

ELC Direct Services Sub-Committee
Infant Toddler Focus Group – Steering Committee (Core Team)
Haseko Center
December 20, 2011
Meeting Notes

Present: Cindy Hirai, Keiko Nitta, Mary Ann Nemoto, Grace Fong, Chris Jackson

- ***Recapped November 29, 2011 TA Conference call with ZTT staff*** Barbara Gebhard & Cindy Oser by reviewing notes from the call and checking to see that “homework” has been done or is being worked on.

- ***Discussed 2012 TA onsite*** and made the following decisions:
 - Possible dates (check which work best for Barbara): March 27-28; March 28-29; March 29-30; April 12-13

 - Possible location: Honolulu Ohana Airport Hotel and/or Best Western Plaza Hotel (to accommodate NI folks); need one more bid for procurement purposes. Both sites can accommodate at least 100+. Meal costs are the same; Best Western a little more expensive due to facility rental costs, but is also a little larger in space.

 - Audience: focus for this stakeholder summit is not so much on direct services but on policy agenda-setting. With that in mind, the following groups were identified as potential participants: Early Learning Council members; Gov’s EC Coordinator, EIS administrators (including POS admin); EHS Directors; ELEU (Family Child Interaction Learning Programs) Administrators; Healthy Start Program Directors; MIECHV grant administrators; GBA County Coordinators; GBA ED & Public Policy Director; Licensed I/T Directors; PATCH; HAEYC; DHS (Child Care Program Office Program Specialists & CWS Administrators); DOE (EC Specialists for ECE & Part B; OCISS Administrator); Infant Mental Health; Center on the Family (LTG; QIRs); Community College & UH EC faculty; Chaminade; P-3 Site Coordinators; Kamehameha Schools Hi’ilani Administrator; PHN Supervisor; Legislators (Human Services & Education)

 - Agenda: format discussed on 11/29 conference call still seems appropriate

 - Desired Outcomes were identified as follows: Participants will have (1) gained insight into infant toddler issues from a national perspective; (2) increased their awareness of current and planned initiatives/projects in Hawaii; (3) engaged in developing the infant toddler agenda for Hawaii.

- *I/T Work Plan* (now formatted under the ELC Framework “pillars”): made revisions based on feedback from Barbara Gebhard and further discussion as a group. Keiko and Cindy to work on Health section. Decision was to wait until the next meeting (January 4th) to get more input in populating the columns. This will then be used during the afternoon of the Stakeholder Summit to get more community input/buy-in to setting the Infant Toddler agenda for Hawaii.
- *I/T System Graphic*: Group decided to put the excel spreadsheet document Grace drafted on hold for now. Keiko will work on consolidating Cindy’s HV graphic into the Continuum of Services graphic and will bring this to the next meeting for review/input.
- *I/T Matrix of Services*: Group felt this document might be a useful resource to distribute at the Summit – revisions to the format were suggested (Chris to do), and Keiko volunteered her clerk to follow up with phone calls to help populate the matrix. Another thought was to send this out when invitations to the Summit go out so that participants can help to further populate this based on their own knowledge of community resources.
- *2012 Calendar of Events*: As we plan training and stakeholder events for 2012, it is important to tie things together so that they build upon one another or are aligned in some way to a bigger picture versus a one-shot event. Discussion ensued as to who would coordinate this effort and where such a “calendar” of events would be housed. One thought was that this should be housed within the Office or Department of Early Childhood, once a website has been established. Another thought was to post it on the ELC website (there is no current mechanism for ongoing & timely oversight of this, however). The HCYC CANOES website is also a possibility. Further discussion is needed.

Next I/T Steering Committee meeting: Wednesday, January 4, 2012 @ Kinau Hale Board Room; 1:00-3:00 p.m.

Next I/T Focus Group meeting: Convene meeting after the Summit to begin discussing action steps needed to implement our strategic plan.