

## Early Learning Coalition of Mason County Meeting Minutes

May 1, 2014

9:30-12:00 AM

Location: Mason County Public Health~415 N. 6<sup>th</sup> Street, Shelton, WA

In attendance: Annie Cubberly, Childcare Action Council; Dan Teuteberg, WSU-Extension, MCELC Past Chair; Diane Crabtree, Nurse Consultant; Holly Porter, Headstart/ECEAP, MCELC Future Chair; Jane Partridge, Visions for Early Learning; Jennifer Williams-Forster, South Sound Reading Foundation; Kim Smith, South Sound Parent to Parent; Kristi Selby, Shelton Timberland Library, MCELC Secretary; Lydia Buchheit, Mason County Public Health, MCELC Chair; Olivia Olson, South Sound Parent to Parent; Skylar Carrol, Hood Canal School District; Susan Herrick; Mason County Public Health; Tami Stoutnar, Shelton Schools; Tamra Ingwaldson, United Way of Mason County

Facilitator: Lydia Buchheit, Mason County Public Health, MCELC Chair

### 1. Welcome & Introductions

Discussed the financial decision to not use a consultant for this meeting as originally planned, and the intent of this meeting; to work on ELC priorities based on Mason County needs assessment. Also reiterated the purpose of the (present company) steering committee.

### 2. Local Priority Strategies and Action Plan development

Highlighted the Thurston County ELC one page, easy to digest document for us to look at and consider as a model or potential format. Noted that it stays in alignment with state priorities.

In order to get us brainstorming a two-year action plan, Lydia proposed the question:

*What comes to mind when we think about Early Learning?*

Responses included kindergarten readiness, school readiness for all, after school programs, parent education, teen mentoring, social-emotional and needs assessments for families, ACES, universal preschool, youth development, infrastructure for families (including homeless), services for diverse families, community awareness, prenatal support, more support for and collaboration with First Nations, early intervention for children with delays, public and political will.

Also discussed the importance of identifying and responding to local Mason County needs while aligning with state priorities.

Categories we brainstormed as umbrella priorities (and that the above mentioned fall under):

- Parent Support
- High *Quality* Early Learning
- Community Education/Awareness
- Early Identification/Screening

Lydia requested those interested in participating in working on the strategic plan to email her their interest. Lydia will consolidate results of today's brainstorming session.

Continued discussion about the importance of focusing on policy as we move forward and that our mission is to support agencies that are working in Early Learning in Mason County , rather than the coalition doing the projects. Also noted that we are part of VEL and there is a need for and strength in local coalitions connecting.

### **3. Merging of ELCMC and ICC**

Holly facilitated this part of the discussion and suggested members of each group work together to discuss a potential merge and ask questions of each other.

Topics discussed in individual groups included: screening requirements, reporting, minutes, contractual requirements, grievance procedures, fiscal procedures, officers, bylaws vs. flow chart, etc.

Concerns mentioned to the whole group included the value of hearing from direct providers, meeting times, keeping providers engaged, keeping awareness of children with disabilities, contract/reporting requirements, honoring the different coalition cultures.

### **4. Financial Report**

Lydia reiterated MCELC procedures for approving funding and shared the *Request for Funds* form.

Kristi shared current expenses and balance report as \$9240.09 after May provider event and including \$1000 towards United Way (see motion below) and noted that the report is a work in process. She is currently getting feedback from others about what information would be helpful/necessary to include and based the numbers on United Way Profit and Loss reports.

Lydia made a motion to approve \$1000 towards administrative costs to United Way. The total includes \$500 that is earmarked for last year (2012/13) and \$500 that is earmarked for this year. Motion seconded and approved.

A request for \$250-\$500 to help offset costs of the United Way Early Learning calendars was brought forth with a completed Request for Funds form. Calendars are annually distributed to local schools, the library and other distribution sites and include early learning activities and information for parents. Boeing is the major funder of the calendars. Tamra can request the MCELC logo be included. Group discussed, \$250 be approved for calendars, motion seconded and approved.

### **5. April Minutes**

Committee reviewed last month's minutes. Annie suggested one change regarding May provider event; *all* are welcome, not only providers. Minutes approved upon change made.

## 6. Work Group Reports

**Play Group:** Annie reported that the Play Group work group met, however, a key person who was assumed would be interested in coordinating a Play Group for Spanish speaking families is unavailable. This still leaves \$500 that was earmarked for a play group as unrequested funds. Group discussed ways the money could be expelled and that still meets criteria, such as via the local shelter. Dan will ask a contact at the shelter about existing projects. A \$2000 Play Group VEL grant was also mentioned as another funding source local groups might be targeting.

**Kindergarten Transition:** Holly mentioned the creation of a statewide transition form.

**May Event:** Annie mentioned that 50 people are now registered for the upcoming May provider event.

Meeting concluded 12:00 p.m.

## Action Plan

Who	Will Do What	By (Date)
Lydia	Consolidate results of strategic planning brainstorm.	
Dan	Speak with local shelter contact regarding \$500 play group fund.	