



Nevada Early Childhood Advisory Council

NEVADA EARLY CHILDHOOD ADVISORY COUNCIL (ECAC) LEADERSHIP SUBCOMMITTEE **PUBLIC MEETING** **SEPTEMBER 5, 2023** **9:00 AM**

“Nevada’s children will be safe, healthy, and thriving during the first eight years of life, and the system will support children and families in achieving their full potential.”

Meeting Location:

This meeting was held via Zoom videoconference.

MINUTES SUMMARY

1. Welcome, Call to Order, and Roll Call

Patrice Gardner, Subcommittee Co-Chair

- Patrice Gardner called the meeting to order at 9:05 AM.

- Members in Attendance:
 - Ashley Dines, Parent Representative
 - Dr. Jenna Weglarz-Ward, Systems Alignment Subcommittee Co-Chair (Partial Attendance)
 - Jennifer Butler, Communications and Engagement Subcommittee Co-Chair
 - Dr. Linda E. Young, Communications and Engagement Subcommittee Co-Chair
 - Marty Elquist, Data and Evaluation Subcommittee Co-Chair
 - Patrice Gardner, Leadership Subcommittee Co-Chair
 - Tiffany Alston, Leadership Subcommittee Co-Chair (Partial Attendance)

- Member Not in Attendance:
 - Elysa Arroyo, Policy and Finance Subcommittee Co-Chair
 - Julie Houchins, Systems Alignment/ Policy and Finance Subcommittee Co-Chair
 - Karrissa Loper, Communications and Engagement Subcommittee Co-Chair
 - Kathy Yoder Bass, Provider Representative

- Public in Attendance:
 - Anna Villatoro, Early Childhood Comprehensive Systems (ECCS) Program Specialist at The Children's Cabinet
 - Byron Dondoyano, Data Coordinator, Office of Early Learning & Development, Department of Education
 - Denise Tanata, Early Childhood Comprehensive Systems (ECCS) Advisor, The Children's Cabinet
 - Elyse Monroy-Marsala, Government Affairs Manager, Belz & Case Government Affairs
 - John Giammona Wilber, ECAC Administrative Assistant, Office of Early Learning & Development, Department of Education



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- Lela Arney, ARP Project Coordinator, The Children's Cabinet
 - Rachel Stepina, Preschool Development Grant Manager Birth -5, Office of Early Learning & Development, Department of Education
 - Rosa Tamayo, Northern Nevada Early Childhood Comprehensive Systems (ECCS) Family Leadership Coordinator, The Children's Cabinet
 - Sabrina Jones, ECAC Systems Specialist, Office of Early Learning & Development, Nevada Department of Education.
 - Tiffany Olivas, Early Childhood Comprehensive Systems (ECCS) Manager 2, The Children's Cabinet
 - Todd Butterworth, Senior Education Researcher, Kenny Guinn Center for Policy Priorities
- John Giammona Wilber asked if newly-appointed Co-Chair Karrisa Loper should be included in the member roster, as there had been no formal change.
 - Denise Tanata answered yes, and that this subcommittee is formally made up of the subcommittee co-chairs, one parent representative and one provider representative.

2. Public Comment #1

- Rosa Tamayo shared that the Nevada Early Childhood Family Leadership Council officially invited subcommittee members to apply to be mentors in the Nevada ECAC Family Engagement Mentorship Program. She explained that the purpose of this mentorship program was to support authentic engagement and leadership of family leaders within the ECAC. She offered that any further questions about mentorship could be directed to herself or Ashley Dines.
- Patrice Gardner shared that she hoped all subcommittee members would join that program as mentors.

3. Approval of Flexible Agenda

(For Possible Action) The Subcommittee will approve a flexible agenda. The Subcommittee may take agenda items out of order; combine two or more agenda items for consideration; remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Patrice Gardner, Subcommittee Co-Chair

- Marty Elquist moved to approve a flexible agenda.
- Ashley Dines seconded the motion.
- All members voted in favor; none opposed.
- The motion passed.

4. Minutes from August 1, 2023

(Discussion, For Possible Action) The Subcommittee will discuss and approve the minutes.

Patrice Gardner, Subcommittee Co-Chair

- Jennifer Butler moved to approve the minutes as presented.
- Dr. Linda Young seconded the motion.
- All members voted in favor; none opposed.
- The motion passed.

5. Discuss ECAC Funding Opportunity

(Discussion, For Possible Action) The subcommittee will discuss suggested projects that may be used for the available funding. Possible blending options with PDG funds and discuss requirements and guidelines for the use of these funds. To



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include immediate spending and future spending (i.e. retreat, strategic planning, etc.).

Patrice Gardner, Subcommittee Co-Chair

- Patrice Gardner explained that after a previous decision to use PBG funds, there was ongoing conversation about the potential need to provide a proper narrative for those funds.
- Rachel Stepina clarified particular bucket of funding in question was the extra ECAC funds from the local ECACS.
- Rachel Stepina explained that Tiffany Olivas could provide further clarifications about the funding, but the path from the local ECACs did not involve the PDG.
- Tiffany Olivas explained that herself, Tiffany Alston, Sabrina Jones, and John Giammona Wilber had met about the funding opportunity and decided that some of the funding would be used on:
 - communications and engagement materials
 - to support manifesto training in northern and southern Nevada.
 - Parent compensation for ECAC participation
- Tiffany Olivas explained that the next step in this process would involve submitting a narrative with goals and activities attached with specific funding requests aligned (for record keeping/ fiscal management purposes.) She added that Dr. Linda Young would be working on the narrative to ensure that purchases aligned with communications & engagement activities.
- Patrice Gardner confirmed with Dr. Linda Young that the communications & engagement co-chairs were involved in that decision making with the help of Sabrina Jones.
- Dr. Linda Young added that she hoped to close that spending today (09/05/23), and that she would have a summary report of what was purchased to members soon.
- Dr. Linda Young asked for some means to assure that the communications & engagement subcommittee's work remained aligned with Purdue, Marion, and Associates, who are contracted for marketing.
- Tiffany Olivas answered that Denise Tanata had been working closely with Purdue, Marion, and Associates.
- Denise Tanata added that herself and Lela Arney were co-leading the project with Purdue, Marion, and Associates. She added that the primary focus of the campaign was community awareness and engagement, and that Purdue, Marion, and Associates were invited to all upcoming communications and engagement subcommittee meetings. She suggested asking questions to them directly.
- Denise Tanata expressed that she could facilitate a discussion at the next communications & engagement subcommittee meeting.
- Marty Elquist commented that, in the context of the communications & engagement subcommittee charter, it seemed like the subcommittee might be attempting to do communications & marketing instead of its stated goal of advising communications and marketing.
- Marty Elquist explained her understanding that the role of the ECAC was to coordinate messaging as opposed to directly doing messaging itself. She added that the ECAC's role should be formulating the messaging for Purdue, Marion, and Associates, who will carry out the messaging themselves as per their contract.
- Dr. Linda Young expressed her increasing agreement with Marty Elquist's interpretation of the ECAC's role.
- Patrice Gardner agreed that this was something to discuss directly with Purdue, Marion, and Associates, so as not confuse the ECAC's role in communications and marketing.

6. Discussion and reminder about feedback for Fiscal Mapping Project

(Discussion, For Possible Action) The Council will discuss and be reminded on how they can provide feedback about the Fiscal Mapping project.

Sabrina Jones, ECAC Systems Specialist, and John Giammona Wilber, ECAC Administrative Assistant

- Patrice Gardner explained that the fiscal mapping tool was available for members to explore and that feedback was welcome.



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- Sabrina Jones commented that she would be sending out an email reminder to collect feedback (due 09/14/2023) about the fiscal mapping project. She added that John Giammona Wilber had shared the link to the tool:
<https://app.powerbi.com/view?r=eyJrIjoiMzBIODRhYjQtMWYwMS00MzhmLWI0MmYtNjc5MjA4MzRmMjczIiwidCI6IjBjNzFIYzI1LWViYTUtNGMwMy04MDgzLWQ4Njk3M2VkYzk5ZSIsImMiOiJF9>
- Sabrina Jones suggested that the fiscal mapping tool discussion be moved to a standing agenda item with the finance and policy subcommittee.
- Denise Tanata explained that a page including just the early childhood funding streams would be added to the fiscal mapping tool.
- Denise Tanata clarified that the main question relating to the fiscal map is where the tool should be housed once it's finished. She added that the marketing outreach group was actually researching potential sites for the tool to live. She asked for feedback from the subcommittee regarding where to house the tool as well.
- John Giammona Wilber asked for an estimate on when the early childhood page would be available on the fiscal mapping tool.
- Denise Tanata answered that while there was no formal timeline, she expected that page to be available within the next couple of months. She added that the page's addition was part of phase one of the plan and that phase two would include gap analysis.

7. Updates from Subcommittee Co-Chairs, Discuss Workplans, Meeting Updates and Subcommittee Activities

(Discussion, For Possible Action) The Co-Chairs will provide brief updates, as needed, on subcommittee activities, and discuss strategies to support the NV Early Childhood Family Leadership Councils mentor program and trainings.

- Dr. Linda Young reported that the communications & engagement subcommittee had met regularly last on August 8th. She invited members to the upcoming communications & engagement subcommittee on September 12th.
- Dr. Linda Young described the communications & engagement subcommittee as “finding its footing” as an advisory entity. She reiterated the need to more clearly define it's role against the marketing contractor, Purdue, Marion, and Associates. She acknowledged the necessity not to overwhelm the ECAC members, who are all serving in a capacity in addition to their regular schedules.
- Dr. Linda Young summarized the communications & engagement subcommittee's goals to be effective and efficient while remaining balanced. She added that the subcommittee was actively updating their dynamic workplan.
- Dr. Jenna Weglarz-Ward began and update but was interrupted due to internet connection issues.
- Tiffany Alston joined the meeting and quorum was maintained.
- Patrice Gardner noted that both co-chairs of the finance and policy subcommittee were absent from this meeting and unable to give an update.
- Mart Elquist explained that the previous month's meeting of the data & evaluation subcommittee had been cancelled, nonetheless the subcommittee was making a lot of progress in completing their section of the strategic plan. She invited members to the next data & evaluation subcommittee meeting on September 21st.
- Dr. Jenna Weglarz-Ward returned and reported that the systems alignment subcommittee were updating/revising their workplan and would be meeting on September 27th.
- Tiffany Alston reported that the primary discussion of the leadership subcommittee's last meeting was the ECAC funding opportunity and spend down.
- Patrice Gardner commented that herself, John Giammona Wilber, and Sabrina Jones had gotten the opportunity to meet with a boards and commissions contact in the governor's office to gain a better understanding about the ECAC new membership process.
- Tiffany Alston added that the only immediate outstanding discussion was surrounding an ECAC retreat that would not be possible on the present spending timeline. She clarified that there was still interest in a later strategic planning retreat.



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- Rachel Stepina explained that an RFP existed in the Preschool Development Grant funding for the facilitation and creation of such a retreat.

8. Discuss and Update Leadership Subcommittee Workplan

(Discussion, For Possible Action) The subcommittee will discuss updates, progress and needs related to the Leadership Subcommittee Workplan document, covering Goal 1 of the ECAC Strategic Plan.

Tiffany Alston and Patrice Gardner, Subcommittee Co-Chairs

- Sabrina Jones shared the combined ECAC subcommittee workplan document.
- Denise Tanata explained some activities in the leadership subcommittee's workplan as relating to establishing a governor's office for early childhood. She suggested having a conversation about what key activities would be appropriate for the ECAC to take in the interim given that AB113 had not passed last legislative session.
- Denise Tanata shared that the Guinn Center was working on a governance structure report that she suggested the subcommittee stay up to date with. She recommended work be done during the interim to solidify a plan moving into the 2025 legislative session. She also recommended that the ECAC align itself with other organizations that have this as a policy priority- such as the Children's Advocacy Alliance.
- Todd Butterworth added that during the legislative process, putting desired policy items in the executive budget tends to dramatically increase their chances of passing and being established.
- Todd Butterworth suggested asking the governor directly to include the new office of early learning concept in his budget.
- Todd Butterworth commented that if this executive budget item were accomplished before the next legislative session, there would be a good chance of the new office being established. He added that discussions with the governor would have to happen around February or March, as preliminary finalization of the budget would happen around June or July.
- Todd Butterworth noted that going into a discussion with the governor would require documentation, research, and a briefing. He offered that the Guinn Center could work with the ECAC to make sure that they'd be equipped for the meeting.
- Denise Tanata strongly suggested that the ECAC accept Todd Butterworth's offer of Guinn Center's assistance with creating a governor's brief.
- Denise Tanata noted that the ECAC annual report would be due on December 1st, and that some of the work to present a brief to the governor's office should be included with that report.
- Tiffany Alston asked Todd Butterworth and Denise Tanata if this work would be appropriate to assign to the leadership subcommittee.
- Denise Tanata answered that she thought it would be appropriate to assign the work to the leadership subcommittee, who could then present it to the full ECAC.
- Marty Elquist commented that she'd prefer to address this work during the leadership subcommittee meeting.
- Patrice Gardner agreed with Marty Elquist.
- Denise Tanata clarified that the workplan's objective to support legislation to incorporate membership recommendations into the NRS should be marked as complete.
- Sabrina Jones marked the item as complete in the living document.
- Tiffany Alston recognized the workplan activity to "develop recruitment strategies for new ECAC members to ensure appropriate and equitable representation." She asked John Giammona Wilber and Sabrina Jones to share a flyer they had drafted for recruitment.
- Sabrina Jones screenshared the flyer draft. She explained it as a one-page announcement with the purpose of recruiting members. She explained the sections and links detailed in the flyer.
- Ashley Dines asked who the intended audience was for the flyer.
- Sabrina Jones explained that the flyer could be distributed by email. She added that all subcommittee members would be receiving a copy of the final draft of the flyer to share with whoever they knew who may be interested.



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- John Giammona Wilber added that an approved version of the flyer could be added to the membership page of the ECAC website next to a link to the ECAC membership application which is already on the top of the webpage. He also suggested distributing the flyer via listserv.
- Marty Elquist commented that the “representatives are needed from” and “who can join” sections of the flyer were confusing.
- Rachel Stepina suggested bringing the flyer to Purdue, Marion, and Associates, who already had some familiarity with ECAC marketing.
- Rachel Stepina suggested clarifying that, per AB114, new members from specific organizations and experiences were being sought out.
- Marty Elquist suggested a full sentence: “AB114 has created a need additional representatives from...” She suggested leaving the “who can join” section off.
- Rachel Stepina and Denise Tanata clarified that AB114 added a seat for a public-school educator (from kindergarten to grade 3.)
- Denise Tanata added that the “division of public and behavioral health” was one entity. She also suggested losing “the department of health and human services” as that was broad, and the seat was filled by Karissa Loper.
- Denise Tanata clarified that AB 114 called for a representative from the division of public and behavioral health whose duties include responsibility for maternal, child, and adolescent health.
- Marty Elquist suggested going back to the statute and adding the exact language that pertained to the unfilled seats. She suggested just using “representatives are needed from” and then listing the open seats. She also recommended against involving Purdue, Marion, and Associates, as this was outside of their scope of work.
- Sabrina Jones asked for confirmation to remove the “who can join” and just listing the exact wording open seats underneath “representatives are needed from.”
- Rachel Stepina suggested adding a brief description of what the ECAC was to the flyer.
- Marty Elquist suggested taking the ECAC’s purpose statement and just adding it verbatim.
- Tiffany Alston recommended standardizing the blues in the flyer as the slightly different colors were difficult on the eyes. She also suggested deleting the blue box around the title (and changing the font color) so that the background matched the white of the logo.
- Rachel Stepina requested confirming that the blues of the hyperlinks conformed to ADA standards.
- Tiffany Alston suggested altering the colors throughout the flyer to match the ECAC logo.
- Tiffany Olivas suggested that the “why should I become and ECAC member” bullets be edited to include references to the early childhood system and not just specifically early childhood education. She suggested simply removing the specific reference to education in one bullet point: “network and collaborate with early childhood systems stakeholders in your community.”
- Rachel Stepina asked if the liaison at the boards and commissions office had been included in the dissemination plan.
- Patrice Gardner clarified that the meeting with the governor’s office liaison had not been focused on marketing the new seats but rather discussion regarded the application approval process.
- Sabrina Jones added that she had received notice from that liaison that four new candidates have applied to become ECAC members. She added that the goal was to have candidates in their new seats by October 1st, but that the approval timeline was very volatile. She added that a few members had also applied to switch their seats.
- Rachel Stepina noted that it seemed like a dissemination plan would need to be identified. She reiterated the suggestion to utilize listservs. She requested revisiting the updated flyer as an agenda item for either the general ECAC or for the next leadership subcommittee meeting.
- Rachel Stepina commented that a core goal of the passing of AB114 was to bring more diversity to the ECAC, and she suggested keeping the focus on bringing new members to fill the new seats rather than transferring already appointed members.



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- Patrice Gardner clarified that the only transfer seat in question belonged to Karissa Loper, who initially joined as an “other member.” She reiterated that the goal of the new seats was indeed to diversify the ECAC membership.
- Rosa Tamayo suggested replacing instances of “your family” with “our family” on the flyer. She suggested replacing “parents/guardians” with care givers, she suggested deadline info, and she pointed out the necessity of getting a Spanish translated version.
- Anna Villatoro suggested adding imagery of a child or family to the flyer.
- Tiffany Olivas commented that NECFLC group would love to share this flyer, once available, to its Parent Leaders.
- Anna Villatoro suggested highlighting the parent incentive on the flyer.
- Rachel Stepina asked for clarification as to whether new members would be eligible for parent incentives or if it was just for parent participants at ECAC meetings. She asked specifically if there were incentives for individuals like teachers, who would have to take time off of work to participate.
- Tiffany Olivas clarified that the requested funds to cover governor-appointed positions was part of the \$3,000 requested to be utilized from the local ECAC funds. She added that there was some HRSA funding that could provide support for parent participants but that would just be a cover.
- Rachel Stepina thanked Tiffany Olivas and specified that she was asking specifically about council member compensation.
- Tiffany Olivas answered that members do have compensation opportunities, but that they’d come from different buckets of funding. She noted that members from NECFLC families could be covered by HRSA. She added that non- NECFLC affiliated members could be paid with some of the local ECAC funds.
- Patrice Gardner noted that with teacher shortages, it may take some extra work to fill the educator representative seat.

9. Discuss the Agenda for September 20th ECAC Meeting

(Discussion, For Possible Action) The Subcommittee will discuss the agenda for the upcoming Nevada ECAC meeting. Tiffany Alston and Patrice Gardner, Subcommittee Co-Chairs

- John Giammona Wilber shared the agenda from the July general ECAC meeting.
- Patrice Gardner suggested an item for the Guinn Center reporting.
- Marty Elquist reiterated a previous request for an item for the subsidy alternative cost model.
- Patrice Gardner suggested an item to discuss possible stakeholders who could help with recruiting new members to the ECAC seats.
- Marty Elquist agreed and commented that members of both the council and the public would probably already have a few candidates in mind for the new seats.
- Anna Villatoro reiterated a request for presentation the NECFLC parent spotlight and mentorship program hosted by Rosa Tamayo and Ashley Dines.
- Patrice Gardner suggested a strategic plan update agenda item.
- Marty Elquist suggested keeping the legislative recap agenda item, despite 2024 being an interim year, for preparation for the 2025 legislative session.
- Rachel Stepina agreed and commented that such preparation was also a priority for aligned partners, as evidenced by the office of early childhood systems being an agenda item on the early learning childcare workgroup meeting that has just started.
- Marty Elquist commented that this preparation overlapped heavily with the work of the policy and finance subcommittee. She asked what role the policy and finance subcommittee would take on for this work.

10. Updates on Administrative Support and Transition for Nevada ECAC

(Discussion, For Possible Action) The Subcommittee will discuss the role of the new NDE positions to support the Nevada ECAC, including changes to virtual meeting setups and submitting meeting materials for posting.



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Rachel Stepina, NDE – Office of Early Learning and Development

- Tiffany Alston invited John Giammona Wilber and Sabrina Jones to provide any updates or feedback they may have to the subcommittee.
- Sabrina Jones commented that she had been able to establish standing meetings with subcommittee co-chairs to solidify agendas and do any required between-meeting work. She thanked the co-chairs for their communication and enthusiasm. She invited subcommittee members to contact her via email (sabrina.jones@doe.nv.gov) with any questions.
- John Giammona Wilber reiterated Sabrina Jones' thanks for members' kindness and patience. He also gave his email (john.giammonawilber@doe.nv.gov) for any questions.
- Marty Elquist and Tiffany Alston thanked Sabrina Jones and John Giammona Wilber for their work.

11. Public comment #2

Public comment will be taken during this agenda item on any matter within the Council's jurisdiction, control, or advisory power. No action may be taken on a matter raised under this item until the matter is included on an agenda as an item on which action may be taken. The Council Chair will impose a time limit of three minutes.

- No public comment was given.

12. Adjournment

- Tiffany Alston adjourned the meeting at 10:42 AM.

ACTION ITEMS:

- Coordinate marketing and communications efforts and alignment with Purdue, Marion & Associates. (Communications & Engagement Subcommittee)
- Coordinate a policy brief with the Guinn Center to present to the governor. (Leadership Subcommittee)
- Provide feedback on Fiscal Mapping Project to Sabrina Jones (sabrina.jones@doe.nv.gov) by 09/14/2023. (All interested parties)