Minutes: Early Childhood Interagency Coordinating Council (ECICC)
December 2, 2011, 9:00 a.m. – 3:00 p.m.
The Cornhusker Hotel, Lancaster Room 5-6; Lincoln, Nebraska

Heather Gill, chair, opened the meeting of the Early Childhood Interagency Coordinating Council at 9:00 a.m. on December 2, 2011 at the Cornhusker Hotel, Lincoln, Nebraska. Heather noted the posting of a copy of the Open Meetings Act.

Members present: Mike Adams, Susan F. Adams, Rebecca Bimler, Annie Bruns, Pam Dobrovolny, Heather Gill, Jane Happe, J. P. Holys, Sian Jones-Jobst, Eleanor Kirkland, Heather Krieger, Amy LaPointe, Diane Lewis, Dawn Mollenkopf, Christina Pelton, Shirley Pickens-White, Roger Reikofski, Deborah Ross, Julie Rother, Carolyn Thiele.

Members absent: Eric Dunning, Melinda Graham, Cheryl Hammond, Melody Hobson, Carol McClain, Senator Pete Pirsch, DeAnna Schulze, Susan Strahm, Salene Ulrich, Cristen Witte.

Also in attendance: ECICC Staff: Terry Rohren, facilitator; Susan Dahm, secretary; *Technical Assistants:* Head Start State-based Training and Technical Assistance–Mary Finney-Afrank; PTI-Nebraska–Connie Shockley; Munroe Meyer Institute –Mark Smith; Nebraska Children and Families Foundation–Beaky Veak; NDHHS–Lynne Brehm, Amy Bunnell, Sue Spanhake; NDE–Amy Bornemeier, Shannon Fowler, Joan Luebbers, Jan Thelen; *Presenters:* Margaret Kaiser.

MEETING AGENDA:

1. **Opening and Announcements:**

   i. **New Members**
   Heather introduced new member, Amy LaPointe of the Winnebago Tribe of Nebraska, representing tribal social service organizations. Newly appointed members Melinda Graham, representing parents of children with disabilities, and Susan Strahm, representing professional development, were not able to attend the meeting due to the late date of their appointments. Meeting participants made self introductions and briefly described a favorite holiday decoration.

   ii. **Approval of minutes**
   * Motion, Roger Reikofski; second, Julie Rother: To approve the ECICC minutes of August 25 2011meeting and the August 26, 2011 retreat, as submitted and provided to members in the pre-meeting packet. Eleanor Kirkland requested corrections in the description of her role on page 3 of the minutes of August 26, 2011. The corrected sentences should read: "Directs the Head Start State Collaboration Office (HSSCO), the only Head Start entity that is funded to the state; other Head Start funding is federally funded to local programs" and "Also administers Even Start–…" The motion was amended to include the corrections and passed by roll call vote: yes-19, no-0, abstain-0.

     Voting yes: Mike Adams, Sue Adams, Rebecca Bimler, Annie Bruns, Pam Dobrovolny, Heather Gill, Jane Happe, J.P. Holys, Sian Jones-Jobst, Eleanor Kirkland, Amy LaPointe, Diane Lewis, Dawn Mollenkopf, Christy Pelton, Shirley Pickens-White, Roger Reikofski, Deb Ross, Julie Rother, Carolyn Thiele.

   iii. **Proposed 2013 meeting dates and location of May 2012 meeting**
   * Terry Rohren directed members to the back page of the agenda for the list of meeting dates proposed for 2013: February 8, May 10, August 23, and November 15. There were no objections. Meetings will be scheduled for these dates and planning for the meetings will proceed.
     [Post-Meeting Note: Due to the unavailability of the Cornhusker Hotel, the February 8 meeting date was changed to February 15, 2013.]

- The Steering Committee recommended that the May 11, 2012 meeting be held in Grand Island, Nebraska at the Mid-Town Holiday Inn. There were no objections. Arrangements will proceed for that meeting.

2. Facilitated Conversation–Making Sense of Committee Structure

Terry Rohren explained that the facilitated conversation was proposed by the Steering Committee based on comments gathered during the August 26, 2011 ECICC retreat. Before breaking into groups, members commented on the grid/table that accompanied the agenda, which was also created based on comments from the retreat. The "agenda grid" provides a brief background about each agenda topic and relates it to ECICC goals and related statutes. There was general agreement that this was helpful pre-meeting information and useful for explaining Council work to others.

Terry Rohren facilitated the conversation about committee structure. Meeting participants formed six groups made of up five to six persons each. Terry provided questions for the groups to discuss. Following the discussion period, table groups reported their perspectives. No clear conclusion emerged from these reports and opinion seemed to be split between whether committee structure should be topic/content-based addressing all related functions or whether committees should be function-based and address all topics. Another consideration that was raised in the discussion was about resources to support committee work and the size of committees, understanding that a committee of more than 7 members would fall under Open Meetings Act requirements.

For details about each table's perspectives, see the Notes on Table Reports attached.

When time constraints required discussion to end, a motion was made:

*   Motion, Eleanor Kirkland; second, Mike Adams/Shirley Pickens-White: To give this information [table reports] to the Steering Committee to develop a committee structure based on the perspectives presented in the table reports. The motion passed by roll call vote: yes–20, no–0, abstain–0.

Voting yes: Mike Adams, Sue Adams, Rebecca Bimler, Annie Bruns, Pam Dobrovolny, Heather Gill, Jane Happe, J.P. Holys, Sian Jones-Jobst, Eleanor Kirkland, Heather Krieger, Amy LaPointe, Diane Lewis, Dawn Mollenkopf, Christy Pelton, Shirley Pickens-White, Roger Reikofski, Deb Ross, Julie Rother, Carolyn Thiele.

The meeting continued with a working lunch, which included the

Family Story (#8)

ECICC member, Mike Adams, presented his family's story during the working lunch portion of the meeting. Mike was joined by his six-year old daughter, Addison, and two of her grandmothers. Mike's family story began with the prenatal news that their baby had a severe heart defect and their decision to continue the pregnancy. The rest of the family story was about the miracle of Addison's survival and the progress she has made with the invisible heart defect and her more visible Down's syndrome. Addison charmed the group with her vibrant and happy nature as Mike told about family responses and community support that they have experienced following Addison's birth. Today, Addison is in kindergarten and is championed by her five-year old brother, who is also in kindergarten.

Following lunch, the Council finished the morning agenda items:

3. Outcome of OSEP verification visit
4. New Part C regulations and timelines

Considering Carol McClain's absence and time constraints on the agenda, Joan Luebbers requested that the Part C topics be tabled until the next ECICC meeting. There were no objections.

5. **Approval of Family Leadership Committee Charter**

Mike Adams presented a charter to establish a Family Leadership Standing Committee. The charter was drafted by the Family Leadership Team (FLT). Mike noted that the representation on the committee would include anyone who was interested in the work of the committee. Discussion included concerns about wording and scope in the draft charter. Mike said the FLT would be open to changes recommended in the discussion. These included rephrasing the word "advocate" to "promote and make recommendations," and removal of reference to advising agencies, i.e., the committee would only advise/make recommendations to the Council; also clarified was the committee structure and appointment of the committee chair to be the same as other Council committees.

* Motion, Annie Bruns; second, Mike Adams: To approval the charter with revisions [as discussed].

   Additional discussion followed the motion. Included in concerns were questions about the how this new committee would fit into the possible Council committee re-structuring and whether there was an the expectation that family representatives also would be on other ECICC committees. There also was clarification that the mentoring proposed only applied to parent representatives. There was agreement to expand the phrase "has autonomy to take action" with the additions of "as long as it is within the scope of the committee" –which follows other committee charter language.

   The motion was approved by roll call vote: yes–17, no–0, abstain–0.

   Voting yes: Mike Adams, Rebecca Bimler, Annie Bruns, Pam Dobrovolny, Heather Gill, Jane Happe J.P. Holys, Sian Jones-Jobst, Eleanor Kirkland, Amy LaPointe, Diane Lewis, Dawn Mollenkopf, Christy Pelton, Shirley Pickens-White, Roger Reikofski, Deb Ross, Julie Rother.

6. **FFY10 Part C Annual Performance Report (APR)**

Terry Rohren explained the need to for Council review, feedback, and Council approval required for the 2010-2011 IDEA-Part C Annual Performance Report before it is due to be submitted to OSEP on February 1, 2012.

* Volunteers who agreed to review and provide feedback: Jane Happe, Pam Dobrovolny, Heather Gill, Christy Pelton, and Deb Ross.

* Motion, Deb Ross; second, Pam Dobrovolny: To allow Heather Gill to sign on behalf of the Council following the review by Council members. The motion passed by roll call vote: yes–17, no–0, abstain–0

   Voting yes: Mike Adams, Rebecca Bimler, Annie Bruns, Pam Dobrovolny, Heather Gill, Jane Happe J.P. Holys, Sian Jones-Jobst, Eleanor Kirkland, Amy LaPointe, Diane Lewis, Dawn Mollenkopf, Christy Pelton, Shirley Pickens-White, Roger Reikofski, Deb Ross, Julie Rother.

7. **Election of parent representative to ECICC Steering Committee**

The Council voted by written ballot for Christy Pelton and Salene Ulrich who were nominated to fill two vacancies on the ECICC Steering Committee. Sixteen ballots were returned: Christy Pelton and Salene Ulrich each received 15 votes; there was 1 abstention.

8. **Family story** [See working lunch above.]

9. **Public Comment:**

   a. Eleanor Kirkland commended the Family Leadership Team for their work on the Family Leadership Standing Committee charter.

b.　Lynne Brehm announced that the URLs for all Nebraska Department of Health and Human Services (DHHS) web pages are scheduled to change on December 9.

10.　UNMC Parent Survey results

Margaret Kaiser provided a handout and used a PowerPoint presentation to inform the Council of the results of a survey conducted by the University of Nebraska Medical Center (UNMC) College of Nursing. The survey was requested by DHHS; the report was based on Year 2 of the survey– Parent/Guardian Evaluation of Quality Childhood Care for Children with Special Needs. UNMC developed the survey based on literature review and feedback from a CCHC (child care health consultant) group. The survey was designed to examine needs, identify barriers in accessing child care and to obtain the views of parents/guardians about what child care providers need. Margaret explained the survey process, the results and the final conclusions, which will be used by the state to target training. .

11.　State Advisory Council (SAC) updates

Eleanor Kirkland provided background on SAC grant allocation and direction, which provides funding for 2 years for the school readiness project and 3 years for the data system project. She noted that the data system project is to develop recommendations, not to develop the system. Eleanor also covered the federal reporting requirements related to the SAC grant. Eleanor introduced Amy Bornemeier, who is coordinating the school readiness project, and Shannon Fowler, who recently began as the data system consultant.

Amy reported on the activities and accomplishments to date. Her advisory committee found that the state has lots of resources related to school readiness, but there isn't an effective system to disseminate them. The committee also recommended to revise/realign the Early Learning Guidelines (ELG), which is currently in process for the ELG for ages 3-5. One aim of the revision is to make the material more friendly to parents and home child care providers. Amy requested thought and input from members on ways to make the ELG more readable, friendly and accessible.

Shannon reported on what she has accomplished since her hire in late September 2011. She has been researching what data is available, what is not available, and feedback from the ECICC Data Summit. She is also assisting with the development of the training registry. She reported that a designer/developer has recently been identified to work on the registry, which will follow professional development of individuals providing early care and education. Shannon noted that a challenge in moving forward will be getting "buy-in" about the importance of early childhood and how to connect it to K-12 data. The recent Early Childhood Race to the Top (RTTT) grant application has a data component. If Nebraska does not receive a RTTT grant, the Data Coalition and Shannon hope to move forward on some of these proposals. Eleanor noted that Shannon and the Nebraska Children and Families Foundation (NCFF) are working together to update the Nebraska early childhood "data map."

Following their presentation, Heather Gill recommended inviting Amy to make presentations about readiness to Planning Region Teams and school districts.

12.　Child Outcomes Step-by-Step video

Jan Thelen briefly informed meeting participants about Results Matter, which assesses all children in Nebraska preschool programs, and explained the importance as shown in a video developed by the Early Childhood Outcomes Center. Following a viewing of the video, Jan gave suggestions for its use and information about linking to the video: http://www.fpg.unc.edu/~eco/pages/videos.cfm.

13.　Early Learning Connection (ELC) Regions and Professional Development System

Because of time constraints, this agenda item was tabled until the ECICC February 2012 meeting.

14. Agenda items for February 17, 2012 meeting
- Committee structure proposal from Steering Committee
- Early Childhood Systems of Care
- Early Learning Connection Professional Development System
- APR distributed
- Updates from SAC projects
- New member orientation.
- Legislation

With no other items to be discussed, the Council adjourned at 3:05 p.m.

Next meeting: February 12, 2012, 9:00 a.m.-3:00 p.m. Cornhusker Marriott Hotel, Lincoln.

ATTACHED: Notes from the facilitated conversation on possible committee structure (see page 6).

MEETING HANDOUTS:
- ✓ Written Report Updates:
    - ▢ Child Care Regulations Update
    - ▢ Nebraska Race to the Top Early Learning Challenge Grant overview
    - ▢ Side-by-side comparison of 1999 and 2011 IDEA-Part C Regulations–Section G
- ✓ ECICC Updates, December 2, 2011
- ✓ ECICC 2011-2012 Membership Roster
- ✓ Instructions: ECICC Facilitated Conversation [on] Possible Committee Structure
- ✓ Revised December 2011 Steering Committee ballot
- ✓ Draft: Family Leadership Standing Committee Charter
- ✓ ACF Performance Progress Report–Attachment B:
    - ▢ Priority Area 1: Promote School Readiness for Preschool Children
    - ▢ Priority Area 2: Develop recommendations for a unified early childhood data system…
- ✓ Report Highlights: Child Care Provider Needs Assessment
- ✓ Minutes: ECICC Steering Committee, November 7, 2011 conference call meeting
- ✓ Minutes: ECICC Steering Committee, November 3, 2011 conference call meeting
- ✓ Minutes: ECICC Gaps and Barriers Committee, August 25, 2011

Table-Group Reports
from the December 2, 2011
ECICC Facilitated Conversation:
## "Making Sense of Committee Structure"

ACTIVITY I:

Instructions:
Review the key points from the statutes relating to the ECICC and indicate those areas which would be conducive to a small committee that could track and review information related to that topic over the course of the year. (Example: IDEA State Performance Plan/Annual Performance Report, Funding of Early Childhood Services, Needs Assessment, Data Systems, School Readiness, Preparation of Professionals, etc.)

Reports from Table Conversations:

Table 1:
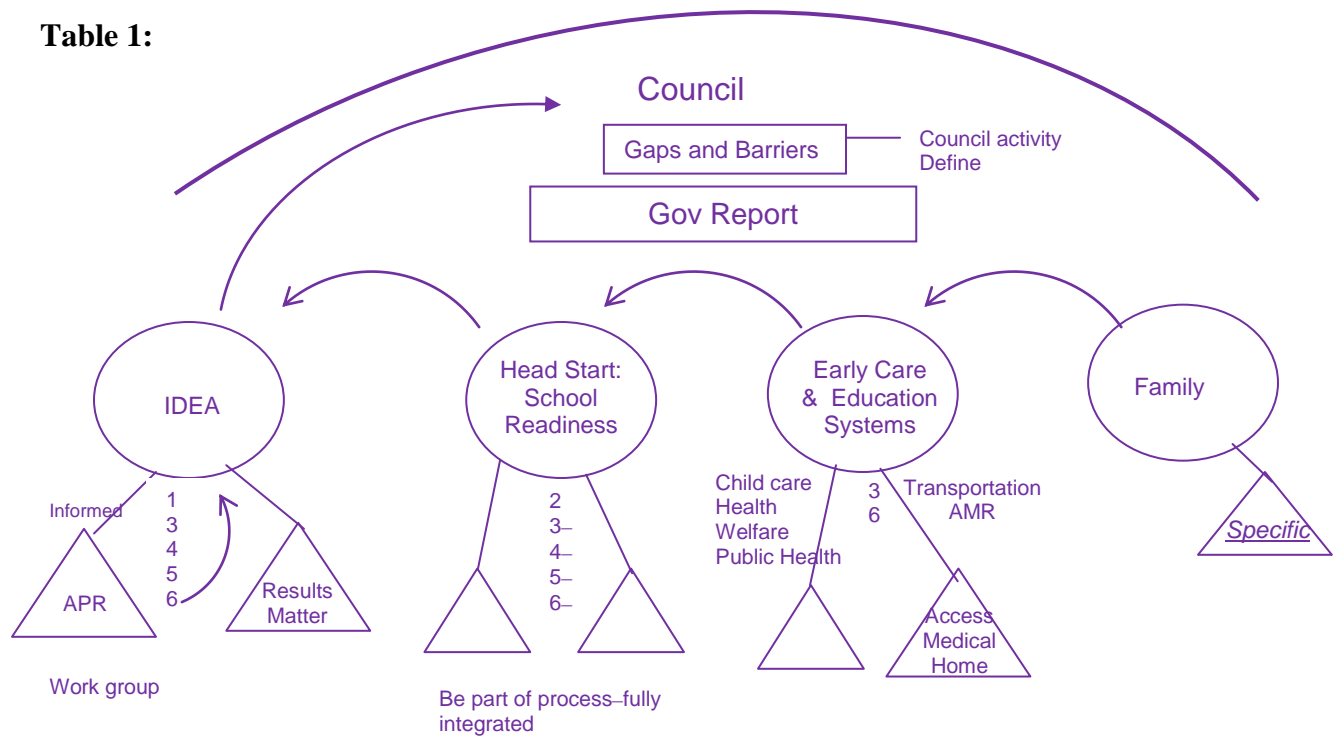
Notes from verbal report:
– GBC is not specifically addressed in any statute.
– Information gathered needs to be from whole Council
– Four groups related to statutes: IDEA, Head Start, Early Care & Education; family group re strategies.
– Need to make sure that we draw from goals and strategies.
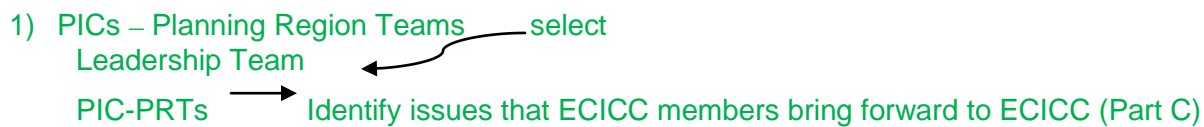– Each group would be assigned goals.

Table 2:

State Performance Plan &
Annual Report
- IDEA Part C-B
  - Outcomes
  - Targets
  - Information Gathering
  - Survey Results

Early Childhood Regulations
& Program Funding
- Federal, State, Local
  - Evaluation from Programs
  - Recommendations

Systems Planning
- Local Issues with State Impact & Vice-versa
  - PRTs (Reporting to & from
  - Interpreting Survey Results

Preparedness
- Daycare
  - Licensing
  - Ratios
    - Education
      - Head Start
      - IEPs
        - Parents & Administrators
    - Medical

Parent Feedback
- Reports back from "front lines"

"Supercommittee"
- Reports back to Governor

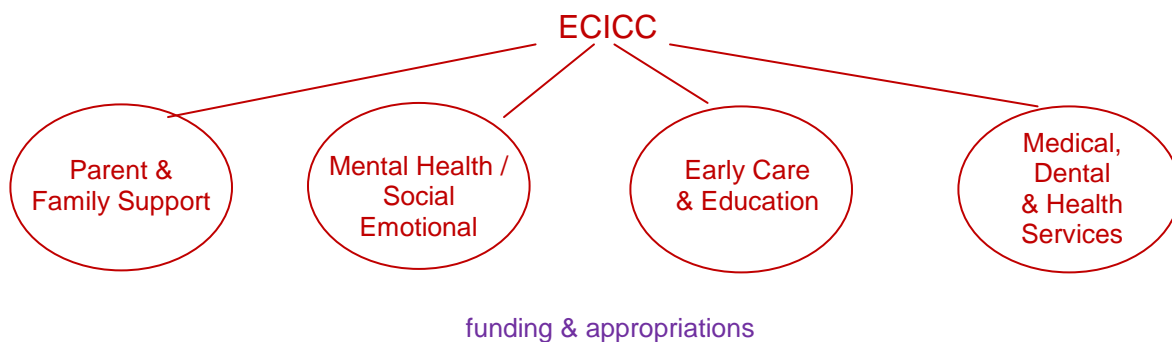**Table 3:** *(italics = notes from verbal report)*

- Needs Assessment
  - *Across all, collecting, consolidate.*
  - *Realize in some cases it leads to resources, needs, reallocation.*
- Resource & Development
- Policy
  - Legislative
  - Rules & Regs–Standards *– to help balance*
- Systems (*help to* collaborate and coordinate)
  - *Need groups to talk to each other–would report on each (above) within small groups at meeting, e.g., table talks.*

Overarching *responsibilities for all groups:*
- Identify Gaps & Barriers
- Make Recommendations
- Quality – Develop & Support
- Family Engagement *(i.e., every group talks about it – integrated)*
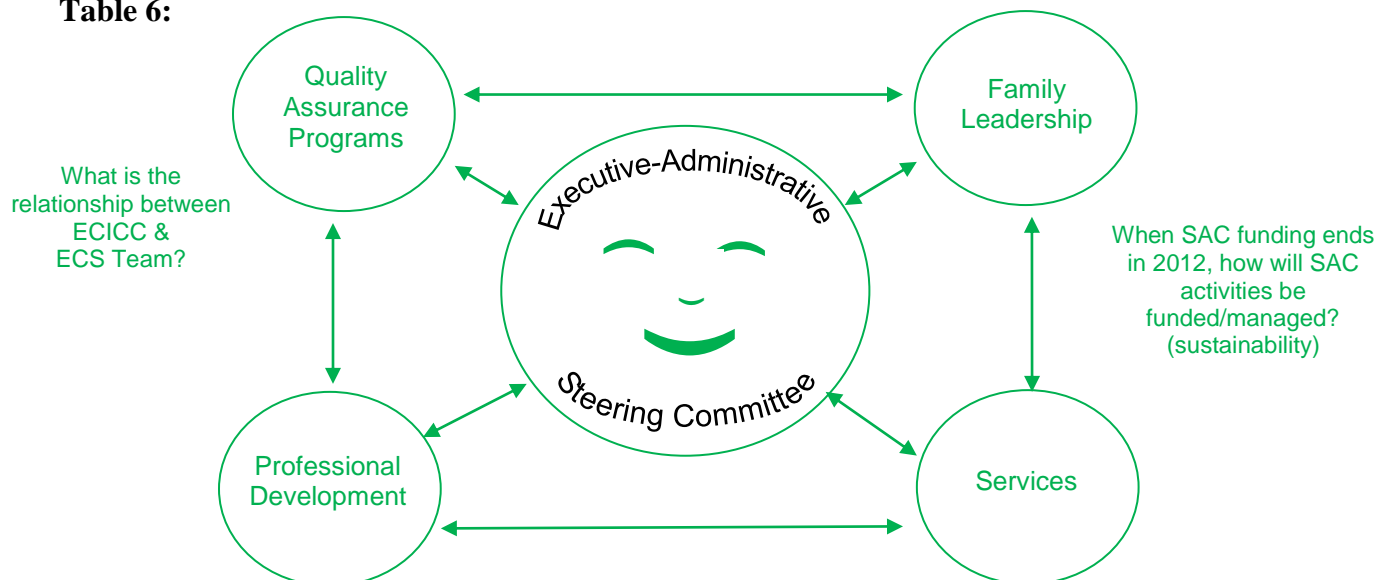- Data Informed

GOALS: All children

Table 4:

- Legislative

1) PICs – Planning Region Teams ⟶ select
      Leadership Team

   PIC-PRTs ⟶ Identify issues that ECICC members bring forward to ECICC (Part C)

  2) NE Head Start Assoc – used to get gaps and barriers to group – like PIC-PRTs
      *   Gaps & Barriers needs to be split into 1 & 2 [above]

  3) Child care licensing ad hoc as needed

- Focus on clarity on role "advise & assist"

Notes from verbal report:

- Systems in place–feed information back and forth: PRTs–to get info back. Representative from ECICC to take information back to PRT–experts bring from state to local.

- Hook up with other groups–like Head Start Assn–in the state to bring information back to ECICC.

- Advising and assisting state agency – approve reports. This group supplemented by others to provide feedback to the agency. Set times to get things signed. What does advise and assist really mean?

- Seven roles that we're supposed to be working on?

Table 5:

ECICC

Parent & Family Support

Mental Health / Social Emotional

Early Care & Education

Medical, Dental & Health Services

funding & appropriations

Notes from verbal report:

- Go off of the four areas of the Governor's Report – to get information we need.

- Bringing consistency to the work. Organizing the work around these sub-groups.

Table 6:

Quality Assurance Programs

Family Leadership

What is the relationship between ECICC & ECS Team?

Executive-Administrative

Steering Committee

When SAC funding ends in 2012, how will SAC activities be funded/managed? (sustainability)

Professional Development

Services

Notes from verbal report:

- Looked at functions/responsibilities–cross cut into topical areas.

- Executive/Steering – feeders in and out

Notes from verbal report, cont.:

- Four committees: Quality Assurance, Family Leadership, Services, Professional Development

  – within each would be intense content knowledge related to responsibilities:

    ▫ Quality Assurance: Resources/funding, regs, coordination/collaboration strategies, data

    ▫ Family: resources, funding, outreach, skill development

    ▫ Services: appropriate, integrated, gaps & barriers, across all children–especially target/focus identified groups, e.g. low income, at-risk, transition

    ▫ Professional Development: parent & focus training, regs, requirements, higher education, career advancement, resources/funding

Q/A:

  – What happens with SAC funding ends–sustainability?

  – Relationship between ECICC and ECST?

ACTIVITY II:

Instructions:

Full group discusses table proposals
– Looking for efficiency and duplication of work. What are the risks of duplication and overlap?
– Knowing our position.
– One of the issues is Council members who are on these are on other committees–we're always wearing our Council hat.
– Maintain this cross-cutting feedback.

Full group discussion:

  – Set up structure–commonality is 4-5 groups. Super Committee is being the Council. Currently the By-laws say we have a Steering Committee. (Need to make sure our member-members attend it.)

  – The fewer committees, the better.

  – Nice to have no more than 7 members to avoid the Open Meeting requirements [25% of 30 members]

  – What structure gives the best ability to "advise and assist?"

  – How do we ensure feedback?

  – Integrate Systems [ECST?] and Together for Kids & Families

  – Results Matter

    - task force

  – Council can charge a committee with an activity.

  – Committee develops recommendations to bring to the Council for action.

ACTIVITY III:
Discuss elements that you like; choose preferred committee structure

Reports from Table Conversations:

Table 1:
- How to be efficient?
    – Smaller, more informed committee.
- Functionality – Topic vs. Function
    – Use committee structure as a way to break up information and work.
    – Committee is well informed to report back to the Council.
    – Would be clear which topic would be relevant to be able to pass on action needed outside of Council meeting.
    – Clear boundaries about charges/responsibilities

Table 2:
- Family committee reports to Steering Committee
- Divide members into 5 committees
    - each committee as rep from the Family committee and the Steering committee.
    - Each council member would be on one committee
- Assign different tasks to the five committees.
- ✓ Problem with support–how much available, how much needed?

ECICC

Steering Committee

Family Committee
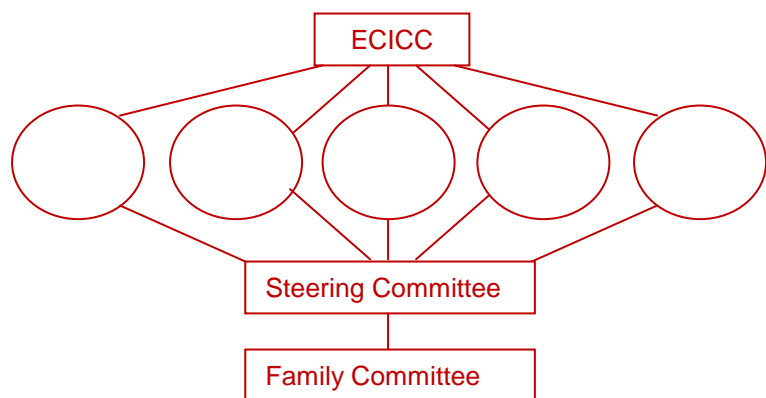
Table 3:

- All to focus on ECICC goals.

- Overarching all: data, quality, resource & development

- Gather information from other groups already gathering information.

- T4KF: find better ways to communicate back and forth.

- Need to keep informed about legislation and regulations.

Resource/Development   Quality   Data

ECICC Goals

Needs Assessment & Reports
    – Requirement: APR, Gov Rep, HS collaboration needs, Assess Rep, etc.
    – eventually can we get to having one report encompass all?
    – community

Family Engagement & Collaboration
    – PTI-NE, NDE Family & Community Engagement Impact Team, HS Policy Council, PRT, etc.

Legislative & Policy
    – Rules & Regs
    – Standards

Systems Team

Table 4:

- Need to align
- Whatever model, we have to make sure we follow statute responsibilities –they are readily visible
- Know which committee/avenue to approach with task such as signing report or proposal.
- Should know what each "petal" in T4KF is doing.
- We have the model, plan, strategies; we just don't have the collaboration part of it.
- If we go with 4 goals, it reinforces the plan.
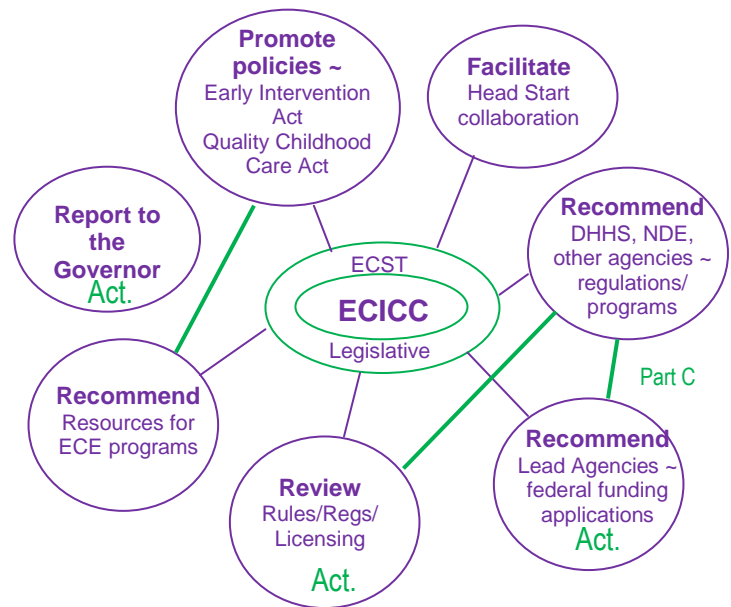
Table 5:

- Four goals to replace current GBC & Legislative Committee
- Organize the work in these areas.
- Within each area structure with elements from other table discussion, i.e., look at relevant legislation, regulations, needs assessment, gaps and barriers.
- Did not come to consensus about FLT.
- Also ECST should continue as it feeds into these areas.

Table 6:

- Focus on structure: 4 groups, 8-10 per committee
- 2 per committee would be on Steering plus facilitator and chair.
- Family committee could be anybody–family reps would be on other groups.
- Structure of meeting similar to today.
- 9:00 to10:30–4 groups; 10:30 to Noon–Steering committee would meet while other groups would discuss with all.
- Steering would set agenda in between time.
- Funding and regulations–need to be throughout.