

NH Early Childhood Advisory Council Steering Committee

Meeting Summary

Friday, March 19, 2010

Early Learning NH

Two Delta Drive, Concord, NH

In Attendance:

Gerry Santilli	NH Head Start Association
Julie McConnell	NHCCAC Co-Chair, NH Community Loan Fund
Pat Cantor	NHCCAC Co-Chair, Plymouth State University
Alan Greenhalgh	NH Parent Advisory Council (PAC), alternate
Charna Aversa	ICC/SCHS
Elissa Margolin	Margolin Consulting
Heather Brown	NH Parent Advisory Council (PAC) Chairman
Carolyn Stiles	ESS/BDS
Dee Dunn	ECCS
Jackie Sparks	ICC/Children Unlimited, Inc.
Lisa Strout	NHCCAC Secretary, NHAEYC
Ellen Wheatley	DHHS/DCYF/Child Development Bureau
Barbara Hemingway	Concord School District/Dame School
Michelle Lewis	ICC/Parent Information Center
Debra Nelson	DHHS/Head Start Collaboration Office
Jackie Cowell	Early Learning NH
Patty Ewen	Department of Education/Office of Early Childhood
	IMH/Rise for Baby and Family
Tricia Tilley	DHHS/DPHS/Maternal and Child Health

Welcome and Agenda Review

Elissa did a brief review of progress made at the last meeting. The primary goal is to establish an ECAC that works for NH by October 2010. We will get there by creating structure, identifying a work plan, proposing implementation strategies and implementing those strategies.

Decisions made from 2/19/2010 Meeting:

- We accept our role as steering committee members and current NH ECAC
- Steering Committee member list includes those in Attachment B of the document submitted to the Governor
- We will meet every 3rd Friday of each month from 2 – 4 pm at Two Delta Drive

Meeting Minutes

ACTION: The line on page two that includes a note about clarifying something needs to be removed from the final version.

For each meeting, Elissa will provide a meeting summary based off Katie's (or Lisa Strout in Katie's absence) notes and her own flipchart notes.

ACTION: Elissa will go back and do a meeting summary from the February 19 notes Lisa Strout took.

Planning Committee Proposal

It was proposed that the Steering Committee create a Planning Committee to assure that meetings are well organized and efficient, agendas include input from the group, and the work of the group continuously moves forward.

A document was handed out that explains the role/function of the planning committee as well as the make-up of this committee:

Convening a planning committee is one strategy to assure that meetings are well organized and efficient, agendas include input from the group, and the work of the group continuously moves forward. The State ECAC could benefit from this structure.

Role/Function

The Planning Committee will meet in person or by phone at least once prior to each State ECAC Steering Committee meeting to establish an agenda for the upcoming meeting and to review action items from the prior meeting. Other functions may include the following:

- 1) The members of the Planning Committee represent the State ECAC Steering Committee in contacts with the DHHS, the DOE, and other outside organizations, agencies, and individuals. Representation of the State ECAC is done with the advice and consent of the State ECAC and may be in person or in writing.
- 2) The Planning Committee creates, edits, and disseminates information (including the agenda and meeting minutes) to and on behalf of the State ECAC Steering Committee.
- 3) The Planning Committee consults the State ECAC by-laws (once established) and legislation to assure that the State ECAC is functioning in compliance with those regulations. It serves as arbiter if there are questions about the by-laws.
- 4) The Planning Committee fulfills other functions, with the support and at the direction of the Steering Committee, such as providing letters of support for grants, written or oral testimony at public hearings, and/or support or opposition for proposed legislation. These functions are completed in a timely manner.
- 5) The Planning Committee reports each month to the Steering Committee about the Planning Committee meetings.
- 6) The Planning Committee coordinates the work of the sub-committees and work groups (once established), and members of the Planning Committee serve on designated sub-committees.

Membership

During the development of the Council, the Planning Committee will include the following representatives: Council facilitator, the state coordinator for Council activities (Early Learning NH representative), the Head Start State Collaboration Office Administrator, the chair of the NH ICC (or designee), the chair of the CCAC (or designee), a representative from the NH Department of Education, and a member at large.

A proposal to add the ECCS position to the membership in place of the member-at-large was agreed on by the group.

ACTION: Early Learning NH will convene the Planning Committee before the next ECAC Steering Committee meeting

Meeting Ground rules and Decision-Making Processes

A draft of ground rules and processes from another group were presented to the Steering Committee for consideration.

Some of the proposed rules and processes include:

- When major decisions are being proposed, only if someone completely objects do we stop and further discuss otherwise we keep the momentum going.
- Discussions are confidential and kept internal and only final decisions are made public

- When there is a clear message being said by several committee members, a proposal is stated, then a vote is taken – using the thumbs up (agree), down (oppose) or sideways (needs more discussion).
- Once a vote is taken and a decision is made we will not re-visit that issue.
- Attendance is very important because there will not be time to re-visit issues at each meeting.
- Each steering committee member is responsible for getting the information back to their assigned group.

The group agreed that report back to stakeholder groups was important. Since more discussion is needed around which groups each steering committee member represents, this needs to be ironed out and clarified in the ground rules.

ACTION: The Planning Committee will work on re-drafting this document and present an updated version at the next meeting.

The group reviewed the two contact information lists that were handed out at the meeting. There was much discussion around who people represented and how they should be listed. It was proposed that the ECCS position be moved from the NH CCAC section up under State Agency Responsible for Health or Mental Health.

ACTION: Every Steering Committee member should give changes and/or corrections to Katie Brissette to update the Steering Committee Contact List.

Guiding Principles

The group reviewed a draft of Recommended Guiding Principles for NH ECAC.

*Recommended Guiding Principles for NH's Early Childhood Leadership Council**

- Parents and families are the most influential people in a child's life and must be supported by communities and included as primary partners at every level.
- Families should be partners with stakeholders and service providers in designing, coordinating and evaluating services and supports.
- Programs and supports must be developmentally, culturally, and linguistically appropriate.
- Preventive approaches are more economical and effective than costly remediation later in life.
- Utilization of evidence based or promising practices to deliver high quality early childhood services and programs helps ensure that children are ready to succeed in school and in life.
- Partnership across all sectors of the community, both public and private, is necessary to ensure the effectiveness and impact of services.
- An early childhood unified system maximizes efficiency and collaboration at both the state and local level, with flexibility to support local decision-making and priorities.
- Successful transitions into elementary school and beyond sustain the foundation of healthy early childhood development.

Comments included:

- Health and Safety may not be well represented.

- It was suggested that an umbrella statement be created to accompany these guiding principles which outlines the four domains: Early Learning/Education, Health/Safety, Family Support and Special Needs/Early Intervention.

ACTION: A taskforce was created to fine-tune these guiding principles and present an updated version at the next meeting. Members of this taskforce include: Ellen Wheatley, Tricia Tilley, Ruth Littlefield and Jackie Cowell.

Council Task List and Prioritization

The group reviewed the Steering Committee Task List:

1. Adopt Guiding Principles
2. Adopt Steering Committee Working Agreement/Meeting Guidelines
3. Draft By-Laws
4. Identify Optimal Structure for the NH ECAC
5. Recommend ECAC Members
6. Plan for Collaborations and Coordination with Other Groups (mergers if appropriate)
7. Identify Procedures for Collaboration
8. Secure Funding
9. Convene 3 Larger Meetings for Additional Stakeholders
10. Executive Order or Legislation

The group acknowledged that they are on their way to adopting Guiding Principles and Meeting Guidelines.

ACTION: The Funding Taskforce will meet before the April Steering Committee meeting.

Next ECAC Steering Committee Meeting

Friday, April 16 from 2 – 4 pm.