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

**NHECC Council Meeting Notes**

September 4, 2019

**Welcome and Introductions**

Dr. Killins thanked the Access Committee members who worked on the Back to School Rally.

**Minutes** from July 10, 2019 Council meeting (vote)

Motion to accept the minutes: Karen DuBois Walton; 2nd: Allyx Schiavone; Minutes approved

**School Readiness Project Director Report:**

* Utilization rates for July 2019

Denise Duclos distributed a chart showing the capacity and utilization rates for each provider. Only full day programs were in session in July. Of the 706 FD spaces in New Haven, 703 were filled.

* Update on SR enrollment projections for September— list of SR programs with openings

Denise distributed a chart showing the projected number of September openings for each SR provider. The data is based on an email and phone survey done the last week of August. Total unfilled SR spaces for all providers is 141 of the 1,016 SR spaces in New Haven. This is about 14% of total.

*Discussion:*  What are we doing to fill the spaces? Flyers are being distributed and via email to all home visiting programs. Tammy Robinson suggested we send the flyers to the new list of families generated at the Back to School Rally. The NHPS did 2 robo calls in August to all parents on the prek Magnet wait list. Another call will be done soon.

* Review of the OEC comments on our SR FY20 Community Grant

The score New Haven received from OEC’s review of the FY20 Community SR and QE Grant was distributed along with the OEC’s rubric for scoring the grant.

*Discussion:* How did New Haven do compared to other communities? New Haven was commended for its comprehensive RFP review process; coordination of organizations to provide info to parents on all prek options and accurate fiscal and attendance info on monthly reports. New Haven lost points for not publicly posting council minutes, 4 of 22 subgrantees did not meet QSM requirements at the time of the grant review and $51,386 of QE funds were not allocated at time of grant submission and no RFP was submitted.

*Next Steps:* Denise to—

* Get info on scores for other communities and the average score.
* Draft letter to OEC explaining, and giving examples of, how the Council responds and resolves issues related to monitoring of SR programs. Letter to include an explanation of our RFP process for selecting QE Ed coaches and report of steps taken to make public the Council meeting agendas and minutes.

* Vote to allow Friends Center for Children to move 17 SR spaces from current location (227 East St) to 495 Blake Street

The request to move spaces and the rationale for the move was explained and presented in a document distributed at the meeting.

*Discussion:* How will Friends, which is a large brand, work with Creative ME, a SR center across the street from Blake Street site, to recruit children from nearby communities? Karen DuBois Walton noted the West Rock families who work could use more child care options. Allyx explained that the proposal and plan to recruit children could not be brought to Council for vote until a lease with the Elm City Montessori School was signed.

*Next Steps*: Friends Center for Children will work with Creative ME to jointly recruit families in nearby neighborhoods.

*Motion t*o accept transfer of spaces: Karen DuBois Walton; 2nd: Kathy Hagearty; 11 in favor, 0 opposed, 4 abstentions. Motion carries.

**Financial Budget Report:**

Sarah Fabish explained the budget and expenditures to date. ( FY20 Revenues, Budget and Expenditures to Date distributed) and the Council proposal to City for expending $53,000 allocated to Council from Community Services Administration (CSA ) . All was presented for council information and discussion. A vote will be taken on the budget at another meeting.

*Discussion:* Council members asked clarifying questions regarding the Comer Project. It was explained that the CSA asked that this be included in the council’s work as it aligns with the City Transformation Plan. More information is needed regarding how the parenting work proposed will align with the work of the Council’s committees and how the council will track progress. There is $3,000 proposed for work of the committees. Committee chairs are to submit budget proposals as to how they would like to use the funds and how it aligns with their work.

Dr Killins put forward a proposal to hire Tim Banks to fix the NHECC website. She explained that there were 2 proposals submitted for the work. While all proposals to spend council funds should first be presented for approval by the council, there was an urgency to get this work done as there has been an FOI request for Council meeting minutes. Posting Council notices and meeting minutes will address compliance with FOI and the expectations of the OEC.

Discussion: will the website work include fixing the child care app? No. That will have to be done through another contract. Does the work include training the NHECC Director or someone else to update the website? Yes, though who will be trained is still up for discussion. When does the Executive Committee meet and can anyone join the meeting? The committee usually meets on the 3rd Monday of the month, oftentimes by conference call and anyone is invited to join the discussion.

*Motion:* To accept the proposal to fix the NHECC website, hiring Tim Banks for $5,000 @ $35/hour. Wendy Simmons made the motion, Eliza Halsey 2nd, all in favor with 3 abstentions.

*Next Steps:* Allyx suggests that all council members should sign a conflict of interest policy.

**Graustein update**: Council received a grant from Graustein to continue the work of offering workshops on racial equity. The RFP was to do work with SR providers and their staff as well as with Council members. Graustein recommended 3 consultant groups. Council is not obliged to select only from the 3 recommended. It is unclear who received the RFP, and with the Council Director absent, the question could not be answered. SERC submitted a brief proposal (distributed) for $5,600.

*Next Steps:* Wendy Simmons agreed to follow up with Dr. Baker and to usher the process through the Quality Enhancement Committee.

**Presentation by Family Centered Services:**

Jessica Palmer of Family Centered Services of CT in collaboration with CCP and NHHD- received an 18 month home visiting grant from OEC to provide families with children ages 2-6 years with The Family Check-Up and Everyday Parenting Program. A PowerPoint handout, one-page general description, one-page flyer in English and Spanish for families and a referral form were distributed. Family Check-Up starts with an initial interview and includes a child/family assessment and feedback sessions. Parents can then opt for the Everyday Parenting Program . It is an evidenced based model for families with children 2-6 years old. Referrals can be made by providers (with parent/caretaker signature) or directly by families. Family Check-Up will have the ability to serve 150 families in the year.

Next Steps: Jessica will send the referral form to Dr Baker for distribution to council and SR providers. Suggestion was made to ask Sadie Witherspoon to bring in the book Everyday Parenting which is used with families.

**Committee Updates**

* Family Partnership Committee-no report.
* Quality Committee: a subcommittee has been working to review the proposals submitted by QE education coaches to work with SR programs. Five proposals were submitted as a result of the RFP posted first week of August. While committee is seeking more information from some of the candidates, a 2nd RFP was distributed because none of the current proposals included bi-lingual English/Spanish candidates. Committee hopes to come back to the Council next month with recommendations.
* Access Committee: Tammy Robinson report Back To School Rally which the committee participated in was a success. Sixty-two families received information on preschool openings and other info and agreed to participate in a raffle of a diaper bag stuffed with items and gift cards. Fifty-four of the families agreed to be on a mailing list to receive updated information from the Council. There was a display of the diaper bags given out and a plaque noting all the contributors.

**Announcements:** New Haven Adult Education is holding a march and rally “No Excuses” on September 26th. Flyers were available to share.

Meeting Minutes submitted by Denise Duclos

**Next Council Meeting – Wednesday, October 2, 2019**