



**Present:**

Betsy Delgado, Mary Gardner, Dr. Nancy Holsapple, Lacey Kottkamp, Nicole Norvell, Christopher Stokes, and Kerri Wortinger

**1. Call to Order**

Betsy Delgado, Chairwoman, called the meeting to order at 10:02 pm.

**2. Approve November Meeting Minutes**

- Motion to approve: Christopher
- Seconded: Nicole
- Vote: Unanimous ayes

**3. Acknowledgement of Past ELAC Members**

Betsy acknowledged the commitment of Connie Sherman who had been on the ELAC since it first started and was cycling off the Committee. She asked members to share their appreciation with Connie when they saw her.

**4. Approve 2019 ELAC Annual Report**

Charlie Geier, Co-Chair, Data Coordination and System Integration Workgroup

- Provided a presentation that highlighted the process the Workgroup took to gather data from ten different agencies to complete the needs assessment and summarized the new focus areas and enhancements for the 2019 needs assessment report.
- New to this presentation (that was not included at the November meeting) was data on the ELAC webpage and Tableau views of the dashboards for the 2018 annual report.
- Last year was the first year with a communication plan, and this information provides a good baseline moving forward.

**Question** from Betsy: I see that demographics is a focus throughout. Do you want to speak to that at all?

- Charlie: We're pulling information from different agencies. It is not required that they include these demographic breakouts, so we don't always have the breakout information. We need to prepare these groups to do that because we're getting requests for this information.
- Nicole: We're looking at thresholds more so than are families at 100% FPL or 125% FPL. This is true for some other agencies as well.
- Charlie: So, then we have to supplement the data received with data from the American Community Survey to discuss what the community looks like. When I'm



thinking about vulnerable populations I'm thinking of students with disabilities or English language learners for example, but there's just not the software/programs set up to collect that information.

**Question** from Betsy: Do we have plans to bring in qualitative data from families?

- Charlie: It's something we could certainly get better at, bringing in the voice of the family. We have the voice of the provider but not the voice of the family. It's something we could bring for the next report if you want to put the resources behind it.
- Betsy: Goodwill has done some work in that area, maybe we can connect with your workgroup.
- Charlie: The Data Workgroup is here to support you, and it's been a consistent group of people interested in this. Just know you have a huge team behind you to help take this in the direction you want to go.

**Comment** from Christopher: I want the annual report to quantify the 1-2 things where we've made progress. Our focus for the next one should be on where we want to make quantifiable progress and set numeric goals to be held accountable to.

- Charlie: I would encourage the Committee to think about it in terms of questions you have when you identify these metrics. We can tell you what data is available to answer those questions and what other data we need. Then we can bring that forward to our data partners to work on getting the data.

**Question** from Mary: Vulnerable populations is an area you said we couldn't find much data. Are there any other areas?

- Charlie: Foster care and incarcerated parents are not consistently noted by data partners.
- Amanda: Even the categories of race and ethnicity are not consistently defined across data partners, so it can be difficult to pull the data together.

**Action** from Betsy: We will now have a motion to approve the 2019 annual report.

- Motion: Nicole
- Seconded: Nancy seconded
- Vote: Unanimous ayes

**Comment** from Nicole: I want to share the process of what happens after the report has been approved today. I will send the report to our legislative counsel before it goes to the Governor's Office to be officially submitted. After it is submitted, then we can share it externally and publish it on the website.



**Question** from Betsy: Is there anything that goes with the publishing of the report?  
Any campaign?

- Nicole: In the past we've done some emails and such.
- Amanda Lopez (ELAC project management support): There's a communications plan that outlines the marketing and outreach process and identifies who the key stakeholders. Happy to continue to enhance that.
- Charlie: Last year was the first year that we developed a communications plan for the annual report, and I think you see the evidence of it in the high level of webpage views. This sets a baseline for our outreach work with the annual report.

**Question** from Betsy: How long does the approval process take?

- Nicole: It varies, but I'll keep on them.

#### 5. **Preschool Development Grant Birth to Five (PDG B-5)**

Nicole provided an update about Indiana's recent federal grant award.

- Really excited to be awarded the preschool development grant. It's not strictly about preschool but instead about system building.
- No state received what they asked for in full unless they asked for under \$1 million dollars. We'll have about \$8.9 million dollars to spend, but we are still negotiating our contracts with the feds so nothing is final yet. Right now, we have to submit a revised budget (due to the funding that wasn't received), and we'll submit a revised budget mid-next week. They encouraged us to submit this information as soon as possible due to technology and government shutdown issues to hopefully process the funds to the states quickly.
- We're on a tight timeframe, because we have until 12/31/19 to spend the funds. At this time, the feds don't anticipate allowing no-cost extensions.
- Our first priority is complete a needs assessment and strategic plan before spending on later activities in the plan.

Nicole paused and asked if anyone had questions. There were none, so she continued with sharing about Indiana's grant.

- There are other activities outside of the needs assessment and strategic plan, but this could change a bit because the feds must approve the revised budget first.
- The bulk of the funds will be spent on the strategic plan and needs assessment. We know that multiple state agencies have data and produce annual reports. We don't think we're missing much data, but we need to work to pull it all together. We're not using money to recreate/duplicate data. They're asking us to answer



questions on access and equality across multiple early learning programs. Charlie was very helpful in helping us decide how to look at things and the questions to ask for data. We did include in the budget to hire a full-time data analyst to work on this and be part of the data team for FSSA. They will be able to coordinate with the ELAC Data Workgroup and other partners

- For strategic planning, we'll be hiring some facilitators to work on that, and we're partnering with a university to work on the needs assessment. We don't want this focused on FSSA programs only. It's a focus on birth to five.
- We have asked for someone to support marketing, web design, and document design, so there can be a forward-facing website for the general public. We want lots of feedback. The plan does require family feedback so that is something we'll be working on.
- The grant proposal includes doing a workforce study. Indiana AEYC will most likely be the partner for that as they historically have been.
- One of the pieces I'm most excited about is a data roadmap. There needs to be good analysis of what we're collecting, how we're collecting it, and with what systems. Then we can determine how can we then move toward a unified data system. At the end, we should have a better understanding of what is needed to get there. The parameters of this grant are for things like that - data systems-building
- We would like to create a platform for the different agencies, such as a text platform to message families. Often families are only getting messages from a single agency, and we want to work on how to get other agencies to cross-share information with families that could benefit from those messages.
- We want to minimize the paperwork burden on families. When families apply for programs, they are often asked to provide similar documentation (birth certificates, income statements, etc.). If families didn't have to provide certain documents (that they've already shown to one office), how much better would we get at successfully enrolling? Again, we're looking at how do agencies get information, and how could other agencies tap into those documents that families have submitted to another agency? This can be a barrier to access to services. We want to figure out a process to share documents internally with programs and not duplicate what we are asking for from families. In this first go around, we will work to integrate documents within FSSA (at OECOSL and the Division of Family Resources).
- There will be integration of the "Live" app with Child Care Finder and Brighter Futures.
- Help Me Grow will have funding to tag onto Brighter Futures as well.



- There will be trainings on how staff are working with low-income families and training around motivational interviewing. We want to know how to take the information we're getting and improve how staff are communicating with families.
- We'll be looking at best practices in local communities. Early Learning Indiana will be issuing a challenge grant for communities to identify best practices in Kindergarten transition.
- There's not going to be an opportunity for everyone to apply for this money especially due to the time constraints. We're hoping that if we receive additional funding, we'll be able to flow more of it locally.

**Comment** from Kerri: It's really exciting. Lacey met with some of my families to talk about barriers in Grant County. When looking to learn about Kindergarten transition, come to us. We'd love to share what we've learned and the barriers we've seen. Our parents lead the way, and they're the first voice. I love data. We do the "Ready Rosie" program, which is a family engagement system that goes to parents by text. It's been great with lots of good data. If providers are willing to share openly, it'll help us all to grow.

- Nicole: We're still very paper-based and in this weird space. When I met with our IT people, we talked about barriers to privacy and technology and changes we hope to make. So, we can now work through some of those and see what else we could do.
- Kerri: Social media has been key for our families. Highlighting community partners has been really helpful for families to learn about them. I do love hearing that they don't need to bring the birth certificate again, etc. I'm really excited for that.

**Comment** from Betsy: I think we were able to address some of the things in this federal grant that were brought up in the ELAC annual report.

- Nicole: There's a fit for ELAC in this grant as we move forward. Betsy as you think about who oversees the strategic plan moving forward, I think this is a good group to do that. Use that strategic plan to drive the work of ELAC as well.
- Betsy: I agree.

#### 6. **ELAC meeting frequency, location and public participation**

Betsy shared that we wanted to have a discussion with the Committee about how often we want to have meetings and the location of the meetings.

**Question** from Betsy: Could someone frame what ELAC has been doing so that we all have this context.



- Nicole: Typically, we've met monthly. In my tenure, it's always been here (in Indianapolis). It appears that's true. It's always been webcasted so you could listen, but until today you couldn't participate virtually.

**Question** from Betsy: Any thoughts? Anything to keep? Change?

- Christopher: I like the monthly cadence. I recommend we keep at a monthly pace but continue to focus agendas on evaluating progress and accountability.

**Question** from Betsy: Any thoughts on location?

- Christopher: I'm the wrong person to ask. I'm in favor of staying in Indianapolis due to the nature of my work and location but open to the concept of other locations.
- Nancy: I think if we looked at travelling every other month or every third month, it would allow stakeholders in those areas to participate and provide feedback on early childhood in those areas.
- Nicole: I think moving would be good if we could do that. I've always learned a lot in feedback from different areas. Sometimes we miss the perspective of what's happening locally, because we live here (Central Indiana).

**Question** from Nicole: Is there a way to meet monthly but not physically every month? There isn't always a lot of change that can typically happen in a month.

- Mary: I think we could have a call. I agree that moving around to gather feedback could be very valuable.
- Nancy: We could have it set up, so while we're there we could meet some programs and do on-site visits/ tours.
- Kerri: I am open to going around but also think coming to Indy regularly is helpful too.

**Question** from Christopher: Do we know the demand from the community for us to visit?

- Kerri: I can speak for Northeast and North Central Indiana that we have multiple coalitions and partners that would love to host.
- Betsy: I think it's the same for the south.
- Lisa Kippker (public comment): It's just as important to us, when you come to us. It would be a good idea for you to move.
- Shannon Garrity (public comment): When promoting Help Me Grow, we attended existing early childhood coalition meetings (rather than ask the community to form a meeting for us) and spoke about the program. It was a good way to do it.



- Dianna: It's a tremendous opportunity, but you need to maintain accessibility for anyone to tune in virtually. It would give ELAC the opportunity to improve the recognition of our information and share the state plan. I think there's a lot to celebrate and a lot of people to expose to the great work that's going on.
- Nicole: Thinking about Shannon's comment, if we identify a location, we want to find a coalition or systems of care meeting already happening that we could plug in to.
- B. Betsy: What I'm hearing is we'd like meet six times a year with traveling north, and south one time each and staying in Marion County the other times. Then we can check-in call which is open to the public. When we can, we should plan ahead and try to be included in existing meetings/events already occurring.
- C. Carla Biro (public comment): When you start going north, there are quite a few established coalitions and some up and coming. We want to make sure that ELAC's visit doesn't encourage competition and can maybe bring the groups together somehow.
- Betsy: We need to be sensitive, but we also need to be practical. We will need to go to a place where we can still have the livestream for accessibility across the state.

#### 7. Approve Indiana Early Childhood Coalition Building Toolkit

Mike Bachman, Chair, Provider Participation and Advancement (PPA) Workgroup

- A. I am presenting the Indiana Early Childhood Coalition Building toolkit for approval. All of the content was previously approved by ELAC last January, and now we are looking for final approval since Early Learning Indiana funded the design of the tool.
- The purpose of this resource is to support individuals and about how to build coalitions. The Workgroup took that on to create this resource.

**Comment** from Lacey: I want to add that the format of the toolkit aligns with the existing family engagement toolkit that ELAC also developed, which is embedded within On My Way Pre-K. The look and feel are familiar.

- Mike: The PPA Workgroup did have conversations about where this should go and what it should be used for. We think it should be posted on the ELAC website and sent out to groups, but there is hesitancy of it being attached to any requirement. So, we made no recommendation to attach this in legislation to On My Way Pre-K for example. Any group can take this tool and use it.

**Question** from Betsy: So, we're approving what it is and not what's done with it.



- Mike: Yes. At the time, there was discussion that Early Learning Indiana would send it out in their provider outreach work, but that conversation was in August 2017.
- B. John Peirce (public comment): The ELAC Data Coordination and System Integration workgroup also created a data toolkit. It's dependent on this toolkit. The coalition-building toolkit is also included in the annual report communications plan, because the annual report is linked in the back of this toolkit.
- Mike: There is a direct link from this toolkit to the data workgroup toolkit, because we did not want to include too many data sources. The data toolkit has all of that information for groups.

**Question** from Christopher: Can you remind us the primary target audience?

- Mike: This is to support existing and new communities wishing to form a coalition. In order to apply for OMW Pre-K expansion two years ago, counties had to look at what they may need to do to pull groups together. So, we saw this as a way to connect with that momentum and get this in the hand of those eligible 20 counties if possible as well as others wanting to do something.

**Comment** from Betsy: I need a motion to approve the coalition building toolkit and communications plan.

- Motion to approve: Mary
- Seconded: Nicole
- Vote: Unanimous ayes

#### 8. **Approve Adverse Childhood Experiences (ACEs) Issue Brief**

Megan Purcell, Co-Chair, Evaluation of Child and Family Outcomes Workgroup

- We wanted to make a resource that is simple and easy for people to learn about adverse childhood experiences (ACEs). The front page is general information about ACEs at a national level and some state-level statistics. The back side describes how Indiana communities are working with ACEs. We also included a resources box for more information.
- We prepared a communications plan to market and disseminate this issue brief. We presented the idea of the paper to ELAC in 2017. The topic was something that many felt we should address then, and we discussed how.
- This is the "100" level of information. We'd be interested in doing more targeted issue briefs for schools or providers to take the information that is available and make it appropriate for a particular group within Indiana.



- B. Betsy: This is where the impact on an entire family comes together. It is interesting work, complex. I'm proud that you got this direction. I know Indiana Department of Education (IDOE) is working on this topic.
- Nancy: IDOE has a push for social-emotional learning at schools and a new full-time staff devoted to this subject. Schools are seeing more and more little ones with trauma, and school staff don't always have that background for what caused it. It helps schools to better serve that student when we have the whole picture.

**Question** from Betsy: Any questions on the communications plan or the issue brief?

- Christopher: I don't see any examples from Indianapolis included.
- Amanda: There were none identified yet to our knowledge. It doesn't mean they don't exist.
- Christopher: Interesting. I see that as an opportunity.
- Megan: Hopefully we can take some of this and expand on it.
- Christopher: Excellent work. This is great, eye-opening information.

**Comment** from Nicole: In next steps, we want to make sure we're not duplicating existing efforts. Can this group be a link between groups that are focusing on this? This could be a great opening, and then next connect to other efforts underway. How can we help local leaders connect to resources?

- Betsy: There is a lot of great work nationally on whole family.
- Kerri: In Head Start, we have mental health coordinators. We've incorporated conscious discipline. We're working to get our staff into trainings and to learn more trauma and think about how we can support the family. Local Head Start programs have a lot of resources in place.
- Betsy: Goodwill is doing a training on ACEs focused on adults. It's the same awareness – it's something that could scale. Where do things overlap, and how do we provide more opportunity?
- Kerri: The other side we're seeing is compassion fatigue among staff.
- Nicole: We partnered with a university to see what providers are experiencing and were surprised to see how little it took to make them feel more supported and less stressed out. We're trying to decide what we want to do with that information at a larger scale. We're not always thinking about a caregiver's mental health. Typically, we're just focused on giving them more tools and resources.

**Question** from Christopher: In the communication plan, it says that the issue brief will be published on the website, disseminated to stakeholders, and shared with policy advocates around the state. Who will do that? I want to make sure we're accountable for strategy 3 and 4 in the communications plan.



- Megan: I can cover 4 as co-chair of the Indiana Higher Education Forum. We're hoping that all of ELAC will embrace this and get it out (beyond just the Committee or a single workgroup).
- Kerri: We can push this through the coalitions as well.
- Betsy: Do you feel comfortable with this?
- Christopher: Sort of, but it's kind of nebulous. I hear the commitment, but I want to make sure it's in the record to make sure we can hold people accountable.
- John Peirce (public comment): I serve on the public policy committee for the Indiana Association of United Ways and will commit to sharing it with that committee and with the state YMCAs association to do the same. As for Indianapolis, Dr. Lori Desautels has done some trainings particularly with Connie Sherman's organization and may be a good resource to note.
- Betsy: She is a great resource at Butler University.
- Betsy: I will commit to sharing the ACEs trainings (from Goodwill), so that others can attend and benefit from those.

**Question** from Nancy: Do you have the mental health facilities as a stakeholder for dissemination on your communications list?

- Amanda: We do have a member of a workgroup that's at the Division of Mental Health and Addiction, and we'll ask that she shares this with the community mental health facilities and system of care coordinators.
- Nancy: It is also good to share it with the Indiana State Department of Health.
- Steve Viehweg (public comment): The Infant Health Association and Mental Health America should get it.

Amanda: We can prepare a report listing who was sent the issue brief.

**Question** from Betsy: Any additional questions?

- None

**Question** from Betsy: Do I have a motion to approve the ACEs Issue Brief and communications plan.

- Motions to approve: Christopher
- Seconded: Kerri
- Vote: Unanimous ayes

## 9. Public Comment

- A. Madeline Baker: I want to share that the next Indiana Early Learning Summit will be hosted by the Northeast Indiana Regional Partnership on November 7<sup>th</sup> at Purdue – Fort Wayne. The event is approximately from 8am-3pm. It will be focused on sharing



the importance of early childhood education as it relates to economic development. The targeted audience participants are business leaders. Find more information available online here: <http://indianaearlylearningsummit.org/>

- B. John Peirce: I wanted to share with the new appointed ELAC members that there is a new early brain development video on the ELAC website. I'll be showing it this Monday to the Fort Wayne Rotary Club, and we will have a speaker as well. We want to share this resource as widely as possible.
- C. John Peirce: I have two questions about recent Request for Proposals (RFP) that were posted. IDOE has one on kindergarten readiness assessment and the other RFP is on Technical Assistance support from FSSA. What do we expect to come of these? It sounds like a kindergarten readiness entry assessment for IDOE. What is the intent, and what do the respective state partners hope to accomplish?
- Nancy: IDOE is working on a kindergarten readiness assessment. We want to make sure it's applicable for special education students due to federal requirements. Currently we use ISTAR-KR, so we want to make sure the historical data can be integrated with any new system.
  - Nicole: Since we're in the middle of the RFP process, I'm limited to what I can say. It was time to bid out the Child Care Resource and Referral (CCR&R) contract, which we are required to do every few years. We've been looking at how fast we've grown with expanding our Paths to QUALITY rated programs. If we continue that rate of growth, will we have the capacity to support the coaching needs of programs. With this new model, we want programs to tell us what their needs are and how we can help them. Before we made the assumption that schools needed the same supports from coaches as other programs. Now we will focus our resources by seeing what level of support programs need and to allow programs to have ownership to identify their needs and get what they need. From the CCR&R part, we took what they're experts at and gave them the space to focus on that. We want to spend more energy and focus on how to make families feel supported (previously it was providers).
  - Kerri: Our PTQ coach is amazing. Bona Vista also has an inclusion specialist, so it was great to have another set of eyes to give us feedback. That training and technical assistance from CCR&Rs is really important.
  - Nicole: None of that goes away. It's just that we don't want to assume that every program is in the same place and has the same needs. We can also expand in the ways we provide resources, so not everything has to be 1 to 1. We can't continue to build a system that requires a 1 to 1 coach with our rate of growth.



D. Betsy: John makes a good point. There are numerous resources on the website that we should be continually pointing to. Now that the coalition toolkit and ACEs issue brief have been approved, they will be posted to the ELACIndiana.org website within 24 hours. The annual report will be posted when it is submitted to the Governor's Office.

10. Betsy called to adjourn.

- A. Motioned to adjourn: Lacey
- B. Seconded: Mary seconded
- C. Vote: Unanimous ayes

Meeting adjourned at 11:39 am.

11. Next Meeting: TBD