****

**VCPD Governance Workgroup**

**December 4, 2018**

**3:00- 3:50**

**MEETING SUMMARY**

**Present:** Deana, Jaye, Cori, Aleta. Peggy

**Celebrations and Announcements**

* Mira Cole Williams (Higher Ed Rep, Piedmont Facilitator) welcomed baby Leilah Margaret Williams on 11/13/18.
* VCPD 101 was offered at the GMU campus in Manassas with 24 participants. Thanks to Virginia Quality/Fairfax Office for Children and TTAC for hosting.
* Deana was cleared to get back to work this morning!!
* Aleta shared that she attended the Commission on Youth meeting earlier today. Topics included the Children’s Cabinet, TANF (and the “cliff”) and School Resource Officers.
* The Creating Connections to Shining Stars Conference call for proposals is out. The link is on the VCPD website.

Task: Cori to send the link to Peggy and Aleta.

**Review of November 6, 2018 Meeting Notes**

Notes were reviewed and tasks completed or carried over.

.

**VCPD Brochure**

Governance approved updates to the VCPD brochure to reflect our revised mission and goals statements and a new quote.

**December Meeting Agenda**

Jaye noted that there is a full agenda for the December VCPD meeting next week, with presentations by Jenna Conway and Emily Griffey as the main features. Jaye and Kris Meyers are meeting on Wednesday afternoon to plan the discussion of the recently completed PD Provider Survey.

We also discussed the possibility of snowy weather impacting the meeting. Snow was also an issue at our March 2018 meeting. In March, we ended up holding a shorter meeting (11:30-3:00) with 18 members present. There were 27 who originally planned to attend.

The presentations by Jenna and Emily are very time sensitive and important to hear. One possibility would be to hold a webinar meeting if face-to-face proves to be a challenge. On the other hand, if the weather is that bad, state agencies and other offices may close so some people would not participate. Child Care Aware and early intervention could provide webinar access if needed.

We will also need to consider the availability of the library meeting space and the implications of cancelling the lunch order. Cori said that Panera has been understanding with the promise of a future order.

Task: Jaye to check with Sandy regarding implications of having to cancel the lunch order.

**VCPD 101 and 102**

We will offer two more sessions before June 30, 2019 with some funding to support. Considering March 7-8 in Richmond and June 13-14 in Piedmont. CDR has 12 staffers from several projects needing VCPD 101 so that group could form the core for the Richmond training. Space at ChildSavers is not available on March 8 so another location will need to be identified if we go with those dates. Northern is also interested in an additional training in the spring; however we need to consider accessibility for all areas of the state.

The VDSS contract also supports 3 pilot sessions of VCPD 102. This is a follow-up training for PD providers who have completed VCPD 101. Considering March 29, May 22, and June 7.

Task: Jaye and Sandy to discuss dates, locations, funding, co-trainers, etc.

**Inclusive Practices Task Force**

The IPTF held at face-to-face meeting on November 19th.  They continued their work on infographics targeted to particular audiences.

**Continuous Improvement**

Not discussed.

**Carryover**: TACs and Regional Consortia Facilitators

**Future Governance Meeting Dates**

* February 5
* March 5
* April 2
* June 4
* September 3
* October 1
* December 3

**Future VCPD Meeting Dates**

* December 11: Face-to-Face at the Tuckahoe Library
* February 12
* March 12 (Face-to-Face)
* April 9
* June 11 (Face-to-Face)
* September 10
* November 12
* December 10 (F2F)

**Inclusive Practices Task Force Dates**

* January 28 at DBVI