****

**Governance Workgroup**

**October 2, 2018**

**3:00-4:30**

**MEETING SUMMARY**

**Participants:** Aleta, Cori, Dawn, Jaye, Jodi (for Peggy), Sandy

**Celebrations, Announcements, and Updates**

* Jaye is likely going to survive the last minute changes from ECPC for the Higher Ed Symposium.
* Aleta had a Trauma Informed Care training yesterday in Hopewell that went well. Another on August 10. So far, over 600 Head Start staff have received this training, with two regions remaining. Aleta has been connecting with Voices regarding their trauma informed initiatives.

**Review of September Meeting Summary**

 The September Meeting Summary was reviewed. Tasks were completed.

 **VDSS Funding**

 Sandy shared that the final paperwork has been sent to VCU. She has routed it through the Office of Sponsored Programs. Funds should be available soon.

**Cross-Disciplinary Higher Education Symposium**

 There are 38 total participants attending our VCPD Cross-Disciplinary Higher Education Symposium later this week. Dawn, Cori, Sandy, Katie Webb (ARC family rep) and Jaye will be there. We have teams from Longwood, VCU, Radford, Lynchburg, GMU, and JMU along with reps from NVCC, VWCC, PHCC and UVA. ECPC is funding the event and providing three presenters: Drs. Toby Long (PT), Sandy Schefkind (OT) and Deb Zeigler (ECSE).

**Recognition for Kathy Gillikin**

 Kathy announced her retirement at the June F2F meeting, and thus we have not had a chance to thank her for her significant contributions to VCPD. We decided to see if Kathy would join us for a part of the December F2F meeting. We will get a cake, flowers, and a card to say thanks for all she did to support VCPD efforts. As we get closer to the meeting, we will assign tasks (plates, forks, cake, flowers, card, etc.)

Task: Jaye to contact Kathy regarding attending the December meeting.

**Meeting Dates for Governance in 2019**

2019 Governance meetings will be held on:

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

 There may be a need for called meetings as well to address unforeseen opportunities and issues.

**Meeting Dates for VCPD in 2019**

The full VCPD will meet on:

* February 12
* March 12 (F2F)
* April 9
* June 11 (F2F)
* September 10
* November 12
* December 10 (F2F)

**Agenda Items for November and December VCPD Meetings**

November

* Bonnie Grifa ECMH Provider Survey Results (carryover from September and March when Bonnie was unable to present due to illness and hurricane evacuation)
* Draft Revised Mission Statement
* Note: Jaye will be in a hotel room in DC due to the NAEYC conference.

December

* PDG B-5: Dawn reported that VECF is hiring a grant writer. This is essentially a one-year grant with the opportunity for extension. Needs assessment and strategic planning are the focus. There is also a parent engagement requirement. The funding pool is $15,000 million. Due November 6. (Note: HHS expects to distribute 40 awards by the end of the year, ranging from a minimum of $500,000 to a maximum of $15 million.)There is a minimum 30 percent match required for states receiving the grants.
* Emily Griffey has agreed to present the Voices legislative update.
* Kris Meyers will present the results of a PD provider survey that VQ is conducting this month.
* Possibly small group review of VCPD 101 Trainer Observation Tool

Task: Dawn to ask about Jenna Conway attending and sharing information.

**Mission Statement Revision**

See attachment for revised draft of our VCPD mission statement.

**Updates**

 Two VCPD 101 trainings are scheduled for this fall. The VDSS contract (when it arrives) requires three per calendar year July 1-June 30 and also will provide some funds to support trainings.

* Portsmouth, ODU Campus, October 24-25, approximately 12 registered to date
* Manassas, GMU Campus, November 29-30,targeted toward VQ and Smart Beginnings, Debi Stepien supporting as well

 The Inclusive Practices Task Force has been working on infographics targeted to specific audiences. Upcoming meetings are November 19 and January 28.

 Jaye emailed Tammy Petrowicz regarding an update on the possibility of a call to discuss a training of trainers for Practice-Based Coaching. She has not yet heard back from Tammy.

**Continuous Improvement**

* What worked? Very organized, accomplished a lot, advance draft for revisions to the mission statement.
* What could be improved? Not plan so much in one day.