

ELC Direct Services Sub-Committee  
Infant/Toddler Focus Group Steering Committee Meeting Notes  
Haseko Center  
February 2, 2012

Participants: Cindy Hirai, Ellen O'Kelly, Marja Leivo, Melodie Vega, Mary Ann Nemoto, Lora Perry, Sharon Taba, Terry Lock, Shelley Weatherwax, Sherry Nolte, Keiko Nitta, Brenda Watanabe, Chris Jackson

Welcome & Introductions

Chris welcomed the group and self introductions were made. Brenda joined us by phone.

Planning for Policy Summit (4/12)

- **Develop invitee list:** Group brainstormed participant list categories and numbers per category (e.g., State Department administrators; ELC, etc.). Chris and Keiko to work on contacts per category; revise the Save the Date flyer and send out (by invitation only).
- **Approve Save the Date Flyer:** recommendations included consolidating invitee listing on flyer and clarifying who the event is being sponsored by (ZTT Public Policy and ELC Direct Services Infant Toddler Steering Committee).
- **Confirm Summit Location:** Bids were secured for Best Western Plaza (proximity to airport/shuttle), Ohana Airport hotel (proximity to airport/shuttle) and Ala Moana Hotel (nicer venue and in town). Group agreed better to go with accommodating NI folks. Chris to confirm reservations and make arrangements with Best Western staff.
- **Review Preliminary Agenda:** Lots of discussion around composition and purpose of panel after the State of the State – current initiatives versus parent testimonials and which would be more effective for which audience. It was decided that current initiatives based on the 4 pillars should be our focus (parents can share challenges accessing care in the afternoon small group work or during SWOT activity). *Still need decision on who/what to feature during the panel time.* Identified more roles for Barbara and Cindy to play during the day (keynote, SWOT, afternoon activity and next steps recommendations) – see revised working agenda for 4/12.
- **Discuss “State of the State” presentation:** It was agreed that Terry would be the best person to do this, possibly using ZTT and Hawaii demographics and information we are collecting through our Services Matrix as content for presentation.
- **Identify facilitators/recorders for afternoon work:** Group felt that rather than having Barbara & Cindy facilitate groups, that they should be floaters so they can hear discussions and use this to provide recommended next steps at the end of the day. *Facilitators and Recorders still need to be identified.*

### Summer 2012 Practitioner Professional Development Summit

- Shelley distributed a DRAFT Planning Document (updated 2/1/12), describing potential resource speakers & topics available through the HS TA network.
- A smaller planning committee will meet via conference call on 2/14 @ 3:30 p.m. to begin planning this event, scheduled for the week of July 30<sup>th</sup>.
- Melodie, Cindy, Chris (Chris to invite Mike Fahey) volunteered to participate on this sub-group – Shelley to then share updates with larger Steering Committee.

### Workforce Professional Development (tabled until the next meeting)

- UH System: Sherry Nolte
- PATCH: Brenda Watanabe

### Review of Services Matrix: *Everyone to review and bring feedback to next meeting*

Review of Draft Strategic Plan: Chris to delete Indicators and Resources columns (these would be included in the Action Plan document) and re-send; *group to review and bring additional ideas for improving draft to next meeting.* (QUESTION: Are the goals in the plan too specific?)

### NEXT MEETING:

- **February 23, 2012 from 1:00-3:30 p.m.** (following HCYC Core Team meeting)
- **Meeting site changed to QLCC (1300 Halona Street; front building conference room)**