



Attendees

Charlie Geier, Matt Hetzel, John Peirce, Sue McKinney, Ann PH, Brandon Meyers, Sara Abdalla, Eric McKeown, Paul Fruits, Amanda Lopez, Kyle Wehmann; On phone: Kimberly Erler; Guest: Mike Bachman (Co-chair, PPA Workgroup)

Key Topics Discussed

A. Data-Driven Toolkit

- Data-Driven Toolkit Decision-Making Process Visual
 - i. Use simple language; make sure it is easy to follow
 - ii. Will incorporate ELAC colors and branding
- Data-Driven Toolkit Resource Guide
 - i. Amanda suggested reframing the data source descriptions into questions.
 - ii. Currently the resource guide is organized by type of data, but perhaps organizing it by subject area is better?
 - iii. The guide is quite long, how can we shorten it for ease of use?
 - Suggestion to lead with the "top 5 recommended sources", then organize the remaining sources by subject area.
- Data-Driven Toolkit Section on Data Visualization
 - i. Provide background information for the first page of this section.
 - ii. The power point could also be a separate resource that is referenced, instead of being included directly in the toolkit.
- Data-Driven Toolkit Next Steps and Timeline
 - i. Brandon made a good point about the toolkit audience. Right now, it is unofficially directed at early learning coalitions. Should it be modified for different audiences?
 - ii. Mike Bachman suggested focusing on identifying "the challenges" of using data across in all sections of the toolkit. Sections should be written using the same language.
 - iii. Charlie suggested the first page of each section could be written and organized to stand alone, then have the following pages for additional support. Because it is lengthy (and potentially overwhelming), we could offer a long and short version of this toolkit.
 - iv. Suggestion to make each section downloadable on its own as well.



- v. Still need to develop the following sections of the toolkit:
 - “Communicate Findings” – John Pierce
 - “Act” – Matt and Charlie will connect with PPA workgroup and reference the Coalition Toolkit (need mutually agreed-upon terms that align)
 - “Create a Data-Driven Culture” – Matt and Charlie
- vi. Once all toolkit sections are fleshed out, then we can create a one-page overview.
- vii. Workgroup discussed the following timeline:
 1. Prepare data toolkit for PPA workgroup to review by August 14.
 2. Request feedback from PPA prior to August 24th Data workgroup meeting.
 3. Finalize toolkit content and provide Committee with pre-read packet before the September ELAC meeting recommendation.
 4. After agreement from Committee, we can start to envision the end-product of this tool (i.e. make it pretty and how to disseminate).
- viii. John Pierce suggested piloting the Data-Driven Toolkit in September (similar to how the Coalition Toolkit was piloted). This process should start soon because it can take a few months.
- Workgroup revised draft FSSA Communication Plan Template
 - i. Where will the Data-Driven Toolkit “live”? On the ELAC Website?
 - ii. Suggestion to embed a survey on the ELAC website to get public feedback on the sitemap and flow of information.
 - iii. Amanda shared that ELAC is currently creating a policy for sharing content and resources on the website.
 - iv. Listed out the Target Agencies, Goals, Objectives, and Strategies

Action Items

1. Toolkit section teams will make the discussed revisions.
2. Jon, Matt, and Charlie agreed to work on the three remaining sections of toolkit.
3. Matt and Charlie will work with Mike Bachman and the PPA workgroup to draft the *Act* and *Data-Driven Culture* sections.
4. The goal is to present/recommend the Data-Driven Toolkit to ELAC in September!

Next Meeting

Thursday, August 24, 2017 | 1pm – 3pm | Ice Miller Offices