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| Attendees: John Peirce, Erin Kissling, Lacey Kottkamp, Diane Poteet, Vicky Cuenca, Shannon Garrity, Amanda Lopez, and Monica DiOrio *On the Phone:*  Jennifer Mohr |
| Key Topics Discussed1. ELAC Updates
	* On the new website is a “News” section to highlight local and national news relevant to the industry to bring awareness. Workgroups are asked to share new reports and articles to post on the website <http://www.elacindiana.org/news/>;
	* Due to conflicts, the next full ELAC Committee meeting will be on April 15, 2016.
2. Workgroup Planning Documents
	* Framework – Members reviewed the Framework developed in 2014 and offered suggestions for edits;
	* Logic Model – Members finalized the logic model after reviewing the proposed short-term and intermediate outcomes and making live edits.
		1. The California Home Visiting Snap Shot report was also reviewed to supplement the discussion of Home Visiting work for the year. The goal is to gather data around Home Visiting to share with legislatures in 2017 when Early Learning is a focus.
	* 2016 Work Plan
		1. Members reviewed the drafted work plan and discussed the feasibility of the timeline and scope of work, making live edits to the document.
3. Family Friendly Version of the Foundations
	* Jenni walked the workgroup through the “Summary of Family Friendly Foundations” document, which summarized the University of Southern Indiana Students’ analysis of each Foundation and family-friendly product suggestions;
	* The student summaries and product ideas are saved in Wiggio in the Priority Work/Family-Friendly Foundations folder. Power Points represent Phone Apps;
	* Workgroup members agreed that Math will be the developmental Foundation to pilot a family-friendly version this year.
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| Key Questions Raised1. Are there other ways to promote the Family Engagement Toolkit, such as present it at conferences for providers?
2. In looking at the California Home Visiting Snap Shot) what is the definition of unmet need?
3. How did Home Visiting become a focus of ELAC and this workgroup?
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| Action Steps1. Project Support Team will make edits to the Framework and share with the workgroup for feedback.
2. John Peirce will outline and post to Wiggio the 2016 subcommittees and their expectations for members to join.
3. Jenni Mohr offered to highlight the Family Engagement Toolkit at the upcoming IAEYC Conference and share feedback with the workgroup.
4. All workgroup members should think of potential new members to recommend joining the workgroup to supplement/enhance work outlined for 2016.
5. April Workgroup Meeting: Instead of meeting as a full workgroup, each subgroup will meet and share progress at the May meeting.
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Next Meeting: May 20, 2016 | Time: 12:00pm | Location: Early Learning Indiana Offices, 615 N. Alabama Street, Ste. 300