Committee Members Present:
Lacey Kottkamp- Interim Chair
M. Cindy Frey
Nicole Norvell
Connie Sherman
Nathan Williamson

I. Call to Order

Lacy Kottkamp, Interim Chairman, called the meeting to order at 1:06 PM.

II. September Meeting Minutes

Connie motioned; Nicole seconded; all approved. Minutes were approved and will be posted to the ELAC website.

III. Workgroup Updates

1. **Child Development and Well-being:** Connie Sherman, co-chair, presented.
   a. Early Brain Development Messaging Subcommittee:
       i. This subgroup is taking on a mission of getting out the message of the importance of early brain development to communities;
       ii. They are working on creating a slide deck presentation template for the dissemination of information around Early Brain Development;
   b. Child Care Development Fund (CCDF) Intake Process Subcommittee:
       i. Subcommittee met to review and discuss the feedback received from the Office of Early Childhood and Out of School Learning (OECOSL) on the proposed revisions to the CCDF Intake process to help Indiana meet the new federal requirements.
       ii. Members agreed to do a concise crosswalk of the federal requirements and make sure that the proposed changes will meet them.
   c. Suspension/Expulsion Policy Subcommittee:
       i. While the subcommittee is waiting for the final suspension and expulsion policy, the members are working to develop tools and resources to support the state in implementing the new Suspension and Expulsion Policy.
       ii. They are reviewing resources developed by the Arkansas Department of Human Services related to suspension and expulsion.

Question: Nathan asked if the suspension/expulsion policy will be something to be enforced with all On My W Pre-K providers or is this just guidance for those programs?

Comment: Nicole stated that the federal reauthorization requires that states have a policy on suspension/expulsion but that does not mean states have to see whether providers can or cannot suspend/expel a child. It does require that Providers need to have a policy that will support appropriate steps that will be taken to support the child before suspension or expulsion. This is required for any provider who is eligible to receive vouchers.

Question: Nathan asked Connie if the workgroup would like for this information to be shared with schools?

Comment: Connie believed that this would be a great idea and something to aspire to. The technical assistance will help support brain research information and social emotional development for teachers' knowledge.

Question: Nathan asked if the information could be shared with himself and others in his department?

Comment: Nicole mentioned that once the documents are finalized this information can be shared, but these documents still need to go through an approval process of OECOSL before being shared publically. This plan will most likely be approved before May 2018.

Comment: Amanda added that Kristy Wright is also on the workgroup and was going to follow-up with people at the Indiana Department of Education (IDOE) to see what the school alignment could be.

Comment: John mentioned that it is exciting to work closely with Systems of Care and with local child health and improvement programs with the idea that wrapping around early childhood and education programs will ensure that professional supports are available.

Comment: Connie added that it will also align with the goals of early learning professional development.

2. **Data Coordination and System Integration:** Matt Hetzel, co-chair, presented.
   a. Data for 2018 Annual Report/County Profiles Update:
      i. Subcommittee reviewed the feedback provided by ELAC during the September public meeting. Members reviewed each comment/question and further discussed possible changes to bring clarity to audiences utilizing the report. Members determined that many of the comments/questions raised would need to be tabled and addressed in next year's report. This will allow for more time to consult with subject-matter experts.
   b. Data-Driven Toolkit Update:
      i. Members are working towards finalizing a draft for the toolkit as all the individual work of the members is beginning to be brought together. A communication plan was developed for the toolkit and will be reviewed further at the next workgroup meeting.
   c. Communicant Plan Update:
      i. The workgroup reviewed the ELAC Annual Report communication plan that outlines various target audiences, goals, objectives, strategies, key messages, and tactics. Members provided feedback for what should be added to make the plan fully comprehensive**.** This plan is close to being finalized.
   d. Other Updates:
      i. In addition, Matt Hetzel announced that due to his increased responsibilities at Management Performance Hub (MPH) he will need to step away from the Data Coordination and System Integration Workgroup. Matt introduced a new workgroup member, Tyler Brown, who will represent MPH. Tyler's expertise is education, with specific knowledge of funding data for K-12;
      ii. This workgroup is currently looking for a co-chair to serve with Charlie Geier.

      Question: Lacey asked Matt to elaborate on the need for engaging content experts.

      Comment: Matt shared the example that ELAC asked about adding TEACH scholarship information to the annual report. The workgroup would like to engage someone to give a presentation on TEACH scholarships and provide more context for the workgroup to best determine how to incorporate the information into the annual report.

3. **Evaluation of Child and Family Outcomes:** Megan Purcell, co-chair, presented.

a. Workgroup determined that the [Adverse Childhood Experiences (ACEs) survey](#) (in full or components of it) would be utilized as a family outcomes indicator for the state of Indiana;
b. Members discussed how and when to retrieve this type of data. Right now, 2014 is the most recent data and 2019 will be the next time data will be released;
c. The workgroup will continue to discuss what will be done with this information as it relates to reporting family outcomes;
d. The workgroup connected with the Department of Child Services and Indiana State Department of Health about utilizing workgroup resources that could support the Help Me Grow initiative in Indiana;
e. Karen Ruprecht, Early Learning Indiana, stepped in as co-chair to replace Kevin Bain.

Question: Nathan asked for more clarification on ACEs survey; "What is the intent?"

Comment: John responded that this survey is for adults to reflect on their childhood. Research on ACEs scores states that if you can reduce ACEs, this will impact educational outcomes, relationships, health outcomes, etc. This is irrespective of economic status. The intent is to potentially streamline funding to use the ACEs survey along with the CDC annual survey, possibly run a pilot first.

Question: Nathan asked what is Indiana's current "ACEs" version?

Comment: Indiana State Department of Health (ISDH) contracts with a research company to do a survey called the "Behavioral Risk Factor Surveillance."

Question: Cindy asked if the ACEs survey is available publically for anyone's use?

Comment: John answered yes, but adds that the grants awarded to St Joe County will allow for will allow for an ACEs train the trainer program that will equip people with the knowledge to deliver presentations and inform early childhood programs, teachers and other community leaders about ACEs and building a trauma-informed community.

Comment: Nathan mentioned that IDOE is working on multi-tier systems of support to help schools with children that are having challenges.

Comment Megan recommended possibly getting someone to come present to ELAC about ACEs.

Comment: Connie added this could be beneficial for the Early Brain Development subgroup as well, and John mentioned this could be a beneficial topic for the Early Learning Coalition Summit, too.

4. **Family Engagement:** John Peirce, co-chair, presented.
   a. The workgroup met on Sept. 25 and discussed the Peer Learning Community initiative in which members of the workgroup (with Beth Barrett taking the lead) have been involved along with 15 other states. They expect an eventual report to our committee on lessons learned from that experience that we may apply to our work in Indiana.
   b. Members have written and edited five articles so far for the Brighter Futures Website worded for use by parents on how to engage with their child care provider. They learned that they need to find another website to host these carefully written articles. Brighter Futures will then provide a link to them on their website.
   c. The workgroup discussed potential focus areas moving forward. Members want to continue to support the expanded use of the toolkit beyond OMW Pre-K programs. Members want to find out what others are doing and how we can align/support their work. To this end, we will be inviting guests to meetings. Topics and speakers of interest include:
      i. Jamie Johnson, Vice President, Indiana Afterschool Network on lessons learned from their Indiana Quality Program Self-Assessment that may apply to the Family Engagement Toolkit Self-Assessment;
      ii. Early Learning Indiana's plans for professional development around use of the Family Engagement Toolkit.
      iii. Karen Ruprecht from Early Learning Indiana and Erin Kissling from the Department of Education to discuss plans and best practices to support transitions, particularly transition to kindergarten, which is mentioned in Indiana's Every Student Succeeds Act plan.
      iv. The Early Learning Indiana issue brief on family engagement by Kent Mitchell.
   d. They will work with partners to implement the Family Engagement Toolkit Revisions and Communication Plan approved by ELAC last month.

Comment: Nathan shared 21st Century Community Learning Center programs serving children utilize the self-assessments, and IDOE may be able to provide some guidance around utilizing self-assessments.

Comment: Amanda mentioned that there has been work done around professional development, creating action plans and supporting programs after completion, to see how things were done and if they were effective.

5. **Funding Streams:** Marissa Manlove, co-chair, presented.
   a. Funding Streams Review:
      i. Marcia Yurczyk with IDOE gave a presentation to the workgroup in October on the Summer Food Service Program (SFSP);
      ii. Next month the workgroup plans to have a Child and Adult Care Food Program (CACFP) program come present and will follow-up on any next steps discussed;
   b. Alternative Funding Strategies Subcommittee Update:
      i. The workgroup has decided they need to identify a financial goal to focus their research and purpose around alternative funding strategies. They are considering the following three possible financial goals to help direct the alternative funding committee:
         a. Increase wages for teachers
         b. Expand income eligibility beyond 127% for children to receive
         c. Create a capacity building grant / revolving loan fund.
   c. Update on funding data available by county to include in ELAC Annual Report:
      i. The workgroup reviewed a draft of the Affordability Narrative and County Profile. Members discussed concerns and possible changes to make to the data for the online version and the narrative report version.

   Question: Nathan asked how the workgroup knows that there is a concern from schools on how to use SFSP and CACFP funding?

   Comment: Amanda mentioned that there is school representation on the workgroup, and they have expressed concern.

6. **Provider Participation and Advancement:** Monica DiOrio, Transform Consulting Group, presented.
   a. Community Coalition Building Toolkit Subcommittee:
      i. They are working to finalize the coalition building toolkit and have begun to outline the resources that could be included for each indicator on the self-assessment.

Question: What will happen once this toolkit is complete?

Comment: The thinking now is it will be a PDF that lives on the ELAC website that is also highlighted at the Coalition Summit. A communication plan is being developed and should be ready to present to ELAC in November or December. The workgroup is address the impact that they want for the toolkit and difference that they want to see in the community based on its use.

b. PES/PTQ Materials for Schools Subcommittee:
   i. Did not meet in October since they are waiting to provide support to the contractor developing some resources for schools.
c. Early Childhood Education (ECE) Desert Subcommittee:
   i. Connected with Natalie from ELI to learn about their ECE Desert initiative and decided to hold off on developing a definition of child care desert until ELI has one for this project. Members discussed partnership opportunities for this subcommittee with the ELI project, including drafting interview questions for target communities. Victoria is attending a National Child Care Aware of America Conference in October and will bring back answer to Q's and resources related to ECE deserts. For now, the subcommittee is on hold.
d. The full workgroup will meet on October 30th, with subcommittees meeting in November and December.

7. **Workforce and Professional Development:** Amanda Lopez, Transform Consulting Group, presented.
   a. Recruitment, Retention, and Recognition Subcommittee:
      i. Subcommittee met in September and is working to finalize the interview questions to work towards answering the two main research questions:
         a. Why did members of the workforce enter the early learning field?
         b. Why do members of the workforce remain in the early learning field?
   b. Professional Development Subcommittee:
      i. Subcommittee met in September to review the survey responses from the identified professional development organizations. Members came to a consensus that the responses highlighted an overall greater need for social-emotional professional development opportunities within the state;
      ii. During data analysis, members noted a need to gather more information about the types of trainings offered by the organizations who indicated they offer social-emotional professional development opportunities for the early learning education workforce;

      iii.   Based on this information, members determined that a follow-up survey would be necessary to send to the organizations that indicated they offer social-emotional support and professional development opportunities.

   c. Workforce Data Subcommittee:
     i.   Subcommittee met and reviewed the workforce research questions and made recommendations of which to focus: collecting data to understand the education level of early childhood educators.

      Comment: A concern was raised that some program directors may not have received the survey. Follow-up review of survey participants will be conducted to determine who was the respondent.

IV.   2018 ELAC Annual Report and County Profiles

1. Amanda shared the executive summary, including the 8 recommendations, and an example of a County Profile with ELAC members. Members reviewed this information and provided minimal feedback and changes;
2. Nicole recommended the final report be sent via email to the Committee with the changes so ELAC members can review and vote to approve the report via email;
3. The Data Coordination and System Integration workgroup has discussed the possibility of developing a survey to administer to the public to receive formal feedback of what has been helpful and was not, information the audience would like to see, etc.
4. Communication Plan for the 2018 Annual Report and County Profiles:
   a. Data workgroup worked on a communication plan to inform communities that the annual report is available as a resource. The report identifies key audiences who can help disburse this information and suggests best practices for sharing the report;
   b. Matt walks ELAC members through all sections of the plan and the strategic plan for rolling out key messages to communities and key talking points;
   c. Cindy mentions that the plan looks very comprehensive and recommended that local community coalitions be the key to getting this resource to the local level to communicate information with local partners and businesses;
   d. The communication plan will not be released until the report is approved by the governor and made public.

V.   On My Way Pre-K Program Updates

1. Nicole shared that enrollment is open and they are accepting applications in 10 of 15 counties to get families to apply. Counties are engaged in collaborative phone calls with Beth Barret from FSSA to brainstorm and share strategies to get families to enroll;

2. They are looking for full implementation to occur in August 2018 with all counties;
3. Nathan clarifies that 10 counties are enrolling with the plan to implement in January and 5 of the counties will not be ready until 2018-2019 cohort.

Question: asks who made the decision to wait on implementation?

Comment: Nicole confirmed this decision was left up to the counties. The other five counties did not believe they were ready for implementation for various reasons. Nicole further adds that in each county they made sure to include Head Start as a part of the county teams. As enrollment starts Head Start seats will be priority before filling the seats of On My Way Pre-K.

Question: Amanda asked if Head Start programs are working to becoming On My Way certified?

Comment: Nicole is not completely sure, but unless you were already in the system as a level 3 or 4 it would not be feasible for programs to participate.

VI. **Federal and State Legislative Updates**
1. Federal
   a. Every Student Succeeds Act (ESSA):Nathan shared that the Governor signed off on the state plan and the plan has been sent to the U.S. Department of Education for review. It's available on the state website here: https://www.doe.in.gov/essa.
   b. A more in-depth update may be provided at a later date.

Members agree to cancel November meeting and meet the second Friday in December.

Nathan moved to adjourn; Cindy seconded; all approved.

The meeting was adjourned at 2:32pm.

Next ELAC Meeting: December 8, 2017 I 1:00 – 3:00pm I Indiana Government Center South