*All New Haven children, birth through 8 are healthy, safe, thriving in   
nurturing families and prepared to be successful lifelong learners.*

**NHECC Operations Committee Meeting Minutes**

August , 2018

Time: 3:00-4:30 pm

The United Way of Greater New Haven

**Attendees:** Dr. Kimber, Dr. Muley, Allyx, Randi, Sadie, Tirzah, Denise

### **Announcements -**

Allyx presented an opportunity for the Council to be listed as a partner on a grant application. The grant is a two-year award that supported a coach for SR programs. All in attendance agreed to move forward with the grant application with the Council listed as a partner.

### **Co-Chair Update**

6 month development plan - Proposed six-month development plan was presented by Dr. Kimber and Dr. Muley. The plan will serve as a guiding document for activities that Council staff (Randi McCray) and the Operations Committee need to ensure are completed each month. The plan was approved by all those in attendance. The plan will be distributed at the September Council Meeting.

Membership list - Dr. Kimber presented the recommended membership list. One addition was made for the parent representative (Jerry Haruna). The list will be presented for vote to the Council membership at the September meeting.

National League of Cities: Randi and Dr. Muley will be representing NHECC at the conference in September. A small committee met to develop a central focus for the site meeting. The small committee identified professional development as a priority area of focus and agreed to partner with NhChild to explore this area further. NLC has approved one additional attendee for the conference. Sadie is unable to attend. Allyx will attend as a NhCHILD representative. NhCHILD will cover Allyx’s expenses. NLC is unable to cover any expenses for representatives over two.

**Council Operations Update**

Randi presented the finance report for FY18 and a proposed budget for FY19. Corrections were to be made in carryover funds from the Community Foundation and funds

Randi also noted that is necessary to review the City of New Haven contract. Based on last year’s spending, Randi recommended the use of funds be directed towards workshops for SR providers from Integrated Wellness and Project Launch. Integrated Wellness can be secured to provide workshops for SR Providers that align with licensing and quality requirements (as suggested by Allyx) and Project Launch has a workshop for providers and program directors, which provide information on best practices in authentic parent engagement. Both recommendations align with the current SR policies being developed by the Grants committee.

Randi requested approval to submit a letter of intent to the State Education Resource Center for a parent leadership training grant. The letter of intent is due August 31, 2018 and the full grant application is due September 14, 2018. The request was approved by all in attendance.

**Committee Updates**

Racial Equity - Tirzah will be attending CTP update meeting to assess the CTP as it relates to equity outcomes. She will share her notes with the committee after the meeting. An RFP has been submitted to Graustein for equity training. Training funds will be used to host a training SR provider staff and Council membership.

Grants Committee - Review and approved the transfer of spaces to Farnam and Friends Center. The transfer will provide full day spaces in two programs due to the closing of Zigler.

Zero - 8 Committee - Committee will meet the first Wednesday of the month. Meeting conflicts with the Racial Equity Committee. It was agreed upon to hold both meetings for this month and assess the impact at a later date.