

**Ingham Great Start Collaborative
Operations Committee Meeting Notes
Thursday, January 12, 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, Barb Monroe, Michelle Nicholson, Stephanie Thelen

The 1/12/17 Operations Committee Meeting Agenda and 12/1/16 Operations Committee Meeting Notes were approved as stated.

Inclusion Activity – Parent Café question

Today's Parent Café Question is one of the Five Protective Factors-Concrete Support in Times of Need "*How have professionals walked the walk with you in order to assist you and your family?*" The following responses were shared:

- Jessica's home visitor saw leadership potential in her and connected her with the GSC. Lisa Chambers attended the GSC meeting with Jessica her first time, which helped her to better understand the GSC.
- Upon completing her Master's Degree, Barb had a mentor who saw her potential for teaching and training, which started her journey as a teacher/trainer at Western Michigan University several years ago.
- Effie and her home visitor from NFP had very meaningful discussions that went beyond what was in the curriculum. The home visitor walked alongside her, more as a partner, through the parenting process rather than tell her what to do and how to do it.
- Wendy stated that providers who consider what is in the best interest of the child and family, and connect families to those programs that best fit the family's needs, "walk the walk."
- Laurie suggested using a variation of this question such as "*What would a parent say about you as a provider and why?*" Another suggestion was to ask "*Who was the most influential person in your life, and why?*"

Family Engagement

- **Parent Cafes** – Jessica recently met with Head Start to create Parent Café questions. Jessica may co-facilitate Parent Cafés with Family Advocates at future PALS meetings. Jessica also hopes to host parent cafés at future Play & Learn Groups. There is a Parent Café scheduled for CCAMPIS parents on May 3, 2017, at 11:30 a.m. during a Lunch and Learn. Robin Pizzo provided very positive student feedback from the last CCAMPIS Parent Café.
- **Family Coalition** – The Family Coalition, encompassing families with children up through age 12, including GSRP families, and families receiving home visits, is the required parent component to the Great Start Collaborative. Families may choose to attend Family Coalition meetings, GSC meetings, or both. Jessica has had communication with Genesee County to find out how they were successful in recruiting parents to become involved in the Family Coalition. Jessica is creating a flyer about the Family Coalition for distribution throughout Ingham County. Quality childcare could/should be provided to families during meetings—both to remove barriers and to model quality childcare. Barb Monroe asked if the Family Coalition could provide a Parent Café training session with providers.
- Barb shared information regarding the [Coming Together For Children Conference](#) scheduled for February 25, 2017, 8:00 – 3:30 at Causeway Bay Hotel in Lansing. Over 400 participants are expected. Heidi Jordan, from Lansing Community College, is this year's conference chair.

Trusted Advisors Grant

Wendy shared information about an opportunity to apply for a Trusted Advisors Grant. The purpose of this grant is for GSC Parent Coalitions throughout the State of Michigan to engage difficult-to-reach families by possibly providing information on important topics and community resources. Grant funding is through Race To The Top, with the grant awards range from \$5,000 - \$60,000. The first step in this process would be to complete a Needs Assessment. A possible Trusted Advisor may include someone from Head Start who speaks Spanish and has a strong connection with families, an interpreter in the refugee community, faith-based organizations, organizations that focus on dads (such as Strong Start

Healthy Start), or other organizations which engage vulnerable populations. Grant applications should be available in early February, and will be submitted by the Parent Coalition contingent upon the feasibility of applying.

FY17 GSC Strategic Planning

- **Review Developmental Pathway Visual/Service Continuum**

Wendy provided an update on additional indicators and services added to the service continuum.

- **January System Scan Hybrid Meeting/ Who Needs to be Invited?**

The system scan worksheet was shared. After reviewing the current Action Agenda, a crosswalk between current activities, system characteristics not addressed, and prioritized indicators was done to determine what particular activities we should continue to focus on to “move the needle,” and what system characteristics and questions should be included during system scanning. Root Cause Analysis will be the next step after system scanning to understand the “why.” GSC members will participate in system scanning in Outcome groups for the January GSC meeting.

- **Identify Possible People to Invite to January and Other System Scan Meetings**

- Jeff Scheibel (YMCA)
- Sue Carsten
- Jacqueline Lloyd (ICHD)
- Amy or May with Lori Brasic
- Baker/Denora neighborhood representative
- Jonathon Lawrence
- Karlin Tichenor
- Child & Family Charities

Fran suggested a questionnaire be sent to adoption agencies to collect qualitative data. It was also suggested to invite other GSC members (Regina Traylor, Lisa Chambers, Barbara Ball-McClure, Nicole Greiter), who may have an interest or skill in data analysis, to the February Operations Committee meeting to help with data sorting.

The Strategic Planning Timeline for the second quarter includes:

2nd Quarter - Conduct the System Scan and Develop Priorities <i>By the end of March, GSCs/GSPCs will...</i> <ul style="list-style-type: none"> • Understand the four key perspectives and integrate these perspectives into their system scan plan • Know and understand the key system issues emerging from their county(ies) • Prioritize the key issues they will address through their plan 		Deliverables by GSC: <ul style="list-style-type: none"> • One system scan hybrid meeting held • Follow up focus groups held • System scan data collected, cleaned and sorted • Prioritized headlines and mega-headlines
January 2017 <ul style="list-style-type: none"> - GSC holds system scan hybrid meeting. - GSC types system scan data into spreadsheet or other format. - GSC begins cleaning and sorting data under common headlines and mega-headlines. - Meet with ECIC coach for fourth coaching meeting (in person or online) to review data and assist with cleaning and sorting into headlines. GSC sends coach draft cleaned and sorted data prior to coaching meeting. 	February 2017 <ul style="list-style-type: none"> - (first or second week in Feb) Participate in two-day ABLE training focused on cleaning and sorting system scan data (common issues, tips, etc.), checking logic chains, planning for focus groups, prioritization, and completing root cause analysis. - GSC begins holding focus group meetings. - GSC continues cleaning and sorting data. - Meet with ECIC coach for fifth coaching meeting at end of the month (in person or online) to check in on next steps after training and individual needs. GSC sends coach any documents they would like to discuss prior to coaching meeting. 	March 2017 <ul style="list-style-type: none"> - GSC completes focus groups. - GSC finishes cleaning and sorting data into headlines and mega-headlines. - GSC finalizes logic chains and prioritizes headlines. - Meet with ECIC coach for sixth coaching meeting (in person or online) to review/discuss finalized logic chains and prioritized headlines and plan for root cause analysis. GSC sends coach logic chains for prioritized headlines prior to coaching meeting.

Plan 1/18/17 GSC Meeting Agenda

- Location – Grace United Methodist Church, 1900 Boston Blvd, Lansing (corner of Mt. Hope /Boston Blvd.)
- Inclusion activity – Parent café question
- Review Developmental Pathway Visual/Services Continuum
- Hybrid System Scan
- Evaluation activity
- Chair: **Lucy McClintic** Timekeeper: **Regina Traylor**

Updates

- Lewis Wooster, from ICHD, met with Michelle and Wendy on 1/9/17 to begin geo mapping zip codes where children were removed from their homes and placed in foster care and MSTEP data for third graders by race, income, and disability. The geo maps may be available for the January GSC Meeting. Effie (LLG) will present information regarding home visiting, Play & Learn Groups, the Family Coalition, etc., with Shared Pregnancy on 1/18/17.
- Michelle, Jessica and Effie attended the Statewide LLG Meeting 1/11/17. The focus has shifted from outreach to the HV Continuum—specifically shared professional development and how to convene home visit programs on a regular basis. LLG members will also receive a Partner Survey three times annually. Monthly data submission is required on some new data elements and there will be a site visit between April and October, 2017. The site visit will include interviews with LLG parents, review of sign-in sheets, agenda items, etc.
- Ingham Early Learning Calendar distribution is going very well. Michelle shared the calendar at the Superintendents’ Roundtable and the Curriculum Directors’ Meeting. Currently nine of the twelve Ingham ISD Districts plan to order (and pay for) calendars. An additional 5,000 calendars will be ordered (\$.65/calendar). Ingham ISD plans to pre-pay CADL for the calendars, and local districts will be invoiced for their orders. In addition, at today’s meeting, Laurie Linscott ordered 250 calendars, and Barb Monroe ordered 300 calendars.
- Barb Monroe shared Round Three of Quality Improvement (QI) grant applications begins 1/17/17. To date, Michigan has had 671 applications submitted with 67 denials. Thus far, \$2.8 M has been awarded through QI grants through Race to the Top. On 1/28/17, a celebration is planned for programs who have received QI grants to display the benefits of participation in the Star Rating system to providers who have not yet engaged.

Evaluation activity

Review next meeting dates and times:

GSC meetings: 1/18/17 from 1:00 – 3:30 pm at Grace United Methodist Church
2/15/17 from 1:00 – 3:30 pm at Grace United Methodist Church

Operations Committee meetings: 2/2/17 from 2:30 – 5:00 pm at Harley Franks
3/9/17 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.
Check out our Facebook Page at <http://www.facebook.com/InghamGreatStart>*