

**Local Leadership Group Notes**  
**July 25, 2018**  
**2:00pm-4:00pm**  
**Bethlehem Lutheran Church (Family Growth Center)**  
**549 Mt. Hope Ave. Lansing, MI 48910**

1. **Welcome/Introductions**  
**Parent Café Question**  
**What is your best experience being part of Ingham LLG?**
  - Hearing Parent Voice (Parent Panel was great)
  - Information given/available at meetings
  - Relationships with supervisors and programs
  
2. **June Meeting Review:** No Minutes were available to approve.  
Agenda was approved with changes to Spotlight
  
3. **Great Parents Great Start:** GPGS, EO & GSC office moved to new location: 6520 Mercantile Way, Suite 1 & 2, Lansing 48911. Open house is being scheduled. There is currently a wait list for GPGS but are taking referrals due to the anticipating exits of several families in the fall. There will not be any play groups at the new location for the GPGS office and they will continue to be held at Harley Franks. New Play Group schedule begins August 13, 2018. New Play Group is opening at Impression 5 on Wednesdays at 3pm. Families who register and attend will have access to the museum until close after the play group.
  
4. **Home Visiting Continuum:** Report is due in September. Parent Panel will be reported. Effie will be reaching out to supervisors to see what opportunities they had throughout the year.
  
5. **Quarterly Work Plan Review:** Detailed explanation of the work plan and progress. Attachment E will be sent to the LLG members to help clarify the required and recommended partners. Discussed the importance of data reporting for *ALL* LLG members.

6. **CQI PDSA Cycle 2:** Explained the Primary and Secondary Drivers: Convene and Engage Partners & LLG members regularly attend and participate in meetings and follow through on commitments. Although we have a wonderful and active group, we are still struggling on some areas of follow through such as monthly data collection. As a next step from the previous CQI Cycle, ensuring our members have a clear understanding of the purpose and goals, we hope that providing specific expectations and commitments from our members will enhance our already successful LLG further. The CQI team created commitment cards for members to record the commitments they make at each meeting and take them with them so they remember to follow through on the commitments made. We also drew-up working agreements so the LLG has a written document of the expectations of the group and they will be posted at each meeting.

## 7. **LLG Working Agreements:**

### **Working Agreements**

1. Attendance: 75% Meetings, Have back-up person in your absence
2. Data is required to be sent by the 8<sup>th</sup> of the each month
3. Keep time schedules: Be on time, Start on time, End on time
4. Presumed good intentions
5. Maintain an open line of communication with professionals, parents and community members
6. Serve as an active voice in the LLG by participating in discussions
7. Ensure confidentiality
8. Pause before speaking
9. Respect the views of all LLG members

-Data reporting: We discussed reminders for CQI data reporting and how it impacts project submission. Currently, there is a calendar reminder set for the 8<sup>th</sup> of each month. Discussed the possibility of changing the reminder to the first Tues/Wed of each month to avoid the reminder happening on a weekend but ultimately decided to keep it on the 8<sup>th</sup>.

\*Update the wording for the data collection to help eliminate confusion as to who should be reporting and how it needs to be reported\*

-Back-up Person: Can be anyone, not necessarily the same person, although the same person would be ideal. Discussed having a set meeting when home visitors themselves attend so they can have the first-hand knowledge of what happens at the meetings and hear information themselves. Those who attend may be possible back-up people who can attend in their supervisors' absence.

-All present approved the Working Agreements

8. **Spotlight:** Melea Bullock, Substance Abuse Prevention Coalition  
**Melea was not present at the meeting. Michelle discussed budget & progress report:** The Ingham LIG budget had been reduced in previous years due to lack of spending. When money is not spent, it is returned to the State. Approximately \$2,000-3,000 will be returned this year. The current budget of \$40,000 was granted again for the 2018-2019 year. As of now, approximately \$6,000 of the \$40,000 is not allocated to anything for the 2018-2019 year. Since we are again returning money this year, do we want to keep the additional \$6,000 and find a use for these funds or inform the State now that we do not have plans for this amount? The decision for this funding needs to happen immediately so it can be appropriately allocated in the budget.

- Discussed doing more PD opportunities for staff and another Parent Panel with new parents. Also talked about finding some parent leader trainings to send our parents to.

- It was estimated that the above events/trainings would cost approximately \$2,000 and we would like to allocate funding for that purpose. The additional \$4,000 was not allocated.

9. **Parent Voice: What information would you need to get involved in a playgroup?:** There was some confusion about the difference between the Ingham Learn and Play Groups (Play Groups) and the EHS hosted play groups. EHS does host periodic play groups but they are not the recurring ones that are offered by the Ingham Play and Learn Groups. The schedule is posted on the [inghamgreatstart.org](http://inghamgreatstart.org) website home page (left hand side). The schedules are year round with breaks between. The lack of evening play groups poses challenges for working families but the evening/late afternoon groups have not historically been well attended. If enough requests come in for later play groups, a later time will be opened.

10. Agency Updates/Announcements