

**Ingham Great Start Collaborative
Operations Committee Meeting Notes
Thursday, February 8, 2018 - 2:30 – 4:30 pm
Harley Franks Early Childhood Center, 2924 Newark Avenue, Lansing**

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

1. The 2/8/18 Operations Committee Meeting Agenda and 11/2/17 Operations Committee Meeting Notes were approved as is.

2. Inclusion Activity – Parent Café Question

The Parent Café question is from the Social-Emotional Competence of Children Protective Factor “*Where do you and your children have the best communication?*” Responses were as follows:

- In the car
- I have a very active learner, so it takes both visual and physical communication to get the point across.
- It works best to communicate with my child while he is doing something else, then I can engage him in conversation.
- Humor works best.
- *Carefully*, as adult children do not want unsolicited advice.
- Through the use of bitmoji (social media).

3. Family Engagement

- **Parent Cafes** – In November, Jessica and Effie facilitated a resiliency Parent Café at Shared Pregnancy, in which they shared a snippet of the ACES Ted talk video and a balloon activity to represent the “weight of the world”. They plan to return in March to talk about additional Parent Cafes.
- Kae and Jessica are coordinating Parent Cafés focused on literacy at Haslett MSU CDL, and Dansville schools during an upcoming “literacy night.” Kae also is planning something similar during Williamston school’s Parent Night. Jessica is working on scheduling Parent Cafes at the Willow Tree Family Center.
- **Family Coalition / Strengthening Families Assessment** – Attendance at recent Family Coalition meetings has been low; however, parents have since been responsive to emails and follow up calls. There are plans to conduct the two-part Strengthening Families Assessment rather than a usual Family Coalition meeting on February 15 and 22. As a result of this Assessment, goals will be developed to use as parent-led strategies to include in the GSC workplan. Jessica, Effie and Kae plan to attend; and Effie will invite Erin to attend.

4. Debrief from January GSC Meeting

- **Facilitation of Outcome groups** – The same facilitators are not always able to attend every GSC meeting; and for some groups, this might slow the flow of Outcome group work. Both Fran and Laurie stated they are not available to attend the February GSC meeting. Michelle will follow up with Lucy to make sure she can attend the February GSC meeting to facilitate Outcome group 2. Fran plans to transition out of her GSC and/or Operations roles; and hopes to have a replacement in March. Fran will attend a GSC and Operations meeting with her replacement during the transition.
- **Process for Operations members to become aware of Outcome group work** – There was discussion regarding how best to share the progress of Outcome group work. The following suggestions were proposed, with Option 3 chosen:
 1. Outcome group facilitators could stay for a short time following the GSC meeting for discussion.
 2. At the Operations Committee meeting following that GSC meeting, Outcome group progress and next steps are shared.
 3. Conduct one additional gallery walk (for a total of four) so each group would come back to their original Outcome group so the facilitator could hear feedback from their group about other Outcome groups’ progress and next steps.

Additional discussion about Outcome group work includes:

- If the designated Outcome group facilitators are not at the GSC meeting, other arrangements for facilitation will need to be made.
- Someone other than the Outcome group facilitator should take notes.
- As Outcome groups rotate for share out, feedback should be captured on the flipchart paper notes in a different color to differentiate between Outcome groups.

- **Follow up with new GSC members – need for full Orientation** – Discussion took place how to best orient new members to the GSC (Oftentimes, staff is unaware of new attendees in advance.) There is currently a GSC Orientation session scheduled for February 12, with the possibility of additional on-on-one orientations. For the newest GSC members who are not aware of the scheduled “full” orientation sessions, a suggestion was made to have GSC staff conduct a 15-minute “mini” orientation at the beginning of the GSC meeting. A follow up from the person conducting the mini orientation should also be done with the new member to continue relationship building. It was recommended to have new members complete a “membership form” to capture contact information and the person’s reason for attending the GSC to better connect them with Outcome group work, etc.
- **Possible need for 2 ½ hour GSC meetings** – A suggestion was made to extend the GSC meeting time from two hours to two and a half hours as was done during the Strategic Planning process. This will allow for more Outcome group work time and for the Spotlight to continue to be a meaningful, thorough presentation.

A question was raised regarding if the “right” people are attending the GSC meeting. Last fall, Outcome groups were asked what other organizations should be represented at GSC meetings. Operations members think it would be helpful to re-visit this list, and ask GSC members to invite organizations based upon discussion.

5. Plan 2/21/18 GSC Meeting Agenda

- **Inclusion activity – Parent café question**
- **Responsibility** – LICC - take info from the orientation binder with the requirement to meet 4x/year. The GSC meeting is the time to address the LICC responsibilities, as well as other responsibilities such as GSRP, GPGS, etc. (can be reporting, results of evaluations, updates of information). Fran reported this is how it’s handled at other GSC meetings she attends.
- **February Spotlight – Great Start to Quality (tentative) – Barb Monroe or Ashley Jory**
- **Outcome group possible questions**
 - What progress has happened since January GSC meeting?
 - What commitments have been made for taking action? What action will members take between now and next meeting?
 - How does Spotlight align with Outcome group’s activities?
 - What are ideas for future Spotlights that align with activities on Action Agenda? Other questions?
- **Facilitation of Outcome groups**
 - Outcome 1 – Jessica and Michelle
 - Outcome 2 – Lucy and Fran (Fran will not attend February GSC Meeting.)
 - Outcome 3 – Effie and Wendy
 - Outcome 4 – Corrie and Laurie (Laurie will not attend February GSC Meeting.)
- **Updates and Evaluation activity – Trusted Advisors and translated Kindergarten Readiness Packet**
Michelle met with 7C Lingo on Tuesday to discuss translating and editing the Ingham Early Learning Calendar. 7C Lingo has the appropriate software to create the Calendar format and is also able to provide culturally relevant photos, etc. Kindergarten Readiness Packet and Ingham Early Learning Calendar, in all seven languages, need to be completed by March 31, 2018, for round one funding. Ingham GSC Family Coalition was awarded funding for round two, with proposed activities of translation of Ingham Preschool outreach materials and Third Grade Reading Law materials for families.
- **Chair:** Corrie Mervyn **Timekeeper:** Jessica

6. Upcoming Operations Committee Meetings

- March 8 – Change time to **11:30–1:30 pm**
- June 14 – Change date to **June 7, 2:30-5:00; June 13 for GSC meeting (confirm with church)**

- ## 7. Strategic Plan Summary and/or Progress Visual
- A few months ago, GSC members were asked for input regarding the best way to show Outcome group progress. Some members supported using a visual representation. Wendy shared an infographic from a January ECIC training that could be used to track progress and celebrate successes. Other suggestions included creating talking points, or a tri-fold brochure rather than the four-pager used during the last Strategic Plan process.

8. Operations Committee Updates

- Philip Baumgarner is the newly-hired Assistant Director at MSU CDL.
- GSRP – Winter count is due. Preliminary numbers indicate we have served enough children to get full funding.
- LLG is kicking off a CQI project, and must report data monthly as well as continue to offer PD opportunities for home visitors. A sustainability plan is also being discussed in the event that LLG is not funded for next year.

Review next meeting dates and times:

GSC meetings: 2/21/18 from 1:00 – 3:00 pm at Grace United Methodist Church
3/21/18 from 1:00 – 3:30 pm at Grace United Methodist Church

Operations Committee meetings: 3/8/18 from 11:30 am – 1 pm at Harley Franks
4/12/18 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>*