



Nevada Early Childhood Advisory Council

NEVADA EARLY CHILDHOOD ADVISORY COUNCIL (ECAC) LEADERSHIP SUBCOMMITTEE PUBLIC MEETING JANUARY 8, 2024 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

Tiffany Alston and Patrice Gardner, Subcommittee Co-Chairs

- Tiffany Alston called the meeting to order at 9:03 AM.
- Members in Attendance:
 - Ashley Dines, Parent Representative
 - Dr. Linda Young, Communications and Engagement Subcommittee Co-Chair
 - Jennifer Butler, Communications and Engagement Subcommittee Co-Chair
 - Marty Elquist, Data and Evaluation Subcommittee Co-Chair
 - Patrice Gardner, ECAC Vice Chair
 - Tiffany Alston, ECAC Chair
- Members Not in Attendance:
 - Dr. Jenna Weglarz-Ward, Former Systems Alignment Subcommittee Co-Chair
 - Elysa Arroyo, Policy and Finance Subcommittee Co-Chair
 - Julie Houchins, Former Systems Alignment/ Policy and Finance Subcommittee Co-Chair
 - Karissa Loper Machado, Data and Evaluation 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
 - Annette Dawson Owens, School Readiness Policy Director, Children’s Advocacy Alliance
 - Darlene Anderson, Community Member
 - Denise Tanata, Early Childhood Comprehensive Systems (ECCS) Advisor, The Children's Cabinet
 - Jamelle Nance, Director of Strong Start Initiatives, Children's Advocacy Alliance of Nevada
 - Jamie Mendez, Early Childhood Workforce Specialist, Nevada Department of Education, Office of Early Learning and Development
 - Jessica Ruch, Shine Early Learning
 - John Giammona Wilber, ECAC Administrative Assistant, Office of Early Learning & Development, Nevada Department of Education



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- Mary Regan, Child Care Resource & Referral Manager, Las Vegas Urban League Early Childhood Connection
- Maura Snyder, Social Services Program Specialist, Division of Welfare and Supportive Services, Child Care and Development Program
- Nayesdi Badillo, Early Childhood Family Engagement Specialist, Office of Early Learning & Development, Nevada Department of Education
- Rachel Stepina, Preschool Development Grant Manager Birth - 5, Office of Early Learning & Development, Nevada 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
- Sabrina Schnur, Government Affairs Associate, Belz & Case Government Affairs
- Tiffany Olivas, Early Childhood Comprehensive Systems (ECCS) Manager 2, The Children's Cabinet

2. Public Comment #1

- Darlene Anderson asked how language development assessments functioned in partnership with the city and childcare programs. She explained that she had been at a community center and witnessed a young child there (who was under the age of three) with no language skills. She added that this child was enrolled at the childcare program at the community center, and she reiterated her question: how do childcare programs in partnership with the city assess for language development? She added that she had called both the childcare center and the city with her question but received no response.
- Tiffany Olivas asked for clarification as to which city Darlene Andersen was referring to.
- Darlene Anderson clarified that she was referring to the city of Henderson.
- John Giammona Wilber cautioned those present not to turn public comment into a discussion but encouraged Tiffany Olivas to share her contact information so that she could help Darlene Anderson find an answer to her question.
- Tiffany Olivas shared her email address (tolivas@childrenscabinet.org) and added that she would help answer the question with the aid of The Children's Cabinet.

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.

Tiffany Alston, Nevada ECAC Chair and Patrice Gardner, Nevada ECAC Vice Chair

- Dr. Linda Young Motioned for the approval of a flexible agenda.
- Marty Elquist seconded the motion.
- All members present voted in favor of the motion; none opposed.
- The motion passed.

4. Minutes from December 5, 2023

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

Tiffany Alston, Nevada ECAC Chair and Patrice Gardner, Nevada ECAC Vice Chair

- Dr. Linda Young requested that John Giammona Wilber screenshare the minutes for review.
- Marty Elquist thanked John Giammona Wilber and Sabrina Jones for their administrative support of the ECAC including drafting the minutes. She motioned to approve the December 5, 2023 minutes as presented.
- Dr. Linda Young seconded the motion.
- All members present voted to approve the minutes; none opposed.



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- The motion passed.

5. Definition of “Underrepresented and Underserved Populations”

(Information/Discussion/For Possible Action) Presentation and discussion on recommendations from the NECAC Data and Evaluation Subcommittee to revise the definition “Underrepresented and Underserved Populations” for the Nevada ECAC. Denise Tanata, Early Childhood Comprehensive Systems Consultant, Marty Elquist, Data and Evaluation Subcommittee Co-Chair, Karissa Loper Machado, Data and Evaluation Subcommittee Co-Chair

- Tiffany Alston invited Marty Elquist to provide an update on the Data and Evaluation Subcommittee’s work on the vulnerable populations definition.
- Marty Elquist requested that the agenda item be postponed until the next Leadership Subcommittee meeting. She explained that she had not been present for the latest Data and Evaluation Subcommittee meeting and that she had not yet had the chance to clarify the use of a proposed new data tool that may replace an older tool used in the definition. She added that the part of the definition in question referred to how “vulnerable communities” would be defined.
- Dr. Linda Young asked when Marty Elquist estimated the vulnerable populations definition would be ready for the Leadership Subcommittee’s review.
- Marty Elquist answered that the proposed new tool had already been presented to the Leadership Subcommittee at the December 2023 meeting. She reiterated that the delay was meant to give the Data and Evaluation Subcommittee a chance to review the new tool. She added that the Data and Evaluation Subcommittee still needed to determine a threshold for what would constitute a “vulnerable community.”
- Tiffany Alston confirmed that the definitions item would remain on the agenda for the February 2024 Leadership Subcommittee meeting.
- Marty Elquist requested that the agenda item be added to the next Data and Evaluation Subcommittee’s agenda as well.

6. 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. Patrice Gardner and Tiffany Alston, Subcommittee Co-Chairs

- Tiffany Alston requested that John Giammona Wilber screenshare the combined subcommittee workplan document.
- Tiffany Alston noted that the first key activity of objective 1.1 of the Leadership Subcommittee workplan had been completed.
- Tiffany Alston noted that the second key activity of objective 1.1 (Development mapping of potential structures and resources needed to support/implement a Governor’s Office for Early Childhood) was still in progress. She added that a report from the Guinn Center was set to be delivered by the end of the first quarter of 2024.
- Marty Elquist clarified that the Guinn Center report would not be completed until at least the second quarter of 2024. She added that some preliminary recommendations may be available in Q1.
- Denise Tanata confirmed that preliminary recommendations from the Guinn Center should be available by the end of the first quarter of 2024. She added that the preliminary recommendations should be thought of as “initial findings.”
- Tiffany Alston directed the subcommittee’s attention to the key activity, “conduct surveys and/or meetings with key stakeholders to garner input on Early Childhood governance structure.” She noted that the key activity needed an update as the stated timeline had the activity completed by the fourth quarter of 2023.
- Denise Tanata commented that when the workplan was initially put together, the key activity in question was specific to work being done around system asset and gap analysis (as well as surveys that went out during ECCS leadership meetings.) She added that an update to the key activity should probably just be an extension of the timeline, as many key pieces of the activity in question had already been completed but would be added to with the work of the Guinn Center.
- Tiffany Alston proposed extending the deadline of the key activity until the fourth quarter of 2024.



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- Marty Elquist reiterated that the Guinn Center report was set to be delivered in the second quarter of 2024. She added that the Guinn Center was currently mapping out key stakeholder interviews, which should be completed by the end of quarter one. She proposed a deadline of the end of quarter one for the key activity.
- Tiffany Alston confirmed that the deadline would be updated to the end of quarter one of 2024. She directed the subcommittee's attention to objective 1.2 of the Leadership Subcommittee workplan (restructure the Nevada ECAC to establish program and community level advisory support to the governor's office).
- Tiffany Alston directed the subcommittee's attention to the first incomplete key activity of objective 1.2 (draft organizational chart to align the ECAC with proposed Governor's Office for Early Childhood), the second incomplete key activity (develop recruitment strategies for new ECAC members to ensure appropriate and equitable representation), and the third incomplete key activity (establish new member orientation policies, procedures and materials to support integration of new members).
- Tiffany Alston commented that she would defer to either Denise Tanata or Marty Elquist to lead the organizational chart drafting discussion.
- Denise Tanata recommended pushing the organizational chart drafting activity to the second quarter of 2024 in order to incorporate the Guinn Center's work.
- Marty Elquist agreed that the organizational chart would need to be drafted after the publishing of the Guinn Center's report. She recommended a due date of the third quarter of 2024.
- Patrice Gardner asked John Giammona Wilber and Sabrina Jones to speak on recruitment of new ECAC members.
- John Giammona Wilber explained that since the November 2023 ECAC meeting that had been cancelled due to quorum requirements, five individuals had applied for open ECAC seats. One (Abbey Bernhardt) had already been approved, and four more were expected to be approved shortly. He added that the most effective form of outreach had shown to have been direct outreach to specific individuals who could meet specific criteria for ECAC seats. He added that a parent representative, a public school representative, and a tribal representative were still actively being sought out.
- Sabrina Jones reiterated that of the five standing applicants, Abbey Bernhardt had been approved and the other four were expected to be approved shortly. She added that a new member orientation manual had been developed and that she would discuss rollout of the manual with the ECAC chair and vice chair.
- Sabrina Jones added that she had also developed a new member orientation PowerPoint and that she intended to edit the PowerPoint to align with the new ECAC strategic plan as it was developed (with the help of Purdue, Marion & Associates). She added that the PowerPoint may be developed into a Canvas course for new member orientation.
- Tiffany Alston requested that the workplan be updated to reflect John Giammona Wilber and Sabrina Jones' orientation efforts.
- Jennifer Butler commented that it would be helpful to send the orientation materials to all ECAC members as a refresher.
- Practice Gardner added that an open meeting law training was in the process of being scheduled and that the intention of the training would be making a recording available to all ECAC members.
- Rosa Tamayo requested that the Family Leadership team be kept informed of new member orientation updates.
- Tiffany Alston directed the subcommittee's attention to objective 1.3's first key activity (conduct parent engagement and leadership assessment with ECAC members and partners).
- Denise Tanata commented that a determination had been made in late 2023 to not conduct that assessment. She asked if the workplan as presented included the suggestions that she had previously provided.
- Sabrina Jones answered that the workplan did not include Denise Tanata's recent suggestions. She added that she had a meeting scheduled later in the day to consider those recommendations.
- Denise Tanata requested that Sabrina Jones interject those updates into the workplan discussion as they affected the pieces the subcommittee was considering.
- Sabrina Jones commented that while the CSSP (Center for the Study of Social Policy) had provided some initial assessments in conjunction with the ECC leadership team, these assessments did not involve the ECAC. She added that there were no



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additional resources available to have CSSP continue to provide TA support for assessments. She added that the Leadership Subcommittee should discuss whether or not to continue conducting assessments.

- Tiffany Alston asked the subcommittee if they were interested in finding an alternative way (other than CSSP) to conduct the assessments.
- Denise Tanata commented that the assessment tool from the CSSP was available online. She clarified that the issue at hand wasn't financial support but whether or not the ECAC wanted to invest the time in conducting the assessments.
- Tiffany Olivas commented that the CSSP framework for evaluating family engagement was written in a way that was very agency specific and may not be beneficial for utilization by the ECAC Leadership team.
- Tiffany Olivas added that, related to objective 1.3, Ashley Dines and Rosa Tamayo had been working with the Nevada Early Childhood Family Leadership group to build a meeting facilitation rubric.
- Tiffany Olivas directed the subcommittee's attention to the manifesto training key activity and explained that her ECCS team had the funding in 2023 to provide trainings (both in Spanish and in English) in Northern and Southern Nevada.
- Tiffany Alston agreed that the meeting facilitation rubric would be an appropriate addition to objective 1.3.
- Sabrina Jones commented that there had been a recommendation to provide and update on the number of parents and family leaders who had participated in the manifesto trainings in 2023.
- Tiffany Olivas confirmed that she would provide parent attendance numbers from the manifesto trainings.
- Tiffany Alston directed the subcommittee's attention to the next key activity under objective 1.3 (provide support and technical assistance to NV EC Family Leadership Council to support skill and knowledge development.) She added that Rosa Tamayo and Ashley Dines were preparing for the midterm program and family trainings.
- Rachel Stepina commented that she hadn't heard pause to discuss recruitment ideas from the subcommittee and requested revisiting the recruitment key activity.
- Tiffany Alston clarified that a recruitment discussion was scheduled for later in the meeting during agenda item #9.

7. Discuss Strategic Planning Updates

(Information/Discussion) Council will discuss updates to the ECAC strategic plan.

Tiffany Alston, Nevada ECAC Chair and Patrice Gardner, Nevada ECAC Vice Chair

- Tiffany Alston invited Rachel Stepina to speak on strategic planning updates.
- Rachel Stepina explained that the current version of the strategic plan ran from 2022 through 2024 and guided all of the work of the ECAC. She added that the process of contracting with a facilitator or vendor to help realize the next iteration of the strategic plan had already begun.
- Rachel Stepina explained that the Preschool Development Grant Birth-5 (PDG B-5) award included a bucket of funding that would be used to pay for the facilitator. She added that a scope of work would have to be developed to detail the process.
- Rachel Stepina noted that the process of contracting with an outside facilitator was not a new undertaking for the ECAC. She thanked Denise Tanata for sharing the scope of work that had been developed for the previous strategic plan which had been coordinated through The Children's Cabinet.
- Rachel Stepina explained that the purpose of the agenda item was for the Leadership Subcommittee to give input regarding what they'd like to see in the strategic planning process.
- Rachel Stepina shared that the goal was to contract with a facilitating organization by May or early June of 2024 so that a strategic plan draft could be presented and approved by the end of the year. She added that the council should aim to mimic the process of the last strategic planning session to maintain alignment between the workplans. She explained that the previous strategic planning session had included document reviews of the prior strategic plan along with analyses of asset and funding maps.
- Rachel Stepina explained that other items for review by the vendor should include subcommittee minutes and conversations around how the council would like to implement big changes. She added that the last planning session is where the current five ECAC subcommittees had come into being.



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- Rachel Stepina noted that since the strategic planning facilitation had been funded through the federal PDG B-5 grant, efforts would need to be made to ensure that the strategic plan would be aligned with the other work of the state.
- Rachel Stepina highlighted that the upcoming strategic planning session would need to have equitable representation from community partners, including family voices and those of the early childhood workforce. She added that the funding would also support the generation of an updated workplan document which would help the council implement the strategic plan as it is adopted for 2025.
- Rachel Stepina asked the subcommittee what they thought would be important to include in the scope of work for the vendor.
- Tiffany Alston reiterated the question and asked the subcommittee what they felt would be most important to include in the scope of work for developing the next strategic plan.
- Marty Elquist asked if there was a draft scope of work that the subcommittee could interact with and respond to.
- Rachel Stepina responded by explaining that the draft scope of work was in its early stages and that the purpose of the agenda item was to facilitate a discussion to support the building of the draft. She added that the Leadership subcommittee would be reviewing a draft scope of work during next month's meeting.
- Marty Elquist commented that she felt it would be difficult for the council to discuss their wants without a draft but noted that the previous planning process had been rewarding and that she'd want the council to emulate last session's focus on parent voice and parent engagement.
- Jamelle Nance commented that the scope of work should focus on bringing community based organizations serving underrepresented populations to the table.
- Tiffany Alston asked Jamelle Nance to clarify if she meant that those organizations should be included in the strategic planning session itself or if she had meant that those organizations should be included in drafting the scope of work.
- Jamelle Nance responded that she had meant that those organizations be included in decision making throughout the process.
- Tiffany Olivas commented that Darlene Anderson has sent her a question that she felt should be shared with the Leadership Subcommittee as a whole. She asked what participation and input from parents and community-based organizations would look like in practice. She added that she'd like to hear how solicitation of community feedback in the development of the strategic plan would work.
- Tiffany Alston answered that those questions should be explicitly addressed and answered in the workplan that was being developed.
- Rachel Stepina added that a plan for community partner feedback and community development should be included in the draft of scope of work that the vendor would be implementing. She added that she was appreciative of the diversity of voices giving their wants for the draft scope of work.
- Rachel Stepina added that it was a personal priority to ensure that the work would be conducted in multiple languages as to ensure the voices of full Nevada communities.
- Dr. Linda Young commented that a successful strategy for solicitation of diverse community feedback in the past had been sending representatives out to community events (such as the Martin Luther King Jr. Day Parade.) She added that public meetings were uncomfortable venues for some community members and that if the council wanted to ensure that it was hearing from full Nevada communities, it would need to go to them.
- Tiffany Alston thanked Dr. Linda Young for her comment and added that if anybody needed physical ECAC outreach materials they could reach out to Sabrina Jones.
- Dr. Linda Young added that if anybody felt compelled to walk with her in the Martin Luther King Jr. Day Parade, the Village Foundation would cover their costs and that they would be at Parade #35.
- Tiffany Alston asked if anybody present had anything further to contribute to the discussion.
- Patrice Gardner commented that efforts should be made to ensure that voices from the early childhood workforce would be heard in the strategic planning process. She added that the early childhood workforce was facing several challenges and that their input into the conversation would be critical.



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- Marty Elquist commented that, historically, the ECAC had faced difficulty in their efforts to connect with and engage the health sector. She suggested that efforts be made to specifically focus on engaging pediatricians and representatives from organizations such as Northern Nevada Hopes.
- Rachel Stepina agreed with Marty Elquist and reiterated the necessity to align the ECAC strategic plan with existing frameworks such as the prenatal to age 3 strategic plan. She added that any additional suggestions could be sent to her at Rachel.stepina@doe.nv.gov.

8. Subcommittee Leadership Clarifications

(Information/Discussion/For Possible Action) The leadership subcommittee will identify and potentially fill vacancies among subcommittee co-chair assignments.

Tiffany Alston, Nevada ECAC Chair and Patrice Gardner, Nevada ECAC Vice Chair

- Tiffany Alston asked John Giammona Wilber to clarify the vacancies in subcommittee chairs.
- John Giammona Wilber explained that Julie Houchins and Dr. Jenna Weglarz-Ward had stepped down from their subcommittee leadership roles. He added that Julie Houchins stepping down opened a vacancy for a Systems Alignment Subcommittee co-chair and a Policy and Finance Subcommittee co-chair, and Dr. Jenna Weglarz-Ward stepping down opened a second vacancy for a Systems Alignment Subcommittee co-chair.
- Tiffany Alston asked those present if anybody would care to step up to one of the three vacant positions.
- John Giammona Wilber clarified that the Leadership subcommittee was made up of the other subcommittee co-chairs (plus a parent representative and a provider representative.) He suggested that all those present at the meeting were probably already at maximum capacity regarding their ECAC responsibilities.
- John Giammona Wilber noted that the current ECAC bylaws required subcommittee chairs to be full ECAC members and that their had been discussion of changing that requirement to address the pressing vacancies. He suggested identifying some potential candidates to potentially appoint at the January 17, 2024 general ECAC meeting.
- Patrice Gardner agreed that the vacancy issue should be addressed at the upcoming general ECAC meeting. She added that the current ECAC bylaws required all active members to participate in at least one subcommittee, and that some members were not fulfilling this responsibility.
- Patrice Gardner commented that the Systems Alignment subcommittee, especially with all the responsibility placed on it for the upcoming fiscal year, would need to have strong leadership appointed as soon as possible. She asked for the subcommittee's opinion in adjusting the bylaws, and suggested that some partner members would make excellent subcommittee co-chairs if given the chance to serve.
- Marty Elquist agreed that the subcommittee leadership discussion should be brought to the full ECAC and that members should be reminded that part of their obligations included serving on subcommittees. She added that she felt that subcommittee chairs should be full ECAC members.
- Marty Elquist suggested amending the bylaws to allow one subcommittee co-chair to be a partner member so long as the other subcommittee co-chair was a full ECAC member.
- Dr. Linda Young asked if exit interviews were conducted with members who stepped down from the ECAC or subcommittee leadership roles.
- Tiffany Alston agreed that an exit interview would be a good idea. She added that the feedback she'd received over the past couple of months was that people tended to simply have too many responsibilities to attend to and that they were strapped for time.
- Rachel Stepina voiced enthusiasm for Marty Elquist's suggestion on having one subcommittee co-chair be a full ECAC member and the other being a community partner. She suggested that over time, a third co-chair seat designated for a parent could be beneficial.
- Rachel Stepina commented that the subcommittee co-chair vacancies had an impact on the current Leadership Subcommittee meeting as neither the Systems Alignment nor the Policy and Finance subcommittees were represented.



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- Marty Elquist cautioned that the ECAC should be thoughtful about the changes it intended to introduce to the bylaws. She added that she felt it would not be advantageous to formalize a requirement for a parent co-chair. She added that as more ECAC membership vacancies were filled the pool of potential subcommittee chairs would increase and diversify.

9. Targeted Recruitment Discussion

(Information/Discussion/For Possible Action) The leadership subcommittee will identify and discuss the benefits they've realized through ECAC membership and strategize about targeted membership recruitment more broadly.

Tiffany Alston, Nevada ECAC Chair and Patrice Gardner, Nevada ECAC Vice Chair

- Tiffany Alston explained that a standard recruitment email template was being developed to streamline the recruitment process.
- Marty Elquist commented that earlier discussion had indicated that there were pending applicants for some ECAC vacancies. She cautioned against recruiting for positions that already had potential applicants who were just being held up due to Boards & Commissions' administrative delays.
- John Giammona Wilber reiterated that the vacancies that still had no pending applicants included the parent representative seat, the public-school representative seat, and the tribal representative seat.
- Rachel Stepina commented that due to the nature of the role, it was difficult to get a public school teacher to be able to attend ECAC meetings during the school day. She explained that incentive dollars existed in the PDG B-5 grant to pay for substitutes to allow kindergarten through grade three teachers to attend bimonthly ECAC meetings during the school day.
- Dr. Linda Young commented that she had also discussed ECAC membership with some teachers that she knew, but that it was difficult to find anybody to apply as teachers in general were so overwhelmed. She asked if it was possible to allow teachers working on the ECAC to receive advancement or continuing credits. She added that even with supporting substitutes, the ECAC should recognize that membership was extra burdensome for teachers.
- Denise Tanata commented that the public school representative didn't necessarily need to be a teacher, it could also potentially be an administrator.

10. Scheduling for 2024

(Information/Discussion/For Possible Action) The leadership subcommittee will consider and determine a 2024 schedule for general ECAC and ECAC subcommittee meetings. Tiffany Alston, Nevada ECAC Chair and Patrice Gardner, Nevada ECAC Vice Chair

- Tiffany Alston noted that there wasn't enough time remaining in the meeting to calendar out for the remainder of 2024, but she asked the subcommittee if they were comfortable scheduling the next meeting for the second Tuesday in February at 9 AM.
- John Giammona Wilber clarified that the proposed meeting date was February 6, 2024.
- Dr. Linda Young commented that she may already have had commitments during the proposed meeting time.
- Tiffany Alston commented that a scheduling poll would be sent out to subcommittee members by the end of the week to gauge availability for a February meeting.

11. Discuss Agenda Items for Next Leadership Subcommittee Meeting

(Information/Discussion) Council will discuss recommendations for agenda items for the upcoming meeting.

Tiffany Alston, Nevada ECAC Chair and Patrice Gardner, Nevada Early Childhood Advisory Council Vice Chair

- Tiffany Alston commented that the next Leadership Subcommittee meeting's agenda should include the standing underrepresented and vulnerable populations item, the bylaw review item, the targeted recruitment agenda item, the subcommittee leadership agenda item, and a strategic plan scope of work draft review agenda item.



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- Tiffany Alston asked if the subcommittee had any additional agenda items that they'd like to add to next month's agenda. She added that agenda item suggestions could be sent to John Giammona Wilber (john.giammonawilber@doe.nv.gov) or Sabrina Jones (sabrina.jones@doe.nv.gov).

12. 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.

13. Adjournment

- Tiffany Alston adjourned the meeting at 10:31 AM.

Selected Action Items

- The Data and Evaluation subcommittee will regroup to clarify the vulnerable communities definition and present their decisions to the Leadership Subcommittee afterwards.
- The Subcommittee Workplan will be updated to reflect the timeline changes and content recommendations discussed.
- A draft scope of work for the strategic planning facilitation vendor will be developed based on subcommittee feedback and will be presented to the subcommittee once it is finished.
- An exit interview process will be developed for when members leave the ECAC or step down from subcommittee leadership roles.
- Subcommittee leadership vacancies will be addressed and filled at the January 17, 2024 general ECAC meeting.
- Subcommittee members will fill out a Doodle poll to schedule the February Leadership subcommittee meeting.

One Sentence Summary

- The Leadership subcommittee addressed and updated their workplan, discussed what they wanted to see during the upcoming strategic planning session, and discussed how to address vacancies in ECAC and subcommittee leadership.