



Present:

Erin Kissling
Lacey Kottkamp
Nicole Norvell
Connie Sherman
Christopher Stokes

I. Call to Order

1. Lacey Kottkamp, Interim Chairwoman, called the meeting to order at 9:05 am

II. Approve April and May Meeting Minutes

1. April Minutes
 - a. Motion to approve: Nicole
 - b. Seconded: Erin
2. May Minutes
 - a. Motion to approve: Erin
 - b. Seconded: Lacey

III. Review Bylaws for ELAC

1. Changes and Updates
 - a. 3.0 Composition and Membership of the Committee
 - i. Change language of invited “members” to “advisors” to avoid confusion

Question: Nicole: When it says that parent members may not be employed at an agency, what do we mean by agency?

Decision by committee: This requirement will be removed from bylaws.

- ii. Head Start advisors: Grantees or partners
 - iii. Change language regarding maternal and child health to Indiana State Department of Health
 - iv. Add an advisor from the Department of Child Services
- b. 3.2 Terms of Invited Membership
 - i. Invitation of advisors: ELAC will publicly announce (and send information to select agencies) when they are looking for advisors. ELAC will conduct a review process involving reviewing resumes and/or experience to explore their fit for the committee. Nominated advisors will be invited to an ELAC meeting to introduce themselves and explain what they can bring to the



committee in an advisor capacity. Appointed members will vote on potential advisors.

- c. 3.5 Responsibilities
 - i. Change language from “Other members” to “Appointed members”
- d. 3.5 Termination
 - i. Remove termination section for appointed members, as their termination is under the authority of the governor

Question: Lacey: Should we change the attendance requirements for advisors to a percentage of the meetings?

Decision by committee: Yes. This broader policy could still be applied if the committee met less frequently.

- ii. Termination of advisors will be voted on by the committee.
- e. 3.6 Vacancies
 - i. If both the chair and vice chair will be absent from a meeting, the chair will designate another member to lead the meeting.
 - ii. Recommendations for filling vacant appointed positions will be communicated through FSSA.
- f. 3.7 Public Concerns
 - i. Section deleted
- g. 3.8 Conflict of Interest
 - i. Item 5 deleted, as it is encompassed in item 1
- h. 4.0 Compensation
 - i. By statute, members can seek reimbursement for travel and parking.
 - ii. Additional language will be added about this process.
- i. 5.0 Designated Meetings
 - i. Remove information about time and frequency of meetings. Chair will determine meeting schedule.
- j. 5.1 Quorum and Decision-Making
 - i. Must have quorum with appointed members



- k. 5.2 Proxies
 - i. Proxies (sent in the place of an appointed member) have voting power
- l. 5.3 Public Participation and Notice
 - i. Must follow open door law
 - ii. Future agendas will designate a specific time for public comment and presentations
- m. 6.0 Workgroups
 - i. Previous language was too specific
 - ii. Remove information about individual workgroups and the number of workgroups
 - iii. Add language to specify that workgroups must have at least one chair
 - iv. Chairs will be invited to report out on their work at ELAC's public meetings
- n. 7.0 Administrative Support
 - i. This section will be rewritten to mirror language in the statute
- 2. Bylaw action items
 - a. TCG will make edits to bylaws and send to Nicole and her legal team
 - b. Once final edits are made, the bylaws will be brought before the appointed committee for approval

IV. Outline of Annual Report

- a. Special Feature:

Question: Nicole: In the featured section, what about the workforce will the report focus on?

Decision of committee (after discussion): The workforce may be discussed within the entire report or in a featured section. The specific focus will be on describing the workforce demographically and discussing how to engage the next generation of the early learning workforce.

- b. Kindergarten readiness: The state of Indiana does not currently have data on kindergarten readiness or a definition of how our state measures kindergarten readiness.
 - i. Instead of presenting enrollment or retention data, ELAC would like the report to discuss what predictors are present for kindergarten success, including family and school factors.



- ii. Explain that the present need is the lack of data and understanding of readiness.
- iii. An ad hoc workgroup will be formed to prepare the content for the kindergarten readiness section. Connie tentatively volunteered to chair this workgroup. Erin tentatively agreed to be a member.
- c. General comments on annual report outline:
 - i. ELAC needs more information from the Data workgroup before approving this outline.
 - ii. ELAC tasked the Data Workgroup to prepare a more specific outline and description of the report and present that outline in July.

V. Workgroup Direction

1. In the past, workgroups have generally determined the direction for their work and what they thought was needed.
2. Moving forward, ELAC will provide guidance to workgroups based on the needs identified within the annual report. This guidance aims to ensure the work completed by the workgroups is appropriate, aligns with ELAC's vision, and is positioned to have the desired impact.
3. In this time of transition, ELAC will provide guidance that specifically relates to the statute.
4. Guiding team meetings are cancelled for the time being. The discussions that have been taking place at guiding team meetings should be taking place during the ELAC public meetings, in order to adhere to open door law.
5. Workgroup co-chairs are asked to attend the public meetings and report out for their workgroup.
6. In July, Workgroup co-chairs will be asked to give an overview (and timeline) of the work they are currently engaged in. Co-chairs are also asked to review the ELAC Statute and present on how the work of their workgroup connects to this legislative language.

VI. On My Way Pre-K Program Updates

Tabled until next month

VII. Federal and State Legislative Updates

Tabled until next month

VIII. Meeting adjourned by Lacey at 12:12 pm

IX. Next Meeting:



Indiana Early Learning
Advisory Committee

Committee Meeting Minutes

June 22, 2018
9:00 am-12:00 pm

Rescheduled for **Tuesday July 24, 2018 1:00 pm-3:00 pm**
Indiana State Government Center (Conference room TBD)