

**NH Early Childhood Advisory Council
Steering Committee Meeting
12/17/10
Two Delta Drive
2:00 pm – 4:00 pm**

In Attendance

Jackie Cowell	Early Learning NH
Patty Ewen	NH Department of Education
Dee Dunn	NH DHHS
Debra Nelson	NH DHHS
Lisa Strout	NH AEYC
Elissa Margolin	Margolin Consulting
Gerry Santilli	Head Start
Ruth Littlefield	NH Department of Education

Regrets

Charna Aversa	Head Start
Pat Cantor	Plymouth State
Katie Brissette	Early Learning NH
Heather Brown	PAC
Toni Ellsworth	Rise for Baby and family
Michelle Lewis	PIC
Ellen Wheatley	NH DHHS
Patricia Tilley	NH DHHS
Jackie Sparks	Children Unlimited
Christine Durkee	NH Department of Education
Julie McConnell	NH Community Loan Fund
Carolyn Stiles	NH DHHS
Barbara Hemingway	Concord School District

I. Welcome, Agenda Review & November Meeting

Elissa noted that the group had transitioned to the point at which the substantive work of the larger Council is being done within committees and task forces.

The group agreed that meeting summary attendance should include “regrets.”

A recommendation was made that we ask Katie to create a list of committees and members, as well as a calendar of meeting dates/times for the Council.

Meeting objectives included: (1) Discuss transitioning to a new director; and (2) Provide feedback to the ECAC Membership and Governance Task Force.

II. Grant Award Update

The Governor and Council unanimously approved the NH ECAC grant subcontract to Early Learning NH on December 8, 2010. The Steering Committee is grateful to those who worked so hard to assist with the approval process.

III. Membership and Governance Task Force

Debra and Dee presented an update on Task Force recommendations regarding membership and governance for the Council. Debra noted the challenge of attaining a balance between a fully inclusive and a functional Council (i.e., sufficient representation to adhere to guiding principles and address its mission, vision and charge while assuring its capacity to function by limiting membership). The process included:

- Assigning positions/organizations to the Head Start Act-mandated list of representatives, which included a discussion of position “levels” (e.g., division directors or commissioners vs. program administrators) in light of the Council’s work and likelihood of participation.
- Creating a “wish list” of additional positions/organizations deemed essential to the Council’s work.
- Remaining within the 15-30-member guideline stipulated by the Steering Committee.
- Reviewing earlier work from statewide systems building meetings to assure that key representatives were considered in the current discussion.

Steering Committee feedback on the draft Council list included the following comments:

- Should members be required to “wear multiple hats”? Pros and Cons
- It’s important to remember diversity and integration.
- Formal P16 representation is unlikely.
- Representation from the CCAC and ICC are critical.
- Should we tighten the council representation and diversify committees to keep the group smaller?
- It is preferable to have organizational slots, and have the organizations appoint their representative
- How many parent representatives are appropriate? The Membership and Governance Committee initially included 3, then reduced to 2, to stay within 30 maximum Council positions.
- Are Family Resource Centers and 211 better placed on functional committees?
- Request that we add a 2 year IHE in addition to the 4 year IHE.

ACTION: Jackie to bring ECAC inquiry list to the next Membership and Governance Task Force Meeting.

ACTION: Task Force to revise list based on Steering Committee feedback.

Dee presented a draft structure for an Executive Committee (EC). This initial draft proposed an EC of 7 people including: 2 co-chairs (public/private), 1 treasurer, 1 secretary, and 3 member at-large positions. During the federal grant period, the draft proposed including the designated state agency grant administrator and the designated coordinating organization. A discussion followed that included the following comments:

- Consider staggering terms.
- Consider establishing transitional leadership.
- Do state coordinating agency and coordinating organization require formal slots?

ACTION: Task Force to review proposal based on feedback.

IV. Final Selection/Terms and Conditions for Director Position

The Screening Task Force completed their work. Debra presented a grid to be used for systematically screening applications. The group received 19 applications and top 6 were passed on to the Interview Task Force.

The Interview Task Force has decided to interview all 6 candidates. The top 2 or 3 will be brought to the Steering Committee meeting, 1/21/11. The Committee will develop a protocol for this second interview. The group advised the Interview Task Force of its preferred qualifications in candidates, including:

- Experience with the early childhood landscape and working with a range of EC organizations.
- Have the “big picture” of NH’s EC landscape
- No conflicts of interest
- Work fairly with multiple systems
- Buy into the Council’s guiding principles

- o Visionary/futuristic
- o Objective
- o High level of leadership and group management

The group was reminded that candidates will be interviewing us and we should present the importance and promise of the Council to candidates.

V. Other Committee Updates

- ♦ Jackie noted that although Early Learning NH has financial and fiduciary responsibility and is the employer of record, the ECAC Director, upon hire, should have reporting responsibilities to the Planning Committee until the Executive Committee is in place. She suggested electing an interim chair of the Planning Committee to fill this temporary role. The group supported this recommendation and the Planning Committee will elect a Chair at their next meeting, 1/5/11.
- ♦ Jackie presented an amended budget that included budget adjustments for administrative support and facilitation.

Debra made a motion to accept the amended budget as presented. Lisa Strout Seconded. Jackie abstained. Motion passed.

- ♦ The CCAC requested a description of the Council's progress to date. Discussion was held on disseminating this document to the ICC and the CCAC. Members agreed to provide any feedback/edits on the document prior to the January 5 Planning Committee meeting.

Meeting Adjourned at 4:05.