

NH Early Childhood Advisory Council
Friday, November 19, 2010
2 pm - 4 pm
Early Learning NH, Two Delta Drive
Meeting Summary

In Attendance:

Ellen Wheatley	DHHS
Heather Brown	Head Start PAC
Pat Cantor	NH CCAC/Plymouth State
Barbara Hemingway	Preschool Special Education/Dame School
Debra Nelson	DHHS/Head Start Collaboration Office
Lisa Strout	NHCCAC Secretary, NHAEYC
Elissa Margolin	Margolin Consulting
Deirdre Dunn	ECCS
Michelle Lewis	ICC
Julie McConnell	CCAC/NH Community Loan Fund
Patty Bradley Ewen	NH DOE
Carolyn Stiles	DHHS/FC ESS
Gerry Santilli	Head Start Directors Association
Christina Durkee	NH DOE

Regrets:

Jackie Cowell	Early Learning NH
Ruth Littlefield	NH DOE/ICC
Tricia Tilley	Maternal and Child Health

Welcome, Agenda Review, and September Meeting

Elissa Margolin welcomed the group, reviewed the agenda and meeting objectives, and highlighted some key points from the meeting summary of the October meeting. The meeting summary was adopted with the following change: On p. 2, add the words in italics to the description of the governance structure model: "In this model, which resembles a flower, the Executive Committee (at the center of the flower) would function like the current Planning Committee. *The six petals represent the functions of the Council.*"

Updates from Task Forces and Committees

Communications Committee: Michelle Lewis reported that Carolyn Stiles, Katie Brissette, Ellen Wheatley, and Michelle Lewis met to develop a two-page description of the ECAC and its work to date. This was distributed with the agenda for this meeting. The Communications Committee asked for the Steering Committee's feedback. This feedback included:

- Thanks to the Communications Committee for its work.
- Add a link at the end to the web information about the ECAC (at the ELNH site).
- Consider moving the discussion of the ECAC's vision and mission to the start of the document, to highlight those pieces.

During the discussion, it was noted that finding the ECAC's vision, mission, and guiding principles at the ELNH website is not easy. The Steering Committee welcomed the suggestion of adding a tab or box for ECAC at the ELNH website, rather than including it under "Early Childhood Systems

Building.” It is projected that the ECAC will have its own website someday, but not in the near future.

This document will be added to the website to explain what the ECAC is. There is currently no explanation of the ECAC and this document will fulfill that function.

The discussion also clarified that the audience for this document is constituency groups. The document will let them know what is going on with the ECAC. Perhaps in the future, the ECAC may have a newsletter that will keep constituency groups informed.

This document will be finalized by the Communications Committee and available to share with constituency groups by the December meeting.

Deb Nelson reported that the Fiscal Committee approved acceptance of federal funds and sent this on to the Governor and Council. It is scheduled for the December 8 G&C agenda.

P-16 Task Force: Patty Ewen and Ellen Wheatley reported that the P-16 Council had requested input from the Steering Committee on its draft Goals. The P-16 Task Force sent input, including a suggestion for a sixth goal focused on early childhood. This was sent to the P-16 Council via the DOE. The Commissioner and Deputy Commissioner incorporated some of the input into Goal 1, including aligning DHHS and DOE standards and focusing on fourth grade literacy scores. At its meeting on October 29, the P-16 Council did not vote on the Goals officially but agreed to stick to five goals. These five goals are primarily focused on high school completion and post-secondary education.

Members of the Steering Committee noted that they appreciated the invitation from the P-16 Council and the DOE to offer input. This was seen as a big and important step. It was noted that our input was given as guests, and we will continue to work on developing the relationship, in order to be able to give input as partners. Having our input incorporated into Goal 1 should be regarded as a success story.

Membership and Governance Task Force: Ellen Wheatley explained the deliberative process used by the Membership and Governance Task Force to begin the discussion of who will be on the ECAC. They have agreed that the ECAC should include members who will do the work, but there must also be a method for bringing information to policy setters. They have identified who must be on the ECAC by statute and have started a wish list. They have agreed that members may represent multiple constituency groups. The Task Force has also recognized that the functions of the ECAC need to be further defined.

Planning Committee: Deb Nelson reported that the Planning Committee has been working together effectively. The ICC brought a question to the Planning Committee regarding representatives, and the Planning Committee has made it clear that this is ICC’s decision. (Michelle Lewis noted here that the ICC has chosen Karen Welford as its representative, replacing Jackie Sparks and Toni Ellsworth, and she will be starting in December.)

The Planning Committee has asked for a further explanation of the relationship between ECAC and ELNH. Julie McConnell and Elissa Margolin will help with this. It was noted that ELNH serves as an incubator for the ECAC and also as fiscal agent, at the request of DHHS.

The Director will be supervised by the Executive Committee and the Director of ELNH. This raised the question of whether Jackie Cowell can serve on the Executive Committee because of her role as Director of ELNH. It was decided that this would need to be disclosed.

Screening Task Force: Barbara Hemingway reported that the ad for the Director position has been posted and circulated. The Screening Task Force is now working on a process for resume review and has created an instrument for this. Katie Brissette will do a basic screening of applications as they arrive and will respond to those who do not meet the basic criteria. Depending on the numbers of applications, the Screening Task Force will either review them all or divide them up. Katie is maintaining a master list. The Screening Committee has also created a one-page document about the position to share with candidates. They hope to pass finalists' materials on to the Interview Task Force in mid-December. The Screening Task Force noted that Katie Brissette has been very helpful in their work.

Interviewing Task Force: Deb Nelson reported that the interview process will focus on global qualities that are of primary importance. These include: Leadership; Collaboration/Relationship Building; Managing Multiple/Completing Roles; Organization and Time Management; Knowledge and Technical Expertise. The Task Force is developing interview questions for a one-hour interview of each finalist.

Objectives for Large Stakeholders Meeting

It was agreed that the Stakeholders meeting will need to be planned by a Task Force working with the Director. There will need to be effective communication with stakeholders prior to the meeting. It is anticipated that a large meeting will be held, probably in April, after the ECAC is officially formed.

Members identified the following desirable outcomes for the Stakeholders Meeting:

- The ECAC members should be introduced at the meeting and their contact information distributed to stakeholders. All stakeholders should know who the ECAC members are.
- Attendees should understand the purpose of the ECAC and recognize it as a go-to resource,
- There should be a clear, defined input process.
- ECAC should listen to and identify priorities from stakeholders.
- There should be effective communication regarding the ECAC and the objectives of the meeting prior to the meeting.
- It should be clear to participants why the ECAC matters and what's the value added.
- Stakeholders should be aware of the functions of the ECAC, especially around coordination of services for the benefit of families.
- Stakeholders should have a sense of how to plug in/coordination of services.
- Participants should feel they have a voice and a place on the ECAC.
- Stakeholders should know they can hold the ECAC accountable.
- Participants should provide input on the most effective means of communication.

"Air Time" provides an opportunity for members to share information and discuss topics of mutual interest. Topics discussed during Air Time included:

- Dee Dunn gave the following update: MCH released an RFP for HV Capacity Building Services to facilitate the development of the NH Home Visiting Plan in compliance with the

federal mandate for the Affordable Care Act (ACA) Maternal, Infant, and Early Childhood Home Visiting program. Seeking a Program Specialist III to coordinate the existing Home Visiting NH program to allow additional focus on the ACA planning. Interviews begin 12/8. MCH is working with the IT team on the development of the Data Mart that will improve the data collection system that is currently done on paper/excel spreadsheet. MCH is designing an evaluation plan for HVNH that will provide a baseline for measuring/evaluating new programming under the ACA.

- Patty Ewen announced that the DOE was awarded the Striving Readers Comprehensive Literacy Grant. Patty will be attending a Pre-K meeting in Washington, D.C. on December 10. The Early Learning Challenge Fund may come back in some form. The ECAC is a requirement for those funds. Striving Readers will also be requiring the ECAC.

Communications Directives

The two-page “white paper” discussed above will be finalized by the Communications Committee and available to share with constituency groups by the December meeting.

Conclusion

The meeting ended shortly after 4:00 PM.