

**A Great Start for Every Child in Livingston County:
Safe, Healthy and Eager to Succeed in School and in Life.**



Steering Committee Meeting
October 19, 2011

MINUTES

Present: Laura Coatsworth, Gina Coopersmith, Jean Garratt, Linda Herbert, Courtni Holst, Robin Schutz, Sarah Smith, Kathy Virden, Holly Ward-Lamb

1. Introductions

- Laura Coatsworth & Sarah Smith introduced as new Co-Parent Liaisons.

2. Membership

- Distributed Collaborative membership list based on ECIC category
- Parents – 15% of the core membership
- GSC
 - i. Who do we need to reconnect with?
 - ii. Who do we need to add to the list?
 - a. Courtni – Will ask the new pastor at her church.
 - b. Jean – Will ask the pastor from Chilson Hills Church in Brighton.
 - c. Should we have a County Commissioner in our group?

3. Work Plan Update

- Robin distributed the Work Plan Packets divided by Goals 1, 2, and 3.

4. Goals

- Committee Focus and Key Members – Robin summarized the key focus areas of the 3 restructured committees:
 - i. Early Childhood & Community Partners
 - ii. Healthcare Professionals
 - iii. Parents & Families
- See below chart of Committee Focus & Key Partners

5. Co-Chair Nomination

- Amy Mason has been nominated.
- Ballots – These will be sent out to the Steering Committee and Collaborative Members.
- Results - Ready for Nov. 21 Collaborative Meeting.

6. Operating Guidelines & By Laws

- Currently being reviewed by Linda Herbert & Holly Ward-Lamb. Courtni Holst has offered to be a back-up if needed.

7. Tracking In-Kind Donations

- Goods - We need to track In-Kind donations for goods & services on a monthly basis. We need a cost associated with these goods/services. Examples are meeting locations, advertising, office supplies, etc.
- Services – ECIC has told us if members are *not* being paid while at GSC meetings by their organization, the value of their time can be counted as 'in-kind'. Please make sure to report this on the Sign-In sheet at each meeting only if you are *not* receiving pay from your organization to attend GSC meetings.

8. Communication Plan

- Schedule
 - i. Newsletter - We will inform everyone ahead of time when to have information available.
 - ii. Collaborative - We will be having presentations at the Collaborative meetings rather than merely reporting on items. Example, Jean will present about the K Observation Survey in January.
 - Schedule of topics to be determined based on the Work Plan and scheduled activities/events.
- Process
 - i. Kim Root is available to help with PR releases and communication.

9. Parent Coalition

- Brochure – Review for final approval before having more printed. Laura and Sarah will take to the Parent Coalition Meeting on 10/19 to get ideas and feedback from the parents.

10. Collaborative Schedule/Topics

November 16 2011 ** Note Date Change Due to Thanksgivings Week	Approval of Operating Guidelines & Bylaws (Email Prior) GPGS Funding Work Plan
January 12, 2012	K Observation Survey (Jean Garratt)
March 28, 2012	QRIS (Linda Herbert)
May 25, 2012	Great Parents Great Start / Home Visiting Family Support Duplication
July 25, 2012	Candice Davies & Molly Mallory
September 26, 2012	Election of Co-Chair

11. Upcoming Schedule

- October 27 – Parent Involvement Institute
- November 3 – ECIC Advocacy Training
- November 3 - Parent Involvement Institute
- November 4 – Meeting with Rep. Bill Rogers, Mary Helfmann (Sen. Joe Hune Staff)
- November 10 – Parent Involvement Institute
- November 12 – Community Sharing for Healthy Caring Conference

Next Meeting: November 9, 2011 at 10 a.m. in Hunter Room

Great Start Committees

Early Childhood & Community Partners (Professionals)	
Focus Area	Key Partners
K Observation Survey	Jean Garrett (LCC)
K Enrollment Form	Linda Herbert (Child Connect for FS)
Communication & development of shared goals between 0-5 & K-12 communities & parents.	Jennifer Lapa (HPS), Jane Clarke (Brighton Library – Board Member), Mary Daugherty (Brighton Library), Kay Lane (Former Tot Spot Director), Melissa Sell (IXL Learning Center), Heather Lucas (Charyl Stockwell)
Access to affordable education and networking opportunities for child care providers and relative aid providers.	
Transition Form	
Suggested Partners: <i>Jeri Lea Kroll, Courtni Holst, Holly Ward-Lamb</i>	

Healthcare Professionals	
Focus Area	Key Partners
Improve partnership & relationship with pediatricians & OB-GYN's.	Gina Coopersmith (GSC, EO)
Ensure every child has a medical & dental home they utilize.	Elaine Brown (DPH)
Promote healthy lifestyles. (i.e. nutrition and exercise)	Judy Trudeau (St. Joe)
Increase awareness of, and access to, existing services for children with special needs.	Dr. Cheryl Wickham (SJMMG Primary Care Pediatrics)
Suggested Partners: <i>Jeri Lea Kroll, Dr. Hale for referral, Dr. Kellogg, Person with Communications/PR background</i>	

Parents & Families	
Focus Area	Key Partners
Increase awareness of, and access to, family support services for basic needs.	Donna Gehringer (United Way)
Provide information to parents, caregivers and community to increase awareness of: <ol style="list-style-type: none"> 1. Impact on children & families when needs are not met. 2. Optimal early childhood development. 3. Optimal quality Child Care & Education. 4. Fact: Parents, caregivers and grandparents are a child's first teacher. 5. Developmental information & resources to support relationship with child's physician. 	Pat Murphy (CMH) Jaclyn Cronin (Parent) Suggested Partners: <i>Amy Mason, Courtni Holst, JoAnn Cook, Pregnancy Help Clinic, Family Advocate</i>