

## Early Learning Council Executive Committee Meeting

July 26, 2012

10:00 am-3:00 pm

Educare of West DuPage

851 Pearl Road

West Chicago, Illinois 60185

### Minutes

#### Participants

**Chicago-**Karen Berman, Jeanna Capito, George Davis, Gaylord Gieseke, Phyllis Glink, Dan Harris, Reyna Hernandez, Teresa Kelly, Beth Mascitti-Miller, Harriet Meyer, Sylvia Puente, Diana Rauner, Elliot Regenstein, Vanessa Rich, Gina Ruther, Linda Saterfield, Sara Slaughter, Teri Talan, Josie Yanguas, Maria Whelan, Cindy Zumwalt

**Phone-** Daniel Fitzgerald

**Not Present-** Julie Smith, Kay Willmoth

#### I. Welcome and Introductions

Co-chair Harriet Meyer welcomed the Executive Committee members and thanked Educare of West DuPage for hosting the meeting. She outlined the goals of the day; to finalize a committee structure, finalize a governance document, finalize the overlapping work strategies for the committees, and discuss overall communications strategies for the Council.

#### Minutes

The minutes from the June 4<sup>th</sup> meeting were approved with no edits.

#### II. Structure and Role of Committees

Harriet Meyer explained that all of the Committees do not have to be structured or staffed the same or operate the same but the Council needs to be clear on how they will operate. She asked each committee to their best thinking to date on how each committee will be structured and its role.

- **Family and Community Engagement**

- Maria Whelan There should be commonality among committees so we can track what each committee is doing.
- Elliot Regenstein – There should be an expectation on how they report out but the internal organization can be flexible.
- Maria Whelan– How do we decide what merits a subcommittee? If we do not outline we will end up with sprawl again.
- Maria Whelan- The whole committee will be focused on access but the subcommittees will be focused on different areas such as parent engagement, space and capacity, public awareness, hard to reach
- George Davis –This committee is inheriting pieces from the prior structure and to what extent is that a good or not a good idea?

- Maria Whelan – Some of the old committees had staff, want to look at the subcommittee’s proposed work plans and decide what are priorities and what staffing is necessary based on the priorities.
  - Priorities - How to engage parents especially hard to reach, testing strategies for doing so and engaging communities to support families.
  - Does not know where public awareness belongs and if it really fits under the committee.
  - Space capacity may not be necessary without additional capital funds and the likelihood of additional funds is not good.
  - Many of the old committees had been relatively inactive.
  - Expect having staff support via Natalie.
- **Program Standards and Quality**
  - Jan Maruna- Provided an overview of the work and connections to other related groups.
    - Steering Committee will be formed of co-chairs of other related groups and other people as necessary including members of the Council.
      - No longer going to call it a steering committee.
    - Do not want to be redundant – want to take advantage of work that has been done, helps to align work.
    - The committee will have regular meetings.
- **Data, Research, and Evaluation**
  - Teri Talan- No sub committees.
    - Next meeting scheduled for end of august.
    - Clear on work and will be meeting with other committees to identify data needs.
    - The research portion of the work plan could turn into a subcommittee.
    - Connected to P-20 by Ben Boer coming to DRE meetings and co-chairs going to P-20 DAA meetings.
- **Systems Integration and Alignment**
  - Karen Berman- Open committee membership.
    - Will set priorities within work plan because of staffing cap.
    - Held health stakeholders meeting with 70 participants and group will consider success indicators for dashboard.
      - Group plans to meet again.
    - Moving forward jointly with Program Standards and Quality on continued development and embedding of 3-5 learning guidelines and program standards.

- Braiding and blending could be a sub group and is a whole new ball of wax.

- **Structure and Role**

- The committee agreed to call the working groups subcommittees.
- All formal action will take place at the committee level.
- The committees will bring recommendations to the Executive Committee for consideration.
- The committee co-chairs will determine if a recommendation should go to Exec.
- The default will be that decisions need to be made by smart co-chairs.
- All recommendations must go through the Executive Committee prior to going to the Council, unless the co-chairs of the Council decide otherwise because of unique circumstances.
- Will do additional research on the Open Meetings Act and how it applies to subcommittees.

- **Membership Criteria and Expectations.**

- Gaylord Gieseke-Membership should meet the needs of the committee.
  - They should have family representation.
  - Create a wish list for membership and have the Exec. Committee help populate any gaps.
- George Davis-Should have guidelines for representation like geographic.
  - Resources can be prohibitive for parents, should utilize current parent groups.
  - Need people that have the capacity to be active members.
- Sara Slaughter-Parents, skills, age, demographic diversity.
- Sylvia Puente- Should have a welcoming for new participants.
- Harriet Meyer- Membership recommendations should be passed along from co-chair to co-chair directly and cc: Kim.
- Sara Slaughter- Each committee should have a communication person.

- **Staffing Expectations**

- Kim Collins- Spoke with program manager at ACF, compiling a report on all states' SAC work.
  - Trying to get state spending up.
  - 20% spent on average, which makes a tough case for continued funding.

### III. ELC Executive Committee

- The Executive Committee will act like a board of directors.
- Will approve the Council agenda unless there are extraordinary circumstances and then the co-chairs will set the agenda.
- Will take action on behalf of the full Council if necessary.
- Should make decisions not just rubber stamp the committee work.

- Committee co-chairs are responsible for getting the work done.
- Members should read information ahead of time and prepare for meetings so there can be meaningful discussion.
- The meetings should not just be for reporting but should also grapple with big issues.
- Role of the Council
  - George Davis— sometimes advisors and sometimes workers.
    - Should keep crucial areas up front.
  - Reyna Hernandez – Create a logic model or theory of change.
  - Elliot Regenstein-The Ad Hoc Committee is putting it together.
  - Karen Berman-Rules should come to the committees prior to being sent to JCAR, need an agreement with the state agencies.
    - Elliot Regenstein- We need to position the Council so that the agencies feel the need to bring rules to the committees.
    - Reyna Hernandez- It is a public rulemaking process that at ISBE requires board approval so can't move things part and parcel. Need to take into consideration other advisory groups and resource awareness.
      - ISBE is working on how to best make the public partnership work. Internally they are reporting on the work of the committees and making sure there is engaged representation in every committee and subcommittee.
    - Teri Talan- Should get a response from the agencies if a recommendation is rejected.
    - Harriet Meyer- We want to be the go to place for government, but we have to earn that.
    - Elliot Regenstein- Other than grant funded projects, trying to inform work in approaching critical problems.
  - Jeanna Capito- Local communities need a voice as well.
  - Phyllis Glink- Should share stories of success.
  - Sylvia Puente - Set goals, vision and outcomes, values, principals at process, outcomes at a practice level.
    - Kim Collins-Put together some of this during strategic planning.
- Governance Document
  - Should have roles and responsibilities for each level of the council.
  - Role of council needs to be outlined.
  - Additional information about sub committees.
    - Add that this is the responsibility of the co-chairs to engage groups at the proper level.
  - Add how staff is chosen.
  - Add how subcommittee members are chosen.

- Responsibilities of public and private partners should be delineated.
- Items 10, 11, and 13 for the Executive Committee are not appropriate and will be removed.
- Additional clean up edits will be made and sent around for additional feedback.

**IV. Council Work Plans**

The Home Visiting Task Force presented a high level overview of their work plan. The Committee broke up into three groups to discuss content areas that are opportunities for joint work and strategies for accomplishing the work. All of the groups mainly focused on structure pieces that can help make the coordination easier, such as discussing work plans in depth at staffer meetings. The staffer meetings will now also include identifying areas for touch points on opportunities for joint work. Moving forward the committee staffers will highlight overlap and the co-chairs will work directly with each other to prioritize the overlapping work. An idea was raised that there could be a two hour meeting scheduled to discuss overlap.

**V. Council Communications**

The committee began the conversation on internal and external communication needs for the Council, but will have a longer conversation at the next Executive Committee meeting.

- Public Awareness subcommittee could look at coordinating messaging and look to other states for examples.

**VI. Closing and Adjournment**

Maria Whelan and Diana Rauner adjourned the meeting.