool kit other organizations or groups could utilize to host a similar Parent Speak event.

4. Trusted Advisors Grant Update

The GSC was notified the second week of August about receipt of the Trusted Advisors Grant award. All funding must be spent by December 29, 2017. Ingham ISD staff member, Stephanie White, will be coordinating activities through the Trusted Advisors Grant including translation of the Kindergarten Readiness Packet and Ingham Early Learning Calendar into seven languages through the use of Cultural Brokers. The next step is to identify where and how to distribute the translated materials in the community. Sharon Rogers and Yolanda Arellano will support getting the translated materials to families. Translated materials will not be mass produced, as the literacy level of families is unknown; however, materials will be posted digitally. It was noted that materials in other languages may look different on paper than in English, and "concepts" may be the focus of translation. Additionally, culturally-sensitive finger plays and songs may be included with the translated materials. There may be an opportunity for additional messages to be shared through the Trusted Advisors Grant (i.e. safety concerns regarding unsupervised or inappropriate supervision of young children.)

5. FY18 GSC Evaluations

- **Details about Evaluation** - GSCs throughout Michigan will be evaluated on the progress and effectiveness of both local GSCs and GSCs as a whole. Public Policy Associates and IEVAL are contracted for this evaluation with projected completion by December 2018. Funding for the evaluation comes from Race to the Top.

- **Brainstorming Session** – In order to develop evaluation criteria, GSCs will participate in a brainstorming session to give voice as to how each GSC defines success by replying to the following statement “*For a GSC to be successful, a specific achievement would be _____.*” As a group, Operations members participated in this brainstorming session using an on-line survey. Some of Operations’ responses included: parent voice, diverse community partners, working collaboratively on goals, etc. Once the brainstorming session ends, responses will be reviewed in order to be prepared for the sorting and rating phase of the evaluation.

6. Plan 9/20/17 GSC Meeting Agenda

- Location – Grace United Methodist Church, 1900 Boston Blvd, Lansing (corner of Mt. Hope/Boston)
- Inclusion Activity – Parent Café Question
- Outcome Groups – There was discussion regarding the meeting format going forward:
 - What is the process for members to choose an Outcome group? (Stay in strategic planning Outcome group; select a new Outcome group and stay with this group for a period of time; member could select a different Outcome group each meeting.)
 - Make sure the Outcome groups are not silos—each group needs to be kept apprised of what is happening in other groups.
 - Partner new members with a “mentor” to orient them to the GSC.
 - Discuss who would have content knowledge and expertise to move activities forward—may or may not include attending a GSC meeting.
 - Do all Outcome groups need to meet at GSC meetings (specifically Outcome 4). Would it be possible to do some of the Outcome work outside GSC Meetings with those who have content knowledge?
 - Should the Spotlight be reintroduced?
 - The Action Agenda may look significantly different than before. How should the note taking be done? Member discussed having primary facilitators for each group as follows:
 - Outcome 1 – Jessica and Michelle
 - Outcome 2 – Lucy and Fran
 - Outcome 3 – Effie and Wendy
 - Outcome 4 – Corrie and Laurie
- Evaluation Activity
- Chair: Corrie Mervyn Timekeeper: Jessica Baker / Effie Alofoje-Carr

7. Updates

- Operations meetings will remain the second Thursday of the month, barring time conflicts, with the exception of October, which will be the 1st Thursday. Meeting time will be scheduled for 2:30-4:30pm, with the option to go until 5:00pm as needed.
- Effective October 2, 2017, CMH is changing their Assessment process for the Parent Young Child Program. *Families* must call the ACCESS number to schedule an intake assessment vs the community partner making the referral. The intake assessment will occur at Ingham Counseling Center rather than the families’ home. Treatment will continue in the families’ homes. There are four intakes (for children’s services) per day.
- Head Start has an Early Intervention Supervisor, Marianne Fant. This position is due to a merger between special needs and mental health. This merger, for requesting intervention services for special needs or mental health, should allow for better tracking services needed.
- Beginning in October, PAL (Parents As Leaders) meetings will be led by Family Advocates, who will form a parent group and develop the agenda for the purpose of more connection with families.
- Head Start will contract with Kristin Tenney-Blackwell for practice-based coaching training for teachers. Ingham ISD ECSs, Benjamin and Nicole, will attend this training.

Review next meeting dates and times:

GSC meetings: 09/20/17 from 1:00 – 3:00 pm at Grace United Methodist Church
10/18/17 from 1:00 – 3:00 pm at Grace United Methodist Church

Operations Committee meetings: 10/05/17 from 2:30 – 4:30pm at Harley Franks
11/09/17 from 2:30 – 4:30pm at Harley Franks

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