

**Ingham Great Start Collaborative**  
**Operations Committee Meeting Notes**  
**Friday, May 11, 2018 – 1:30 – 3:30 pm**  
**Harley Franks Early Childhood Center, 2924 Newark Avenue, Lansing**

**ATTENDANCE:** Effie Alofoje-Carr, Jessica Baker, Wendy Boyce, Laurie Linscott, Barb Monroe, Michelle Nicholson, Stephanie Thelen, Regina Traylor

1. The 5/11/18 Operations Committee Meeting Agenda and 4/12/18 Operations Committee Meeting Notes were approved as stated.

## **2. Inclusion Activity**

Is change a good thing or bad thing? How do you handle change?

- Jessica – It depends upon the situation (i.e. CQI for instance). It's hard to change something that is working; I think about parental resiliency and ask what are you trying to accomplish?
- Michelle – Use data to inform changes.
- Wendy – A time investment and a learning curve comes with change. Change can be a good thing.
- Barb – Change can be a good thing, as long as you are learning something from the change—changing the focus for the better. Sometimes new and/or multiple systems are not that great and the *amount* of change can be overwhelming. When there's change, you need to take a breath and not panic.
- Laurie – Change occurs both personally and professionally, and can be both either a good or bad thing. Change is good if the change is happening to make things better. It's important for people to have a voice and buy in when change occurs.

## **3. Family Engagement**

- **Parent Cafes / Family Coalition** – There was no March Family Coalition meeting due to illness. The theme of the April meeting was quality childcare and summer opportunities for families. The meeting was facilitated as a Parent Café, with some of the parents in attendance from the City Rescue Mission. Parents from the City Rescue Mission were engaged and interested in another Parent Café for summer opportunities, which was held this week at the City Rescue Mission with childcare provided. Attendance continues to fluctuate; as well as “buy in,” or how to pique interest and engage diverse perspectives/families.

Barb Monroe suggested Jessica talk with child care providers about how to connect their parents with the Family Coalition and/or the GSC. Barb shared Shiawassee took Trusted Advisor funding to pay providers to come to Resource Center trainings, which included an introduction to the GSC and GSPC. Through these trainings, the Resource Center learned home providers were not aware of the resources available to them/families. If Ingham were to move forward with parent cafés/trainings for home providers, a suggestion was made to have the licensed providers take turns providing childcare and attending trainings.

- **Strengthening Families Assessment** – The second part of the Strengthening Families Assessment was recently completed. An ECIC staff will share the assessment results with the parents who participated and will choose two goals for the Family Coalition to work on in FY2019. Transparency between the GSC and the Family Coalition, and marketing/engagement were two things that stood out

from Jessica's perspective of the assessment. Once received, the assessment summary will be shared with Operations, and the goals will be incorporated in the GSC work plan.

- **Shared Pregnancy** – The next Parent Café is scheduled for August.

#### 4. **Action Agenda Update**

GSC's are required to submit a work plan and budget yearly for funding. The current Strategic Plan and Action Agenda are used to complete the work plan. ECIC researched the steps of creating an effective action agenda and strongly encouraged GSCs to use these steps (along with GSC Evaluation data) to confirm the action agenda is on track with the work and/or to make adjustments to the action agenda if needed (see the attached table). This work is due September 15.

- Operations members discussed how to share the Action Agenda Update Process information with the GSC and how to incorporate the steps during Outcome group work over the next couple of monthly meetings. Operations members chose from the possible questions on the "Recruiting Families" document to use during Outcome groups at the May GSC meeting. Other suggestions for future GSC meetings include:
  - Two Outcome groups could do a mini system scan one month, and the remaining two groups could do the mini scan the following months.
  - Activities could be done during Outcome group work time and share out.
  - Activities could take the place of the Spotlight.
  - The steps could be done as a whole-group presentation.

Members discussed the importance of keeping the Spotlight as scheduled. Additional time is needed to organize and complete the Action Agenda update to meet the September 15 deadline; therefore, Barb Monroe (CRC) will host a working Operations meeting scheduled for **Thursday, July 12, from 1:00 – 5:00 pm at 3425 Belle Chase Way, Lansing.**

#### 5. **Debrief from April GSC Meeting**

- **Outcome Group Roles** – Beginning with the May GSC Meeting, each Outcome group will have an assigned facilitator and will decide upon a note taker.
- **Timekeeper** – Discussion took place regarding appointing a time keeper for each group or possibly getting actual timers for each group to use. More discussion is to come.
- **Parking Lot** – It was suggested using the parking lot method to park ideas that can be addressed at a later time.
- **Outcome Group Work and Share Out** – Groups will continue to move from group to group during share out.
- **Hindsight is 20/20 Feedback** – Comments from this evaluation tool are very helpful in planning meetings, and will continue to be used going forward.

#### 6. **Plan 5/16/18 GSC Meeting Agenda**

- **Inclusion Activity, Parent Café Question** – The same question used at today's meeting will be used for the May GSC Meeting.
- **May and Summer Spotlights** – May will be Great Start to Quality - Barb Monroe & Robin Zeiter, Office of Great Start
- **Action Agenda Update Overview**

- **Outcome Group Possible Questions**
  - How does the spotlight align with the Outcome group's activities?
  - How have we engaged families and children most affected by Outcome group's goal? What other families could benefit from these Strategies? What other ways could they be engaged?
  - Report on the actions you committed to take at the May GSC meeting.
  - Record new actions you are committing to work on between now and the June GSC meeting on your half sheet (also record on flip chart paper).
- **Facilitation of Outcome Groups**
  - Outcome 1 – Jessica
  - Outcome 2 – Lucy
  - Outcome 3 – Effie and Wendy
  - Outcome 4 – Michelle
- **Updates and Evaluation Activity**
- **Chair:** Lucy McClintic      **Timekeeper:** Kathy Vogel

## 7. Updates

- CRC has scheduled MIRegistry orientation and work time for childcare providers for May 17, 2018, at 9:00am at their new location 3425 Belle Chase Way, Suite 1, Lansing. Contact Barb Monroe 336-3767 or Nancy 336-3782 for additional information.

### **Review next meeting dates and times:**

GSC meetings: 05/16/18 from 1:00 – 3:30 pm at Grace United Methodist Church

06/13/18 from 1:00 – 3:30 pm at Grace United Methodist Church

Operations Committee meetings: 06/07/18 from 2:30 – 4:30 pm at Harley Franks

07/26/18 from 2:30 – 4:30 pm at Holiday Office Park

## **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>*

# GSC Action Agenda Update Process

## Build Buy-In

**ACTION:**  
Educate and Inform GSC and GSPC about Action Agenda Update Process Steps and Opportunities

**RESULT:**  
Members Understand and Buy-in to Action Agenda Update Process

## Engage Stakeholders

**ACTION:**  
Engage the Voices of People and Organizations Who Most Affect/are Most Affected by the Problems the Action Agenda Addresses

**RESULT:**  
Stakeholders Who Most Affect and Are Most Affected by the Problems Are Engaged in Update Processes

## Scan System

**ACTION:**  
Identify and Understand Major Changes in the Community and Early Childhood System

**RESULT:**  
Major Changes in the Community and the Early Childhood System are Known and Understood

## Assess Implementation

**ACTION:**  
Assess Implementation Progress, Successes, Failures and Roadblocks

**RESULT:**  
Implementation Progress, Successes, Failures and Roadblocks are Known and Understood

## Update Action Agenda

**ACTION:**  
Update Action Agenda Based on System Scan and Implementation Assessment

**RESULT:**  
Action Agenda is Updated Based on Scan of System and Assessment of Implementation with Input from Stakeholders

## Align Structure

**ACTION:**  
Review GSC and GSPC Structure and Process; Adapt to Align with Action Agenda

**RESULT:**  
GSC and GSPC Structure and Process Reviewed and Adapted to Align with Action Agenda