

Ingham Great Start Collaborative

Operations Committee Meeting Notes

Thursday, September 1, 2016 - 2:00 – 4:00 pm

Harley Franks Early Childhood Center, 2924 Newark Avenue, Lansing

Present: Jessica Baker, Wendy Boyce, Fran Jozefowicz, Michelle Nicholson, Stephanie Thelen, Regina Traylor

1. The 9/1/16 Operations Committee Meeting Agenda and 7/28/16 Operations Committee Meeting Notes were approved as stated.
2. **Inclusion Activity – Parent Café Question**
Today's Parent Café Question was from the Knowledge of Parenting and Child Development Protective Factor: "*What has your child taught you about being a parent?*" Members shared the following responses:
 - Patience
 - Parenting allows for play, imagination, and creativity
 - It's nice to spend time ("girl's weekend") with children at all stages/ages
 - Your time is not your own
 - Parenting allows one, as an adult, to attempt to remember expected behavior at particular ages
 - It's different and wonderful being a grandparent.
 - Being a grandparent reminds of the importance of routine and predictability
3. **FY17 32p Workplan and Budget**
 - Due 9/15/16, and will be shared with GSC as a responsibility at the 9/14/16 GSC Meeting
 - Purpose is to receive block grant funding for the Great Start Collaborative, to address the four Michigan Early Childhood Outcomes, and early childhood programming—which, in Ingham County, is Great Parents Great Start. Due to elimination of a .5 home visitor, the proposed number of families to be served in the Workplan has been reduced to 20.
 - New OGS Requirement includes two parent-led strategies. A Strengthening Family's Assessment will be one of the parent-led strategies in FY18.
 - **Goals, Objectives, Strategies, and Activity** align with Strategic Plan action agenda
 - **Goals** (currently Quality, Gaps, Voice & Connection)
 - **Objectives** are the measurable steps taken to advance a Goal
 - **Strategies** are the overarching approaches worked on to achieve the Objective
 - **Progress Measures** are outputs (i.e., brochures, the number of people who attended a training, etc.)
 - **Performance Measures** are the link that tells us if we are moving the needle
 - The Workplan includes activities the GSC will be reporting on for FY17, and is currently being drafted by Wendy, Michelle, and Jessica. An update will be sent to Operations members not in attendance.
4. **32p(4) Home Visit Expansion Grant**
Funding is expected to address the following goals:
 - Improve school readiness using evidence-based methods, including vocabulary development
 - Reduce the number of pupils retained in grade level
 - Reduce the number of pupils requiring special education services

The data collected in the Exploration and Planning Tool, including risk factors, target populations, and geography—in conjunction with the goals of the grant—indicated Parents as Teachers (PAT) as the best fit to meet the needs of our community. Two home visitor positions will be posted with Ingham Intermediate School District to serve up to 40 additional families through 32p(4). While 32p and 32p(4), which will be referred to as Great Parents Great Start Expansion, are two separate grants, there is flexibility to shift funds between the two grants. Mileage for GSC staff, some interpreting expenses, and meeting expenses, which have been subsidized by Ingham ISD for the past year and a half, will be shifted back to the 32p grant. Great Parents Great Start Expansion funds will focus on serving families of three year olds and families who live outside of Lansing, though not exclusively.

5. Upcoming FY17 GSC Strategic Planning

Guidance was shared regarding the expectations and timeline for work on the FY2017 Strategic Planning process.

<p>1st Quarter - Understand the Targeted Problem and Outcomes <i>By the end of December, GSCs/GSPCs will...</i></p> <ul style="list-style-type: none"> • Understand why a systems approach is needed • Understand the difference between a systems approach and a strictly programmatic or family blaming approach • Possess strong knowledge of the system characteristics • Understand how quantitative data is used to understand problems in county(ies) • Create a Developmental Pathway for their county(ies) • Understand expectations for participation in training/TA and what to expect from their coach • Develop a strong rapport with their ECIC coach or communicated that they will not participate in training/coaching 	<p>Deliverables by GSC:</p> <ul style="list-style-type: none"> • Summary of key quantitative data • Developmental Pathway for their county (ies) • Schedule and plan for GSC and Design/Steering Committee meetings • Plan for system scan conversation • Signed coaching agreement
<p>2nd Quarter - Conduct the System Scan and Develop Priorities <i>By the end of March, GSCs/GSPCs will...</i></p> <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 	<p>Deliverables by GSC:</p> <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
<p>3rd Quarter - Complete Root Cause Analysis and Develop Powerful Strategies to Address Prioritized Root Causes <i>By the end of June, GSCs/GSPCs will...</i></p> <ul style="list-style-type: none"> • Understand the root causes from their prioritized system issues (headlines) • Know which root causes are powerful and feasible to address • Know what constitutes a powerful strategy and develop strategies for their prioritized root causes • Develop key activities for implementing strategies 	<p>Deliverables by GSC:</p> <ul style="list-style-type: none"> • All root cause chains completed and prioritized • Powerful strategies and key activities
<p>4th Quarter - Finalize Strategic Plan <i>By the end of September, GSCs/GSPCs will...</i></p> <ul style="list-style-type: none"> • Develop strong Action Agenda with system focused strategies based on prioritized root causes and implementation conditions • Finalize all parts of the strategic plan (e.g. history, Executive Summary, etc.) • Revise draft plan based on input from coaches and GSC/GSPC 	<p>Deliverables by GSC:</p> <ul style="list-style-type: none"> • Finalized strategic plan, including strong Action Agenda for the first year of implementation

6. Debrief on 8/10/16/ GSC Meeting – Quality and Gaps Target Groups (Due to lack of time, not discussed.)

7. Plan 9/14/16 GSC Meeting Agenda

- Location – Grace United Methodist Church, 1900 Boston Blvd, Lansing (corner of Mt. Hope /Boston Blvd.)
- Inclusion activity – Parent café question
- Spotlight –
 - There will be no Spotlight at the 9/14/16 GSC Meeting due to Responsibility.
 - A list of future Spotlights needs to be generated at upcoming Operations Meeting.
- Target Groups – Voice and Connections – Possible guiding question for Target Group work -
 - In reviewing past year, what Target Group progress has been made on the 2014-2017 Strategic Plan/Action Agenda?
- Responsibility – Approval of 32p Workplan and Budget
- Evaluation activity
- Chair: **Fran**; Timekeeper: **Regina**

8. Updates

- **CRCF Grant** – Due to a variety of reasons, GSC and partners did not apply for CRCF grant funding.
- **Coffee Break** – MC and Wendy were featured on the LCC Radio WLNZ with Jack Robbins. It was expected the segment would include information regarding the GSC and the Kindergarten Readiness Packet; however, the topic was GSRP. There was discussion regarding a monthly slot on the show featuring partnering organizations. Wendy is currently waiting to hear more from Jack Robbins.
- **C3R** - MC, Wendy, and Jessica met with the Chairs of the Student Transition Action Team of the Coalition for College and Career Readiness (C3R). Discussion included whether to move forward with an early childhood lens in all C3R work groups or to align early childhood with one work group to start. The next Student Transition Action Team meeting is scheduled for 9/15/16, and more will be known after this meeting.
- **Back to School Health Fair/ Mobile Learning Adventure** – The event was a success, and attendance data is being compiled. A thank you to all who participated in staffing the GSC outreach table. The Mobile Learning Adventure was held inside due to inclement weather. PNC reported 221 people; 117 photos taken (primarily birth to 5) and 71 households participated in the MLA. Plans for next year's event are underway.
- **Early Learning Calendar** – A draft of the Early Learning Calendar was shared at a recent School Readiness Advisory Workgroup meeting. Feedback was sought to finalize the calendar template. Comments were very positive, and the goal for completion of the calendar is late October. A calendar distribution plan will be discussed, and could be the work of the Connections Target Group. CADL, the East Lansing Library, and MSUFCU are funding this project.
- **CMH** recently underwent an extensive audit that included a variety of checks (i.e. credentialing, criminal back ground checks, etc.)
- **Baby Cafes** have been cancelled at the Health Department due to lack of attendance. However, the Baby Cafes at Penway Church are going strong.
- **Strong Start Healthy Start** Supervisor, Isaias Solis is now the Supervisor of Pediatric and Adolescent Care; therefore, the SSHS supervisor position will need to be refilled. SSHS Community Health Worker, Dana Watson has performed car seat safety checks for families in the community. Due to a need for car seat access and education in the refugee community, a connection has been made with Summerplace Town Home playgroup facilitator.
- **The February and May GSC Meeting dates** may need to be rescheduled, as GSC staff will be attending ABLe Change. Proposed dates are February 15 and May 17.

9. Evaluation activity

Review next meeting dates and times:

GSC meetings: 9/14/16 from 1:00 – 3:00 pm at Grace United Methodist Church
10/12/16 from 1:00 – 3:00 pm at Grace United Methodist Church

Operations Committee meetings: 10/6/16 from 2:00 – 4:00 pm at Harley Franks
11/3/16 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>*