

Ingham Great Start Collaborative

Operations Committee Meeting Notes

Thursday, November 3, 2016 - 2:00 – 4:00 pm

Harley Franks Early Childhood Center, 2924 Newark Avenue, Lansing

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

The 11/3/16 Operations Committee Meeting Agenda and 10/6/16 Operations Committee Meeting Notes were approved.

Inclusion Activity

Due to the number of items on today’s meeting Agenda, the Inclusion Activity (Parent Café Question) was tabled.

Family Engagement

Jessica continues to work on scheduling Parent Cafés throughout the community. A Parent Café is planned for the next PALS meeting at the Early Head Start location on Jenison. In addition, there are Parent Cafés scheduled at the CCAMPIS Lunch and Learns. Jessica is involved with the Native American Parent Community Advisory Committee (NAPCAC) of the Lansing School District, and discussed family engagement opportunities including Parent Cafés. Jessica has had ongoing discussion with Ingham County home visiting staff regarding engaging families to participate in the Family Coalition.

Ingham ISD home visit updates – Tabled due to time constraints

- 32p(4) Home Visit Expansion Grant
- HFA Transition Funding

FY17 GSC Strategic Planning

- **Coaching Sessions** - Information was shared regarding the 10/19/16 and 10/31/16 strategic planning coaching sessions. The Agreement to participate in monthly coaching sessions, which provides resources, consultation, training, and coaching on the strategic planning process, was also shared. Michelle Nicholson, Wendy Boyce, and Jessica Baker plan to meet monthly with Coach, Stephanie Wagner.
- **Developmental Pathway Webinar on 10/27/16** – The webinar was briefly discussed, and the reasoning for using a developmental pathway was explained. A developmental pathway helps to answer questions such as: *What are the ultimate outcomes we want to bring about for local children; What “Predictive Indicators” will tell us we’re on track to reach these outcomes; and Are local services in place to support children and families in reaching early successes and outcomes?* The Developmental Pathway is useful in strategic thinking in a “systems” approach.
- **Great Start Data Set** – Operations members recorded county and state data rates and percentages, and data trends on the Prioritization Worksheet. This Worksheet will be used at the upcoming GSC Meeting to prioritize indicators aligned with our community in the development of our Developmental Pathway. After the prioritized indicators have been determined, the development of the Service Continuum will be the next step. Operations members were asked (and GSC members will be asked) who should be invited to the December GSC meeting in order to create the Service Continuum.
- **Strategic Planning Timeline** – Targeted completion for the Developmental Pathway is the December GSC meeting. The November/December timeline and steps are as follows:

November 2016	December 2016
<ul style="list-style-type: none">- GSC staff to review quantitative data with GSC.- GSC begins creating Developmental Pathway with GSC/GSPC.- Meet with ECIC coach for second coaching meeting (in person or online) to discuss quantitative data and assist in creation of developmental pathway. GSC sends coach draft developmental pathway prior to coaching meeting.	<ul style="list-style-type: none">- GSC completes developmental pathway.- Participate in webinar about completing system scan hybrid meeting.- GSC creates plan for holding first system scan hybrid meeting - Identify groups and timeline for January – February- Meet with ECIC coach for third coaching meeting (in person or online) to review developmental pathway (if needed) and assist with finalization of system scan meeting plan. GSC sends coach developmental pathway and system scan plan prior to coaching meeting.

- **GSC Meeting Structure** – A suggestion was made to extend the Ingham GSC meeting time by an additional 30 minutes to accommodate the added work of the Strategic Planning process, and to continue the work of the current Action Agenda. Spotlights will be suspended temporarily during the strategic planning process unless the information is timely and provides an opportunity to continue the work of the current Action Agenda.

Plan 11/9/16 GSC Meeting Agenda

- Location – Grace United Methodist Church, 1900 Boston Blvd, Lansing (corner of Mt. Hope /Boston Blvd.)
- Inclusion activity – Parent café question tabled for the November meeting due to the amount of work to accomplish.
- Thais will share the Ingham Early Learning Calendar.
- Summary table of October’s GSC meeting
- Developmental Pathway: Data Prioritization Worksheet and Inequity Table
- Evaluation activity
- Chair: Effie Alofoje-Carr Timekeeper: Fran Jozefowicz

The Target Group Summary Table from the October GSC meeting was shared. The first activity planned is completion of the Prioritization Worksheet. A second activity would be to review the Target Group Summary Table and the Prioritization Worksheet to discuss who should be invited to the December GSC meeting—along with the alignment between system characteristics and indicators. GSC members will meet in the four Outcome Groups for completion of the Prioritization Worksheet and Inequity Table, and will then transition to the Target Groups for the second activity.

Updates

- Effie shared that there has been no communication from MDHHS regarding the status of the materials and supplies used for the Ingham Healthy Families Program; and no communication regarding the possibility of another organization assuming grant programming. All but one (of 19) families will continue home visiting by transitioning to Great Parents Great Start Expansion or another home visiting program.
- Michelle shared that Great Parents Great Start Expansion will outreach to a targeted group of three-year-old children from Inghampreschool.org applications for children who have not yet been connected to a program. The target group includes children in the out-county area from families at 250% or below of FPL and who may have additional concerns noted.

Evaluation activity

Review next meeting dates and times:

GSC meetings: 11/9/16 from 1:00 – 3:00 pm at Grace United Methodist Church
 12/14/16 from 1:00 – 3:30 pm at Grace United Methodist Church

Operations Committee meetings: 12/1/16 from 2:00 – 4:00 pm at Harley Franks
 1/5/17 from 2:00– 4:00 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>*