Meeting Minutes – NHECC Operations Committee

**Location:** United Way of Greater New Haven

**Date:** January 17, 2018

**Time:** Called to Order: 2:00 PM | Adjourned: 3:30 PM

## Attendance

Dr. Boise Kimber, Dr. Michelle Baker, Denise Duclos, Randi McCray, Sadie Witherspoon, Sarah Fabish, Elisabeth Teller, Camille Cooper

## Agenda Items

Guest Presentation: Camille Cooper, Smart & Secure

Minutes from Previous Operations Committee Meeting

Council Membership

Fiscal Report

February Council Meeting Agenda

* Topic/Guests/Presentations
* Items for Vote

Committee Updates

* Personnel
* Grants Committee
* Racial Equity
* NHChiLD Adhoc Committee

Ops Committee Retreat

## Action Items

1. Randi will review Camille’s presentation and present a plan to integrate it into the Council’s work
2. Randi will send invitations for new Council members to attend February Council Meeting
3. Next Ops Meeting scheduled for February 22, 2:00 PM due to holiday
4. Camille to provide the Personnel Committee with a budget of the total PPP3 Program

## Smart & Secure

Camille Cooper provided an update on the work that has been done for the Smart and Secure program. Camille shared that the curriculum has been updated and Comer has started to recruit a group of parent participants for the first training. They have also rebranded the program as Parents, Partners and Peers. Camille distributed an outline for the program and explained that the program is operating at two schools in New Haven.

**Council Membership**The proposed membership slate was reviewed. A recommendation was made to add New Haven parents who have children enrolled in early childcare programs. Other additions and removals can be reviewed on the finalized list of recommendations.

**Grants Committee:**The Grants committee reports that they have moved spaces but still have more to move so that they aren’t lost. The Grants committee also presented a draft of their committee charge. A copy can be requested by emailing Randi or Denise.

**Personnel Committee:**The committee presented the following recommendations;

* Execute a Interim Contract for the Council Director
* Determine how the Council will allocate the City of New Haven funds
* Identify which Council Funds are restricted versus unrestricted