

Spark NH
Needs Assessment Workgroup
Meeting Summary
10/26/11

Attending: Deirdre Dunn (Chair, Early Childhood Special Projects Coordinator, MCH), Tricia Tilley (Maternal and Child Health), Sandy Von Scoyac (HNN Foundation), Maria Doyle (QI at NH Children's Trust), Laura Milliken (Director, Spark NH), Katie Brissette (Admin.Coordinator), Julie Sackett (Belknap-Merrimack Head Start), Debra Nelson (Head Start Collab. Office), Peter Antal, (Evaluator), Lori Harris (NH Assoc. Education of Young Children)

Missing: Blossom Dodge (NHTI), Patty Ewen (NH DOE), Ruth Littlefield (NH DOE), Jessica Sugrue (CDB), Glenda West (CCRR)

I. Brief Introductions of Participants

II. Brief Overview of Charge of the Group

III. Decision Making Process

- Since Council established by Executive Order, is subject to Right to Know Law
- For voting committees, quorum must be present. To expedite Council's committee work:
 - Committees are advisory to Council, making recommendations, but not final decisions. Note: Council will respect work/recommendations and provide during the process
 - Work on a consensus model – everyone has a voice and responsibility to contribute their views. Unanimous decision not required – we have to be ok with it (i.e., can live with the decision and support it publicly). If not met, Exec. Committee will decide.

IV. Leadership of the Committee

- Anyone interested in taking on leadership of the group?
 - Chair responsibility is to ensure that there is an agenda, facilitate the meeting, produce a meeting summary (or ensure that one is produced), report to the council (or designate a reporter), participate in a meeting of committee chairs
 - Re: reporting to the council – Dee will report out for the next meeting
- To revisit over the next few meetings
 - Dee will continue as Interim Chair and facilitate the next few meetings

V. General Questions Raised

- Needs Assessment (NA) Committee background - Where have we been?
 - Broad review of federal and state level priorities
 - Discussed background on initial NA work and collected information
- What is the financial support for the work of this group?
 - Total grant budget - \$664,277, majority to early childhood data system. Most areas of Council's work have funds allocated, but budget is flexible. Each committee/group will ascertain funding needs and make request to Council.
 - For this group \$4,500
 - UNH Health Management and Policy looking for internship opportunities
- Who is Missing?
 - Business representative
 - Parent/Family – request for possible Head Start family involvement

- Laura noted that a task force is working on strategies to promote family/parent engagement and partnership, so a comprehensive approach can be adopted. That said, this group is free to identify someone willing to participate
- Family Resource Centers -Some indirect representation currently exists
- Can we provide a stipend for families? Council is not allowed to pay select participants for attending government-related meeting, unless pay all. An appropriate system needs to be identified to enable some level of support for family/individual participation
- Legislators: possible Ed Moran (head of child and family committee in Senate)
- Municipality Representation (poss. through Healthy Homes Program)
- Explore United Way involvement
- Higher Education – possibly through community college system

VI. Work Plan & Related Discussion

- Members should review the NA previously created (grant app available at Early learning NH website (under Early Childhood Systems Building, ARRA Grant App)
- How did we move from quality and access as a focus (as defined in the grant) to the range of questions that we have today?
 - The original grant responded to base federal requirements. We had always anticipated that Spark NH would go beyond the federal levels.
- What do we want to know re: quality, access, coordination, etc. What are the compelling questions? Which of those should be included in a statewide NA?
 - For each of the current questions, we would need to do substantive work in each area
 - Early Childhood Data Collaborative recommends 10 questions that states should be able to answer. These were reviewed and expanded upon by previous work of the NA committee.
 - We need to: work across committees to further specify what the NA questions are; define what it is we want to know periodically to help inform the work of the council; determine: How, what, and when of data collection
- Defining NA Question
 - EC Collaborative recommends listing the questions first, then pursuing the data
 - Once we have the questions, then we need to vet them in the real world so that there's support in tracking these items in the long run.
 - Our first activity may need to be amended such that it's specific to responding to questions that we are trying to answer
- If Spark NH is responsible for conducting NA, and each group has questions related to own work.... What is our responsibility? Look to others re: what want answered? Or, as Spark NH, do we define what we want to know and what are we going to do with that information?
 - Both – we want to know what other people need and define items that would have interest to our own stakeholders and broader audiences
 - What are the questions that need to be answered? For example:
 - How many children are homeless? Of those, where are they living, getting food, clothing, etc. How many have primary care provider, access to food, attend majority of required days in school?

- Would be helpful to have some discussion around the most salient aspects of needs (e.g., targeting Oral Health among children as a general area)
- Would be helpful to figure out a method for prioritizing our questions.
- For what purpose do we want this info? Many possibilities: recruitment, workforce, etc.
- Is our role to further refine the current questions?
 - This group will work on developing specific indicators/work with committees when appropriate, e.g., Definitions: stability of workforce (who is the workforce and what is “stability”); school readiness
 - May be several different processes for gathering data for a NA as well as different formats/packages by which information may be presented to the public
 - For areas where we don’t have information yet, we can identify a cost for producing that information by other groups

VII. Next Steps

- Group task – what are participant recommendations on how best to manage the work ahead of us?
- Gather information from data committee re data elements collected
- May be helpful to have a joint meeting of NA and Data System in next few months

ACTION ITEMS

All: Review committee materials – generate some recommendations around how the group should approach the identification and management of high priority indicators

Sandy: Connect Laura with Health Management and Policy for potential intern support: Laura should speak with John Seavey as they may be interested in pursuing internship opportunities

Maria:

- Explore partnership with family resource center
- Explore potential match with prevention dollars to bring in more resources to the state

Dee

- Pursue possible municipality representation
- Explore other nontraditional partners
- Try to contact Ed Moran

Laura

- Pursue business representative
- Check with Jackie and Dee re: Ed Moran linkage
- Contact JoAnn Cobb re: United Way involvement with NA work
- Send group the attachment and link to Strategic Report that includes NA
- Look at December meeting for a possible joint meeting with the Needs and Data system group
- Send Early Childhood Paper to group

Peter

- Contact community college system for possible representation on this committee
- Collect feedback from partners as to how they are thinking about grappling with the NA

Tricia: Ask Patty Ewen if Commissioner Barry could provide update on early childhood SASIDs (State Assigned Student IDs) as part of her presentation