



**GREAT START COLLABORATIVE
EXECUTIVE MEETING
SEPTEMBER 6, 2007
MINUTES**

Present: Rich Van Tol, Suzanne Greenberg, Mary Ellen Johnson, Linda Schneider, Julie Kozan

1. Review Agenda, Add Items

2. Strategic Plan & Year 2 Work Plan

- Early Childhood Infrastructure Review is still missing. We need to have this on the agenda for the next meeting. We'll have to engage our GSC members in some minor tasks. Joan Blough suggested we use the Collaboration Factors Inventory for this process. S. Greenberg will facilitate this at the meeting while R. Van Tol takes notes on member responses.
- We looked over the future meeting schedule. The full collaborative will meet 6 times a year and the subcommittees will meet 6 times a year (opposite months as the full collaborative meetings).
- Work groups that were suggested or required are Financing & Fund Development Workgroup, Early Childhood Professional Development Workgroup, and Early Childhood Data Integration & Information Systems Workgroup. Anyone can volunteer for the workgroups, and they would meet as often as the work groups determine necessary. These volunteers would also come from outside the collaborative.
- J. Kozan will work on arranging rooms/locations for the GSC meetings (including subcommittee meetings).

3. GSC Coordinator Posting

- We reviewed the GSC Coordinator job posting.
- It was agreed upon by the group that the SISD would be the employer of record.
- This person will be an exempt staff person.
- This will be posted internally and externally. At the soonest, the advertisement will start running next Sunday, September 16, 2007. S. Greenberg will write the advertisement and R. Van Tol will let her know when to run it.

- We need to decide who will be on the interview committee. The following people were noted as those who should be on the interview committee: L. Haynes, R. Van Tol, S. Greenberg, and possible Linda Jensen from the SISD. L. Schneider will be part of the committee if S. Greenberg is unavailable.
 - October 1, 2007 from 9 a.m. – 12 p.m. will be reserved for S. Greenberg and R. Van Tol to screen candidates.
 - The dates for interviews will be October 3, 2007 from 8 – 11 a.m. and October 4, 2007 from 3 – 7 p.m.
- 4. Agenda Prep for September GSC Meeting**
- Strategic Plan/Blueprint approval.
 - Grant Application for 07/08 including the Implementation Plan and budget for 07/08.
 - Parent Coalition Update.
 - ECIC Board Appointment.
 - Health expo staffing and orientation.
 - Collaboration Factors Inventory.
 - Copies of application of membership will be filled out by all members. R. Van Tol will do a designation letter for agency directors.
 - Meeting schedule and locations for 07/08 and organization chart.
 - GSC Coordinator posting.
 - Mini conference on October 26, 2007.
- 5. Parent Coalition Updates**
- Will be tabled for next meeting.
- 6. Memorandum of Understanding Updates (Need list of “voting” members)**
- R. Van Tol will finish getting the superintendents signatures at the September 13th meeting.
 - R. Van Tol wrote into the work plan that we will begin working on this October 1st and come to a resolution by January 1, 2008.
 - J. Kozan will check to see if Lisa Burnell from Health Delivery is on the listserv.
 - We go with what we stipulated in the bylaws for next month’s meeting, we will then have time to revisit the new membership guidelines from October – December.
- 7. Operating Guidelines Update Needed**
- This does not have to be completed by October 1, 2007.
- 8. Application Packet for GSC Members**
- The group discussed the draft of the Appointment of Members to the Great Start Collaborative provided by L. Schneider.

- The suggestion was made to add at the end of the document that if someone is not accepted, they are still welcome to attend the meetings.
- We also discussed the Attendance and Participation Policy for Members of the Great Start Collaborative provided by L. Schneider.
- The monitoring of attendance was discussed, and was suggested that roll calling take place at each meeting.
- L. Schneider will make changes on these documents and send to J. Kozan.

9. ECIC Board Appointment

- S. Greenberg received several nominations for this appointment. Judge Faye Harrison, Dr. Kristen Outwater, Ruth Miller and Suzanne Greenberg were all suggested.
- As long as Dr. Outwater is able and willing to go to the event on October 11th, the nomination for her will be made to the SISD.
- R. Van Tol would like to give the Governor more than one or two choices. He would like to give Judge Faye Harrison, Ruth Miller and Suzanne Greenberg as other nominees.

10. GSC Budget

- R. Van Tol discussed the GSC budget (draft). This requires a 20% match -10% has to be cash and 10% can be in-kind.

11. Upcoming Health Fairs/Expo Staffing

- L. Schneider will send J. Kozan 3 or 4 talking points that volunteers will use at the health fairs.
- J. Kozan will bring the display board to the September 24, 2007 meeting for input and feedback.

12. Future Meeting Schedule

- The October Executive Committee Meeting – Thursday, October 18, 2007 at 8:30 at Transitions Center.
- L. Schneider will facilitate the full GSC meeting in October.

13. For the Good of the Order

- There was discussion of GSC Mini Conference coming up on October 26, 2007. This will be on the September 24, 2007 agenda.

**Next Executive Committee Meeting
Thursday, October 18, 2007 at 8:30 a.m.
Transitions Center**