

**Ingham Great Start Collaborative
Operations Committee Meeting Notes
Thursday, February 4, 2016 - 2:00 – 4:00 pm
Harley Franks Early Childhood Center, 2924 Newark Avenue, Lansing**

Present: Effie Alofoje-Carr (via phone), Wendy Boyce, Fran Jozefowicz, Laurie Linscott, Corrie Mervyn, Michelle Nicholson, Stephanie Thelen

1. Approve 2/4/16 Operations Committee Meeting Agenda and 1/7/16 Operations Committee Meeting Notes

Today's inclusion activity included members using the letter of either their first or last name to describe their parenting style or season of life.

2. Reflection around Target Group Activities

a. Review Shared Agenda progress

A suggestion was made to create a process to weave Action Items from Target Groups in a more intentional manner. Currently, GSC Co-Coordinators review the Action Items from all Target Groups, and Shared Agendas are emailed to GSC members. However, a question was raised whether members are aware of Action Items from Target Groups they don't participate, and if Target Groups are working on similar items. The process created could address how all members become aware and work collectively on Action Items. For instance, if family engagement has been discussed in various Groups, could this be an item to work on collectively? Similarly, how is the progress of Workgroups shared with GSC members since the meeting format changed?

b. Discuss current GSC Meeting structure

Several suggestions were presented in response to the above questions:

- Workgroup leaders draft a written summary, which could be communicated via email, and highlight key progress items at the GSC Meeting.
- Graphically represent progress similar to the GSC history/timeline.
- Resume convening all four Target Groups each GSC Meeting. (There was discussion about the rationale for changing the structure to two Target Groups, and how those issues would still be present if this change was implemented.)
- Use every third month to review/check in regarding the Action Items of all four Target Groups. (A concern about the time lapse between Target Groups meeting was raised.)
- Focus on Action Items that have surfaced across multiple Target Groups.
- Continue with two Target Groups meeting bi-monthly. Within each Target Group, three small groups would review the Shared Agendas of the other Target Groups for commonality in Action Items and progress. These small groups would then share with the Target Group.

There needs to be additional discussion regarding the process and structure that is going to be used at the next Operations Committee before presenting to the GSC.

c. Facebook and website - purpose and connection to GSC Meetings/Targets

Work continues on updating GSC website content. Discussion continues regarding how to drive people to the GSC website. The GSC website may be more for members to use to access meeting agendas and notes, spotlight presentations, resources such as data, etc. Facebook appears to serve more as an outreach tool, and parents and others use/like/respond to posts, which are research and evidence-based. A question was raised on how to be more intentional in connecting the website, Facebook page and meetings to each other and to the current work of the Action Agenda. Over the last month, Deb Bailey (GSC webmaster) has linked Facebook posts back to the website and progress from Target Groups. Deb is checking to see why GSC members are not receiving an email alert when new items are posted to the website, as happened previously.

3. Ingham Healthy Families Advisory – Remain with GSC or Change to LLG?

At the February LLG Meeting, the recommendation was made for LLG to be the Advisory for Ingham Healthy Families in place of Ingham GSC. LLG would serve as a good knowledge base for the upcoming accreditation visit scheduled for March 2017. This recommendation will be shared at the February GSC Meeting.

4. Family Engagement - tabled

5. Plan 2/10/16 GSC Agenda (Michelle gone)

- Location – Grace United Methodist Church, 1900 Boston Blvd., Lansing (corner of Mt. Hope and Boston Blvd.)
- Inclusion activity – Same activity used at today’s meeting
- Norm of Collaboration – Putting ideas on the table
- Responsibility – 2016 – 17 Community Needs Assessment and Application (CNA) and Slot Distribution Process for GSRP – 15 minutes – Corrie will present. A motion and signature is needed.
- Responsibility – Recommend LLG be the advisory for Ingham Healthy Families
- Target Groups – Voice and Connections
- Possible Spotlights – Consider criteria – Opportunity, Winnable, Importance, Emotion, Power-building, Timeliness, Funding - **Include Spotlight with addition of Responsibility?**
 - MBK
 - MLPP – 2 Gen Approach
 - GSC Website
 - Great Start to Quality
 - Parent Panel Stories (March/Parenting Awareness Month)
 - FIMR
 - Inghampreschool.org Enrollment Survey
 - **School Readiness Definition – planned for 2-10-16 meeting**
 - Raising of America Update
 - Social-Emotional Workgroup (April)
- Chair: Fran; Timekeeper: Laurie

Review next meeting dates and times:

GSC Meetings: 2/10/16 from 1:00 – 3:00 pm at Grace United Methodist Church
3/9/16 from 1:00 – 3:00 pm at Grace United Methodist Church

Operations Committee Meetings: 3/3/16 from 2:00 – 4:00 pm at Harley Franks
4/7/16 from 2:00 - 4:00 pm at Harley Franks-Rescheduled to
3/31/16 due to Spring Break

ADJOURN

*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>*