

**Ingham Great Start Collaborative  
Operations Committee Meeting Notes  
Thursday, November 2, 2017 - 2:30 – 4:30 pm  
Harley Franks Early Childhood Center, 2924 Newark Avenue, Lansing**

**Attendance:** Effie Alofoje-Carr, Jessica Baker, Wendy Boyce, Fran Jozefowicz, Michelle Nicholson, Regina Traylor, Laurie Linscott, Corrie Mervyn, Barb Monroe, Lucy McClintic

1. The 10/5/17 Operations Committee Meeting Notes and the 11/2/17 Meeting Agenda was approved as stated.

**2. Inclusion Activity – Parent Café Question**

The Parent Café question came from Social Connections Protective Factor *“What is your best experience with being part of a community?”* Responses were as follows:

- “Friends” group led to a “prayer” group and husbands got involved. From that group, had support from friends with family move for first time.
- Church community—can count on people being there in lieu of extended family
- Girl scout leader role has supported making friends with people my age and making connections. Different groups provide balance.
- Groups support you as you transition as adults with different seasons of life (i.e. married, kids, etc.) and can reconnect after transitions in life.
- With having a work community and a weekend community, we think about “finding people” in a community where we live as our child gets older. It can be difficult to make connections since people don’t sit on the front porch like in years past.

**3. Family Engagement**

- Family Coalition meeting was held October 26, 2017 with some previous families and three new families (Holt, Haslett, Lansing) in attendance. The Holt and Haslett families found out about the Family Coalition from their child’s GSRP classroom folder. The format of the meeting was a Parent Café, and parent resiliency and connection to resources was the focus. One attendee was a family new to Michigan at the beginning of October. Barb offered for a Great Start to Quality Improvement Specialist or Quality Improvement Consultants to come to a future Family Coalition meeting to share about quality childcare. Family Coalition flyers can be shared with childcare providers, and sent out via email. Barb suggested the Family Coalition could have a Lending Library card and could use the materials at a Family Coalition meeting, as well as to offer this resource to families. Effie shared that Jessica did a great job with questions and that participation was great. Effie met another MSU Child Development Lab family at the Family Coalition meeting, and they now see each other talk in the parking lot of the CDL.
- PCAC/ PTO meetings – Jessica and Kae have been trying to get connected to PTOs to share Family Coalition meetings. Jessica will focus on East Lansing and Lansing School Districts—starting with Lewton and Averill. Kae will focus on Williamston, Stockbridge, Haslett and Dansville. Another Family Coalition meeting may be scheduled in the out-county due to identified barriers with current geographic location.
- Strengthening Families Assessment – GSC staff participated in a webinar on 11/6/17 regarding the Strengthening Families Assessment. ECIC will facilitate the Assessment, which will require five to seven parent members, and will take four hours to complete in addition to a two-hour goal-setting meeting. Jessica will propose to have Assessment delayed for one to two months to allow new parent members to become familiar with Strengthening Families. This Assessment will lead to a group project the Family Coalition can work on and will be parent led.
- Shared Pregnancy – Effie and Jessica will facilitate a Parent Café focused on resiliency at Shared Pregnancy on 11/8/17 for moms who are pregnant and have children up to six

months. Shared Pregnancy has noticed a trend of parents who have relationship issues with family members and others; so this Café could help build community amongst moms. The parents will also be invited to the Family Coalition and possibly LLG.

#### 4. Debrief from October GSC Meeting

- Feedback from Operations members was that rotation to other Outcome groups for share out worked well. GSC members had information about the work of the other Outcome groups before they left the meeting. Members could also ask clarifying questions if needed. An observation was made that GSC members may need more information regarding the 3<sup>rd</sup> grade reading law and, and this process was a good way to gauge member understanding of this and other topic/concept. A possible issue is that Facilitators didn't hear what other Outcome groups were working on; some discussion occurred regarding possible ways for facilitators to be informed.
- Follow up with new GSC members – Regina followed up with Celeste and feedback was that follow up was helpful. The “Welcome to Ingham GSC” was shared with Operations Members. Members may use the document when onboarding new staff to their organization. The document could also be used to invite new members/organizations to the Ingham GSC. Feedback was that contact information should be included so prospective members could call prior to coming to a meeting.

#### 5. Plan 11/15/17 GSC Meeting Agenda

- Location – Grace United Methodist Church, 1900 Boston Blvd, Lansing – **Fellowship Hall not available, plan to use the Green Room for large group and other (blue, orange, choir rooms for Outcome groups)**
- Inclusion activity – Parent café question
- Outcome group possible questions - What progress has happened since October GSC meeting? How does Spotlight align with Outcome group's activities? Each group to pick up where they left off. Outcome Group Facilitator moves from room to room to share groups work instead of group moving.
  - Facilitation of Outcome groups –
    - Outcome 1 – Jessica and Michelle – Michelle is unable to attend.
    - Outcome 2 – Lucy and Fran
    - Outcome 3 – Effie and Wendy
    - Outcome 4 – Corrie and Laurie – Laurie is unable to attend.
- November Spotlight possibilities – Executive Director of State Bar of Michigan, Janet Welch, can attend and is supported as the Spotlight. Corrie will follow up with Ingham ISD staff regarding possible 3<sup>rd</sup> grade reading Spotlight in January.
- Evaluation activity – Members gave positive feedback regarding the October evaluation, and propose to do the same for the November meeting. Facilitator should record words that need to be unpacked; all words should be recorded in meeting notes. The chair person will lead evaluation
- Chair: Fran; Timekeeper: Barb - A suggestion was made to have a two to three-month schedule of future chairs and timekeepers. Regina agreed to be timekeeper at the January 10 GSC meeting, and Lucy agreed to be chairperson.

#### 6. Updates

- Trusted Advisors – A no cost extension has been requested until March 2018 for 2017 grant, and Ingham is applying for another round of funding for January 1 – September 30, 2018. Currently Kindergarten Readiness packets have been translated into five languages; a Somali translator has been secured and a Swahili translator is still needed. The translated Kindergarten Readiness packet will be copied in the same color scheme that Lansing School District uses for each language. Cultural Brokers have started sharing school readiness messages, including at parent teacher conferences and are thinking of other places to distribute. November calendar page has been translated into three languages, with two other

languages in process—this exceeds the initial grant application of having the Calendar translated into two languages. Spanish translation is being done by Adelante Forward. Michelle plans to meet with graphic designer 11/3/17 to discuss the Calendar. Funds designated for Trusted Advisor coordination could be transferred to graphic design, as coordination of the grant has not required as much time as estimated. Proposed activities for the 2018 Trusted Advisors include translating [www.inghampreschool.org](http://www.inghampreschool.org) materials and potentially the 3<sup>rd</sup> grade reading parent activities. Funds could also be used to aid in understanding of who is not signed up for Kindergarten prior to the first day of school.

- Supplemental Bill to allow early entry waiver into GSRP of children turning 4 on September 2 - December 1 has been signed by the Governor. Programs will be notified with consistent messaging to parents to work on filling remaining slots.
- GSC staff are currently working on the 32p year-end report due November, 30, 2017.
- Stuff a Bus donations have been distributed to Refugee Development Center, Head Start, Stepping Up and Family Growth Center. Currently, the second round of distribution to CCAMPIS, SPOM, Willow Tree, and Shared Pregnancy, is underway. Bumper pads will go to sewing club at Family Growth Center and Stepping Up Together will purchase corresponding bottles for donated nipples.
- Operations Committee will meet December 14, 2017, and there will be no GSC meeting during the month of December. Operations Committee will not meet in January; however, GSC will meet January 10, 2018, instead of January 17 due to a scheduling conflict
- Michelle provided some information about the Interlocal Agreement that originally created the Early Childhood Investment Corporation. Intermediate school districts have been asked to approve a new ILA. Lucy has agreed to continue to be the Ingham ECIC Board representative.
- Operations Committee members indicated they are receiving Email notifications when something new is posted to the GSC website.
- Great Start to Quality is currently awaiting a signed contract for the next six months, and is being reviewed by OGS. A question was asked if quality messages are being targeted towards parents. Great Start to Quality is opening up to out-of-school-time programs that serve school-aged children only. The Central Resource Center will get specific training for this on November 20. When out-of-school-time only programs complete Self-Assessment Survey (SAS) they will be eligible to receive DHHS childcare subsidy. State-wide MI registry database for professional development is moving forward so trainers currently in the system will be auto approved by December 8. Trainers can access profile after December 8 and have one year to get transcripts into the system.
- Head Start reported that work needs to continue on the implementation of the Seclusion and Restraint Policy.

**Review next meeting dates and times:**

GSC meetings: 11/15/17 from 1:00 – 3:00 pm at Grace United Methodist Church  
01/10/18 from 1:00 – 3:00 pm at Grace United Methodist Church

Operations Committee meetings: 12/14/17 from 2:30 – 4:30 pm at Harley Franks  
02/08/18 from 2:30 – 4:30 pm at Harley Franks

**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>*