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**VCPD Governance Workgroup**

**September 4, 2018**

**3:00-4:30**

**MEETING SUMMARY**

**Participants:** Cori, Dawn, Deana, Jaye, Laurel, Peggy, Sandy

**Celebrations, Announcements, and Updates**

* Katie Webb from the ARC of Virginia will serve as a parent member on VCPD, IPTF and ECPC.
* The new Central Consortium Child Care Aware Administrative Support member is Patricia Koon at ChildSavers.
* NVAEYC representative Alyson Williams is now handling special projects at VECF. NVAEYC Co-Presidents Rosemary Kendell and Paige Beatty are covering VCPD.
* Jaye applied for membership on the School Readiness Committee in May. No response received. The group was scheduled to meet in September but no date has been identified. Has the Children’s Cabinet replaced the SRC?
* Adrienne Quarles-Smith is a new early childhood program specialist at the VCU TTAC.
* Jacque Hale has just joined Early Impact Virginia as Collective Impact Manager. Jennifer Case has a baby due in January. Vashti Shiwmangal, EIV Training Coordinator at Early Impact Virginia, may alternate with Jennifer on VCPD.

Task: Jaye to add Vashti to VCPD email messages contact list.

**Review of May 22, 2018 and July 2, 2018 Meeting Notes**

Meeting notes were reviewed.Jaye noted that Governance not having regularly scheduled monthly meetings during the summer was problematic on occasion. We should consider scheduling summer meetings and then cancelling them if not needed when the time comes.

Task: Add 2019 meeting schedule to the October Governance agenda.

**VDSS Funding**

 Sandy shared that Barb Newlin at VDSS has agreed to add an additional $25,000 in VDSS support for VCPD. This would include funds to support VCPD 101 (as required by the original contract but unfunded), travel funds, additional hours for Jaye, and a few other items. Although the original contract was to be in effect as of July 1, the contract has not been moving forward at VDSS due to personnel turnover. Sandy has communicated with Lillian Taylor who is now following up on the contract.

**Regional Consortia Workgroup**

 A regional consortia mini-retreat was held on August 28 from 1:00-4:30 at the Bon Air Library with 15 participants including regional facilitators, Child Care Aware administrative support staff, Selina, Peggy, Jodi and Jaye. All regions were represented with 1-3 workgroup leaders. The agenda included background information about VCPD; roles and responsibilities; resources for meetings, summits, and websites; and discussion of regional mailing lists, membership, governance structures, needs assessments, etc. Members considered where their region was on their VCPD “journey” and next steps in terms of activities to start, stop, continue or change. There were a number of new ideas generated and a common understanding of the vision for VCPD regions was established. Feedback was positive. The mini-retreat was an activity included in our most recent VCPD strategic plan.

**ECPC/Cross-Disciplinary Higher Education Faculty Symposium**

 ECPC has agreed to fund a Cross-Disciplinary Faculty Symposium in Virginia to share their work on cross-disciplinary competencies. They are funding hotel expenses for participants, staff support at the Partnership, and extra time for Jaye in addition to providing presenters representing AOTA, APTA, and CEC/DEC. Deana shared the background on this activity and noted that ECPC considers this a pilot for possible similar events in other states.

At this time, there are 31 participants registered including teams from VCU, RU, Lynchburg, Longwood, GMU. Additional team members are needed from JMU and UVA.

**Quality Assurance Workgroup/Virginia Quality/New Survey**

 Some Quality Assurance Workgroup members have been meeting with a QRIS TA project group at this time. Members include Sandy, Kris, Jaye, Katy Squib (VECF), and Jessica Griffith (VQ Roanoke area/Piedmont VCPD). We have participated in multiple webinars and met as a team to assess the alignment of our PD system (of lack thereof) and VQ, and to discuss strategies from other states that might address needs in Virginia. VECF is planning to survey PD providers this fall, and used the VCPD landscape survey completed in 2013 as a basis. Kris will share information about this at the September VCPD meeting.

**Agenda for September 11, 2018 VCPD Meeting**

 The agenda was reviewed. Laurel updated Governance members on recent Children’s Cabinet efforts, but has a conflicting meeting on August 11th.

Task: Peggy to ask Angela if she would be able to share information about the Children’s Cabinet at the VCPD meeting.

**Mission Statement**

 We briefly discussed the need to update our Mission Statement—at least the opening sentence— as it does not accurately portray our current role which is different than originally envisioned during the NPDCI work. Jaye shared some potential language. We decided to discuss this at our October meeting, and seek input from the full VCPD at the November meeting.

Task: Jaye to add the mission statement discussion to the October Governance agenda.

**VCPD’s Role in Pyramid Model Initiatives**

 Most members of Governance participated in a Pyramid Model State Leadership Team Meeting on August 27th. (Jodi represented CCA rather than Peggy). This group has not met since 2016 as Project SEED funding from VDSS changed to CDR from the Partnership. Dr. Rob Corso led the meeting and updated members on the federally-funded National Center for Pyramid Model Innovations and TA Opportunities. A grant opportunity for intensive TA will be issued in October.

 There was discussion at the Pyramid meeting regarding the role of VCPD in Pyramid initiatives as a significant portion of that work is professional development including development of a master cadre and work with IHE faculty. Bonnie requested a reply from Leadership members by September 14th to confirm ongoing commitment to the project. Governance discussed our role and determined that VCPD should continue to participate on the State Leadership team and intersect with Pyramid initiatives; however, VCPD will not be the home for Pyramid model implementation activities.

Task: Jaye to share Governance commitment with Bonnie by September 14th.

**Updates**

 The Inclusive Practices Task Force has identified the following meeting dates: September 17, November 19, and January 28. All meetings are from 10:00 to 1:00 and include face-to-face and distance participation options. A subcommittee is meeting on September 5th at noon to discuss an infographic

 VCPD 101 trainings have been scheduled for October 24-25 in free space at the ODU campus in Suffolk. ODU TTAC will handle registration, A second training is planned for November 29-30 at the GMU Manassas campus. GMU and the Fairfax Office for Children are sponsoring. VDSS funds will be used to fund Jaye’s travel.

 The VCPD Central Regional Consortium held their summit in June at the Children’s Museum of Richmond with 35 participants. The program, “Professional Development with the Power to Connect”, included presentations by Emily Keenum on healthy eating and physical activity strategies to engage providers, Jaye on VCPD 101 strategies, and Kathy Larue on new initiatives to smooth the path from community colleges to the university early childhood programs.

 Kristen Ingram has volunteered (out of work time) to help upgrade the VCPD website at some point this year. WordPress is completing a major revision that will go into effect in October. This needs to happen prior to any design changes. We need to address website accessibility.

Task: Sandy to send VCU information about accessibility to Jaye and Kristen.

 Jaye reported that ICF is still working out details on a train-the-trainer approach for Practice-Based Coaching. Virginia and Delaware may be interested. ICF staff was to hold a discussion in August.

Task: Jaye to follow up with Tammi Petrowicz prior to the October 2 Governance meeting.

**Continuous Improvement**

* What worked?

Meeting by Zoom was fairly successful.

Having information to review in advance is helpful.

* What could be improved?

 Cori requests that we identify more hours in a day.

**Future Governance Meeting Dates**

* October 2
* November 6
* December 4

**Future VCPD Meeting Dates**

* September 11
* October: No Meeting
* November 13
* December 11: Face-to-Face

**VCPD 101 Dates**

* October 24-25 in Suffolk
* November 29-30 in Manassas
* Early 2019 TBD

**Inclusive Practices Task Force Dates**

* September 17
* November 19
* January 28
* Early 2019 TBD