



Nevada Early Childhood Advisory Council

NEVADA EARLY CHILDHOOD ADVISORY COUNCIL (ECAC) LEADERSHIP SUBCOMMITTEE PUBLIC MEETING TUESDAY, FEBRUARY 6, 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 9:02 AM.
- Members in Attendance:
 - Abbey Bernhardt, ECAC Systems Alignment Subcommittee Chair
 - Ashley Dines, Parent Representative
 - Jennifer Butler, Communications & Engagement Subcommittee Chair (Partial Attendance)
 - Karissa Loper Machado, ECAC Data & Evaluation Subcommittee Co-Chair (Partial Attendance)
 - Kathy Yoder Bass, Provider Representative (Partial Attendance)
 - Marty Elquist, ECAC Data & Evaluation Subcommittee Co-Chair (Partial Attendance)
 - Patrice Gardner, ECAC Vice Chair
 - Tiffany Alston, ECAC Chair
- Members Not in Attendance:
 - Brenda Morales-Solorzano, Policy & Finance Subcommittee Co-Chair
 - Elysa Arroyo, Policy & Finance Subcommittee Co-Chair
- Public in Attendance:
 - Anna Villatoro, Early Childhood Comprehensive Systems (ECCS) Program Specialist at The Children's Cabinet
 - Joan Jackson, Education Programs Professional, Nevada Department of Education
 - John Giammona Wilber, ECAC Administrative Assistant, 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
 - Scott Jones, Community Member



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- Tara Phebus, Education Initiatives Officer, City of Henderson
- Tiffany Olivas, Early Childhood Comprehensive Systems (ECCS) Manager 2, The Children's Cabinet
- John Giammona Wilber commented that, per new OML guidance, a verbal notice that telephonic public comment could be called into +13462487799 or +1669444917 would be given before the meeting.
- John Giammona Wilber commented that new OML guidance also recommended that a moment be given for public comment before any agenda item listed “for action or for possible action.”

2. Public Comment #1

- No public comment was given.

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

- Ashley Dines motioned for the approval 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 January 8, 2024](#)

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

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

- Patrice Gardner motioned to approve the minutes as presented.
- Ashley Dines seconded the motion.
- All members present voted to approve the minutes except for Karissa Loper Machado who abstained from voting as she had not been present at the January 8, 2024 meeting.
- The motion passed.

5. 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.

John Giammona Wilber, ECAC Administrative Assistant

- Tiffany Alston explained that, per the results of a scheduling poll, the majority of Leadership subcommittee members were available for meetings on the first Tuesday of the month at 11 AM, with the exception of Abbey Bernhardt.
- Tiffany Alston asked the subcommittee for ideas to engage Abbey Bernhardt given that she would not be available for regular meetings.
- Ashley Dines suggested that a volunteer (or volunteers) meet with Abbey Bernhardt outside of the regular Leadership subcommittee meetings to give her the information she'd miss during the meetings.
- Patrice Gardner asked Abbey Bernhardt if there were any other times she'd be available during the first Tuesday of the month.
- Tiffany Alston answered that per the results of the survey, Abbey Bernhardt had indicated that she would not be available at all on the first Tuesday of the month.
- Abbey Bernhardt indicated that she would make efforts to change her schedule to accommodate the new meeting time, but she reiterated that she wasn't certain that those efforts would be successful.



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- Tiffany Alston voiced her appreciation of Abbey Bernhardt’s efforts. She added that she wanted the subcommittee to explore other ways to engage with Abbey Bernhardt as she should, “not be left of the discussion.”
- Tiffany Alston asked if any other subcommittee members had availability during Abbey Bernhardt’s available times. She asked if anybody would volunteer to meet with Abbey to debrief on meetings per Ashley Dines’ suggestion. She asked John Giammona Wilber if those debriefs would pose any implications regarding Open Meeting Law (OML).
- John Giammona Wilber answered that so long as what was being discussed in the debriefs were just updates and included no decision-making, one or two volunteers should be fine to debrief with Abbey Bernhardt. He added that the risk for an OML violation would be multiple members of the subcommittee gathering outside of a scheduled meeting about anything that could relate to the decision-making capacity of the public body.
- Sabrina Jones asked if the links to the Zoom recordings of the Leadership subcommittee meetings could be shared with Abbey Bernhardt.
- John Giammona Wilber answered that the links to all ECAC and subcommittee meetings were available to anybody who requested them.
- Tiffany Alston asked, assuming that Abbey Bernhardt would be available for Leadership subcommittee meetings, if the links could be sent to her.
- John Giammona Wilber answered yes.
- Tiffany Alston asked Abbey Bernhardt if, for the meantime, the meeting recording would suffice to keep her engaged.
- Abbey Bernhardt answered yes and added that she would still be attempting to rearrange her schedule to accommodate the new meeting time. She asked for clarification that the Leadership subcommittee meetings were only scheduled for the first Tuesday of the month.
- Tiffany Alston answered yes, the Leadership subcommittee meetings were scheduled for the first Tuesday of the month. She added that the general ECAC meetings were scheduled for the third Wednesday of every other month.
- Tiffany Alston added that John Giammona Wilber had reposted an attendance survey in the meeting chat. She requested that anybody who had not yet filled out the survey take a moment to complete it.
- Rachel Stepina asked, “Can we begin posting the recordings on the nvecac.com website or post them to a YouTube channel and embed it to the website?”
- Tiffany Alston commented that the question of posting the meeting recordings had come up multiple times. She asked Marty Elquist, a former ECAC chair, if there had been any particular reason the recordings had not been posted historically.
- Marty Elquist answered that she thought it would be perfectly fine to post the recordings. She added that she thought they were required to be posted.
- John Giammona Wilber answered that, to his understanding, the minutes being posted publicly satisfied the record-keeping requirement of OML. He added that since he and Sabrina Jones had joined as ECAC support staff, the meetings had been held through the Office of Early Learning & Development’s Zoom account, and that the meeting recordings were archived and available to anybody who requested them. He added that there was no reason the recordings couldn’t just be posted directly to the ECAC website and that he agreed that they should be.
- Marty Elquist commented that, to her understanding, meeting recordings weren’t required to be publicly posted, but were required to exist and to be kept for a certain amount of time.
- John Giammona Wilber commented that what Marty Elquist had described was also his understanding and that all ECAC and subcommittee meeting recordings since he’d come on as ECAC Administrative Assistant were saved in the OELD Zoom account.
- Tiffany Alston asked the ECAC support team how soon the minutes were available to access after a meeting.
- John Giammona Wilber answered that the OML requirement was for meeting minutes to be posted publicly within 45 days of a public meeting. He added that meeting minutes were always available before that deadline.
- Tiffany Alston noted that since the Leadership subcommittee meetings were monthly, meeting minutes were generally available before the next meeting. She asked what the administrative schedule for posting the minutes looked like.



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- John Giammona Wilber answered that the meeting minutes were always available with the next meeting's agenda. He added that the goal was to have the minutes ready a week before the next meeting, and that the minutes were posted as quickly as they could be produced.
- Tiffany Alston asked if the Leadership subcommittee was comfortable with making it standard practice to send out the previous meeting recording link along with the minutes and agendas.
- Marty Elquist answered yes and noted that it would be helpful to have the recording with the minutes so that the recording could be referenced when somebody was curious about a particular part of the minutes. She added that she thought it was a good idea and should be implemented if it didn't interfere with open meeting law.
- John Giammona Wilber commented that there was nothing in OML that prohibited posting meeting recordings, he added that he also thought the recordings should go out with the minutes and agendas.
- Rachel Stepina added that the recordings could actually be posted before the minutes, as they would be available hours after a meeting whereas the minutes could not be available so quickly.
- Tiffany Alston commented that so long as there was nothing in OML which would prevent their public posting, the meeting recordings should be posted as soon as they were available (preferably no more than one week after a meeting.)
- John Giammona Wilber commented that the meeting recording links would be posted to the website.
- Tiffany Alston thanked Abbey Bernhardt for having a schedule conflict as it led to the recording posting conversation. She added that if there was no more discussion, the Leadership subcommittee meetings would be scheduled for the first Tuesday of the month at 11 AM. She asked Patrice Gardner to lead the next agenda item.

6. Overview

(Discussion) A brief clarification of the purpose of the Leadership Subcommittee and the meeting will be given for new members and guests.

Tiffany Alston and Patrice Gardner, Leadership Subcommittee Co-Chairs

- Patrice Gardner explained that the current agenda item was added to the meeting to give new members a brief overview of the purpose and work of the Leadership subcommittee. She added that the scope of the ECAC's work could at times seem overwhelming, and that it may be helpful to be reminded what each of the subcommittees' purposes were.
- Patrice Gardner explained that the ECAC Leadership subcommittee was comprised of the co-chairs of the other ECAC subcommittees (along with a parent and a provider representative.) She clarified that there were currently five ECAC subcommittees, and that the Leadership subcommittee provided a place to report on, coordinate, and align the efforts of the other subcommittees. She noted that non-ECAC outside partners also regularly attended and participated in Leadership subcommittee meetings.
- Patrice Gardner invited any questions related to the role of the Leadership subcommittee.

7. Follow-up Regarding Previous Public Comment

(Information/ Discussion) The Leadership subcommittee will discuss protocol for public comment follow-ups (i.e. Discuss and assign who of the subcommittee chairs are best to address items brought up during to specific comment(s) given at previous ECAC general meeting and/or previous Leadership subcommittee meeting). Tiffany Alston, Nevada ECAC Chair and Patrice Gardner, Nevada ECAC Vice Chair

- *January 8, 2024 Leadership subcommittee meeting public comment #1: "Public commenter asked how language development assessments functioned in partnership with the city and child care 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 [Henderson, NV] assess for language development?"*
- *January 17, 2024 General ECAC meeting public comment #2: "Public commenter expressed concern regarding the lack of knowledge the public has about partnered preschool programs in the city of Henderson, NV. The public commenter expressed that there was no assessment data demonstrating the adequacy and effectiveness of those programs. The public commenter added that*



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the State held the position that some children were not prepared to enter early start programs and asked with the State was doing to address that problem (which the commenter noted disproportionately affected children of color.)

- Tiffany Alston explained that the intention of the current agenda item was to have a discussion around how the Leadership subcommittee felt that public comment should be addressed.
- Tiffany Alston explained that ECAC and partner members had been responding to issues brought up in previous public comments, but she noted that there was a need to formalize the process.
- Tiffany Alston suggested that the ECAC support team members may be the people it would be most appropriate to give the responsibility of public comment follow-up. However, she noted that the support team was so new that they may not have the expertise to respond to every issue brought up in public comment.
- John Giammona Wilber clarified that, per OML, the subcommittee could not directly interface with and respond to public comment as it happened, however the subcommittee could take past public comment into account when conducting their business. He added that part of the purpose of the ECAC being a public body was so that the public could have input.
- Marty Elquist commented that she felt that OML should guide the public comment process. She added that OML was clear that the first public comment space was intended for agenda items and, the second public comment space was intended for everything else.
- Marty Elquist commented that pre-COVID, all of the ECAC meetings were held in-person, and public comment therefore required more effort on the part of the public commentator. She added that the videoconference setting of current meetings allowed for immediate group discussion, and she suggested that it may be impacting the efficiency of ECAC meetings.
- Marty Elquist added that if public comment appeared in the meeting chat outside of the designated public comment items, it should be up to the Chair's discretion whether the public comment should be addressed or shared.
- Karissa Loper Machado commented that, in her experience sitting on several advisory committees and being staff support for various boards, public comment did not initiate an immediate conversation. However, the board could take public comment and decide to address it later if it was pertinent to a specific item that would be addressed.
- Karissa Loper Machado added that if a public commentator was asking for any specific information or resource, a body's Chair would typically ask support staff to ensure that the requested resource was delivered to the commentator.
- Rachel Stepina asked John Giammona Wilber to please restate what was mentioned in the beginning of the meeting for allowing public comment on each agenda item.
- John Giammona Wilber clarified that per the Deputy Attorney General's latest OML guidance, any agenda item designated for action or for possible action should have public comment allowed as the item is opened.
- Rosa Tamayo suggested that a resource be put together for ECAC support staff listing ECAC partners that have expertise in a wide range of early childhood topics. The support staff could then use this resource to connect public commentators with the people who could answer their questions and provide clarifications most accurately. She added that the goal for the subcommittee should be to ensure that public comment was adequately acknowledged.
- Tiffany Alston noted that the ECAC had historically asked public commentators to provide their contact information. She asked John Giammona Wilber to clarify whether that was allowed under OML.
- John Giammona Wilber answered that requesting contact information was not outside of OML and that it was standard in taking attendance at meetings.
- Tiffany Alston requested that the resource list that Rosa Tamayo suggested be generated for use by support staff.
- Patrice Gardner commented that the Communications & Engagement subcommittee already had a list of key partners which could be used.
- Tiffany Alston suggested that support staff reach out to the Communications & Engagement subcommittee for clarifications on who the point of contact should be for specific topics. She added that, for future meetings, an agenda draft would be sent out to Leadership subcommittee members to review and suggest edits.



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- Tiffany Alston acknowledged Marty Elquist's comment about how to address public comment in the chat and also that, per new OML guidance, John Giammona Wilber had provided call-in numbers for public comment. She asked if the subcommittee meant to use both means of public comment going forward.
- Marty Elquist clarified that she had meant that if anybody at any point in the meeting wanted to speak on any topic, they could put it in the chat and that it would be up to the Chair's discretion whether to take the public comment and ask for additional information.
- Tiffany Alston acknowledged the update that public comment should be allowed at the beginning of any agenda item marked for action or for possible action.
- Rachel Stepina asked for clarification on the role of ECAC support staff in relation to public comment. She asked if, once the resource list was secured from the Communications & Engagement subcommittee, it would be the support staff or the Chair's responsibility to point the public commentor towards the expert identified in the resource list.
- Tiffany Alston answered that she had intended that support staff would be coordinating follow-up to public comment.
- Jennifer Butler commented that she had shared the Communications & Engagement subcommittee's master list of organizations in the chat. She added that, since Dr. Linda Young's departure from the subcommittee, the Communications & Engagement subcommittee was in need of a new co-chair so that the work could move forward and a schedule could be finalized.
- Tiffany Alston confirmed that John Giammona Wilber would add the list Jennifer Butler had shared to the meeting materials. She reiterated the question of whether public comment follow-up should be delegated to the Communications & Engagement subcommittee or to ECAC support staff.
- Patrice Gardner recommended that the responsibility be delegated to the support staff.
- Marty Elquist agreed that having the support staff handle public comment follow-up would be most effective.
- Rachel Stepina commented that, as the supervisor of the ECAC support staff, she'd appreciate the opportunity to review the new responsibility and ensure that it could formally integrate into their work responsibilities.
- Marty Elquist asked Karissa Loper Machado if she could speak on how some of the boards she'd worked with in the past had handled public comment follow-up.
- Karissa Loper Machado explained that, during her time with Public Health, she had served to support the Maternal Child Health Advisory Board's Committee on Chronic Disease and Wellness. She added that she had also supported the Food Security Council.
- Karissa Loper Machado clarified that, during public comment, the expectation was that there would not be back-and-forth engagement with the public commentor. In general, public comments would be noted in meeting minutes, and when a Board was deciding on their next agenda items, they would make reference if a comment had been made about a specific topic within the jurisdiction of the public body. If a comment was applicable, the next agenda would be built to address the topic. Generally, a subject matter expert on the topic would be invited to present information to the public body.
- Karissa Loper Machado added that if a public commentor asked for a specific resource or piece of documentation from a public body, the expectation would be that support staff would deliver the requested materials.
- Rachel Stepina commented that what Karissa Loper Machado described was within the capacity of the ECAC support staff.
- Rosa Tamayo commented that she liked the idea of the public comment follow-up process, as it would ensure that community voices were heard.
- Tiffany Alston commented that the current agenda item specified two previous public comments that were given at a Leadership subcommittee and general ECAC meeting respectively. She noted that the first public comment listed had already been responded to, and she thanked Tiffany Olivas for her efforts in closing that loop.
- Tiffany Olivas explained that she had followed-up to the public comment by connecting the commentor to several people she felt were content experts regarding the commentor's specific question.
- Marty Elquist commented that she had also responded directly to the public commentor's questions multiple times.



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- Tiffany Alston addressed the second listed public comment and suggested that it was related to the first, as it was the same public commentator who asked both questions. She added that she felt those questions had been adequately answered by Marty Elquist and Tiffany Olivas.

8. NECFLC (NV Early Childhood Family Leadership Council) Updates

(Information/Discussion for Possible Action) The subcommittee will hear updates regarding the work of the NECFLC (such as but not limited to the mentorship program, events, and meeting recaps).

Rosa Tamayo and Ashley Dines, Family Leadership Coordinators, The Children's Cabinet

-Parents Perspective: Families in attendance opportunity to give NECFLC meeting recaps, ask questions, give comments, and feedback on or about areas of concern or needing support for the upcoming Leadership meeting.

-Ideas for consideration to strengthen ECAC engagement with NECFLC members (Mentorship Program, Rubric, and Ongoing Parent Trainings) from Tiffany Alston, ECAC Chair

- Tiffany Alston asked if there was any public comment regarding the current agenda item. Hearing none, she invited Rosa Tamayo and Ashley Dines to speak on the NECFLC and the mentorship program.
- Rosa Tamayo explained that NECFLC trainings in northern Nevada had covered an introduction to Nevada early childhood systems, advocacy 101, Nevada legislation, early childhood developmental milestones, employment opportunities in the early childhood field, early mental health support and awareness, the parent manifesto on race, equity, and early childhood, and other topics.
- Rosa Tamayo explained that the purpose of the NECFLC trainings was to support and build capacity for parent leadership. She noted that it was already acknowledged that the engaged parents had the skillsets and the NECFLC trainings built upon and enhanced those skills.
- Rosa Tamayo reiterated a request for ECAC mentors who would be willing to support parent leaders as they began to participate in ECAC meetings. She specifically asked if there were any Spanish speakers who would be able to volunteer to mentor, as that was a real need in the community. She noted that in the north, she had identified sixteen Spanish speaking parents who had indicated interest in participating in the ECAC.
- Ashley Dines commented that the NECFLC was looking for additional support from ECAC members, and specifically from the agencies those members represented. She noted that in addition to the mentorship program, ECAC members and the organizations they work with could refer parents looking for opportunities to engage to the NECFLC. She also asked for suggestions for any upcoming public events geared towards families that the NECFLC could have representatives attend.
- Ashley Dines commented that the work of the NECFLC was statewide and not limited to Las Vegas and Reno. She thanked the subcommittee for continuing to include the NECFLC parent spotlight in the ECAC agenda. She noted that the NECFLC had created a facilitation rubric to keep the ECAC accountable to make sure it's meetings were accessible for new participants. She noted that jargon-heavy conversation could be outputting to parents, and thanked the subcommittee for taking the time to contextualize and explain complicated topics to make sure the meeting environment was welcoming to families.
- Ashley Dines requested that the question, "do we have any parent representatives attending today," be posed at the beginning of ECAC meetings. She reiterated that recaps were extremely helpful in getting new attendees familiar with the ECAC's work.
- Ashley Dines explained that the primary purpose of the NECFLC was to provide parent training opportunities. She noted that ECAC members did not necessarily need to be certified trainers in a topic to share their talents or knowledge with parents. She reiterated that the NECFLC was always looking for new parent training opportunities.
- Ashley Dines commented that the NECFLC now had a general contact email address (NevadaFamilyLeadership@ChildrensCabinet.org) She added that Spanish speaking families should be directed to Rosa Tamayo for support RTamayo@ChildrensCabinet.org.
- Tiffany Alston asked Ashley Dines and Rosa Tamayo if there was a timeframe for the implementation of the facilitator rubric.



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- Ashley Dines answered that she had already been using the rubric and that it had been the intention to present results at an upcoming subcommittee meeting. However, in utilizing the rubric, the NECLFC team had realized that it was not befitting each ECAC subcommittee. As such, the NECLFC team was retooling the rubric.
- Tiffany Alston asked if there were annual calendars ready for NECLFC trainings in northern and southern Nevada.
- Ashley Dines answered that there were finalized six month calendars, which would be shared. She added that a statewide NECFLC application would be ready to present by next month's Leadership subcommittee meeting.
- Rosa Tamayo added that while there were required trainings for the NECFLC, the team also sat down with parents individually to determine together how they could get the most out of the program. She added that anybody interested was welcome to sit-in and/or participate at NECFLC meetings (which were held hybrid online and in-person.)
- Tiffany Alston commented that, as Ashley Dines had stated, there was intention to ensure that the space of ECAC meetings was user friendly and engaging for families. She commented that overviews/recaps and NECLFC updates would continue to be standing agenda items at ECAC meetings.
- Tiffany Alston asked if there was a specific space dedicated to mentoring support. She suggested that the Communications & Engagement subcommittee meetings be rescheduled for evenings, or any other time determined to more closely fit with the needs of parents.
- Ashley Dines answered that the specific topic was set to be addressed at a meeting later in the day.
- Patrice Gardner asked if, given the efforts to push the Communications & Engagement subcommittee into a role where it was aligning parent voice, would Rosa Tamayo or Ashley Dines co-chair the Communications & Engagement subcommittee. She reiterated that Dr. Linda Young had recently stepped down from co-chairing.
- Tiffany Alston noted that Marty Elquist would need to be leaving the meeting early.
- John Giammona Wilber added that Karissa Loper Machado would also need to leave the meeting early.
- Tiffany Alston suggested moving to the bylaws agenda item.

9. Review of ECAC Bylaws

(Information/Discussion/For Possible Action) The subcommittee will discuss to potentially amend one proposed bylaw related to subcommittee leadership structure to address co-chair current and future vacancies to be reviewed, discussed, and voted on at the March 20th general ECAC meeting. In addition, the subcommittee will discuss putting together an ad hoc subcommittee and identify members to review and draft amendments to the ECAC bylaws to be reviewed, discussed, and voted on at the May 15th, 2024 ECAC meeting.

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

- Tiffany Alston explained that the priority regarding the ECAC bylaws was to specifically update them to allow a subcommittee co-chair to be a member from a partner organization (as opposed to the ECAC.) She asked if the subcommittee was comfortable making the amendment and saving the rest of the bylaws review for a later date.
- Patrice Gardner commented that there had been mention in the past of making clear in the bylaws that the subcommittees would be chaired by an ECAC member and co-chaired by a partner member.
- Marty Elquist and Karissa Loper Machado confirmed that was the change they would be comfortable with.
- Jennifer Butler asked if partner members would be allowed to vote.
- Tiffany Alston answered that partner members did not have votes on ECAC matters, but she confirmed that partner members were allowed to do subcommittee work. She asked if Jennifer Butler had meant to ask if partner members had votes within their subcommittees.
- Jennifer Butler answered yes.
- Marty Elquist clarified that partner members could vote in the subcommittees they were on the official rosters for, but only full ECAC members could vote on general ECAC actions. She clarified that the decisions of the subcommittees became motions in the full ECAC for action.
- Tiffany Alston asked what the specific change to the bylaws would be.



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- Karissa Loper Machado reiterated that the change she felt was appropriate was to allow an official subcommittee partner member to serve as the co-chair to the subcommittee they sat on.
- Marty Elquist reiterated that she would support the specific proposed change. She proposed the language, “each subcommittee shall have one chair who is a voting member of the council and an option to elect a co-chair from the committee who is not the voting member of the council.”
- Tiffany Alston asked if Marty Elquist’s specific proposed language had been captured.
- John Giammona Wilber answered that Marty Elquist’s proposal would have been captured perfectly on the recording but asked that she reiterate it for the immediate motion.
- Rosa Tamayo asked if the opening for the Communications & Engagement co-chair would be posted on the ECAC website.
- John Giammona Wilber answered that a notice could easily be posted. He noted that there was no formal application for the position as all that was required to fill it was the ECAC Chair’s appointing somebody.
- Tiffany Alston commented that she had given right of first refusal to Ashley Dines and/or Rosa Tamayo for the co-chair position.
- Rachel Stepina commented that the bylaws change would also impact the Systems Alignment subcommittee, which, per the last general ECAC meeting, would be chaired by Abbey Bernhardt. She added that if the proposed bylaws update was made, Tiffany Olivas would co-chair the Systems Alignment subcommittee.
- Marty Elquist commented that the language of the proposed change should read, “Each standing committee shall have one Chair who is a voting member of the Council, and the Chair of the Standing Committee has the option to select a Co-Chair who is a member of the committee, but not a voting member of the Council” (Section 3.C). She added that she thought it was appropriate that subcommittee chairs should choose their own co-chairs from the subcommittee.
- Patrice Gardner agreed with Marty Elquist’s proposal.
- Marty Elquist highlighted that the proposed language didn’t require a co-chair. She noted that was intentional.
- Tiffany Alston suggested that Section 3.D be updated to read, “The Chair of the ECAC shall appoint the standing committee chair.”
- Tiffany Alston asked if anybody would care to motion for the proposed updates to the bylaws in Sections 3.C.and 3.D.
- Marty Elquist asked for clarification that Section 3.D would be amended to read, “The Chair of the ECAC shall appoint the standing committee chair from the ECAC membership.”
- Tiffany Alston took a unanimous vote on whether the bylaws should be amended with the proposed language.
- Marty Elquist commented that the bylaws could not be updated until the changes were approved by the full council.
- Marty Elquist and Karissa Loper Machado left the meeting.

10. Open Meeting Law Updates

(Information/Discussion) The subcommittee will hear recent updates to Nevada open meeting law and discuss those updates’ effect on how ECAC general and subcommittee meetings are held. John Giammona Wilber, ECAC Administrative Assistant.

- Tiffany Alston invited John Giammona Wilber to speak on the recent OML updates.
- John Giammona Wilber clarified that even with Marty Elquist’s and Karissa Loper Machado’s early departures, there were still enough subcommittee members present to achieve quorum.
- John Giammona Wilber explained that the OML updates came directly from the DAG at a presentation given at the end of 2023.He clarified that the OML updates applied both to public bodies and subcommittees created by public bodies.
- John Giammona Wilber explained that meeting was defined by NRS 241.015(4) to mean a quorum of members of a public body gathering together with deliberation towards a decision and/or action. He added that a quorum constituted a simple majority (at least 51%) of members of the public body or subcommittee.
- John Giammona Wilber warned against serial communications or “walking quorum” that could constitute a constructive meeting. He explained that email communications to ECAC members always Bcc’d members to prevent an OML violation.



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He summarized the intention behind these rules as a way to prevent members from meeting and deliberating about things related to the public body they serve on outside of a formal meeting.

- John Giammona Wilber noted that public meetings were required to have a publicly posted agenda that would give notice of deliberation and action on decisions, space for public comment, and publicly available meeting materials. He added that verbal notice of how to give telephonic public comment were now required at meetings using remote technology systems.
- John Giammona Wilber explained that per AB 52, public bodies could exclude vacancies when calculating quorum.
- Jennifer Butler asked if the presentation John Giammona Wilber gave would be emailed to subcommittee members.
- John Giammona Wilber answered yes and provided the link to where the presentation was posted publicly: <https://nvecac.com/wp-content/uploads/2024/02/ecac-oml.pdf>.
- Tiffany Alston commented that an OML update would remain a standing agenda item on general ECAC and Leadership subcommittee agendas to provide new attendees an explanation of OML.
- Patrice Gardner commented that, to her understanding, the DAG had provided a recording of their December 2023 training. She asked if the recording was available to ECAC members.
- John Giammona Wilber answered that the DAG had provided access to the recording, and that it was currently being decided where the recording would be housed for the ECAC.
- Rachel Stepina commented that she would like to see language access strategies as part of a future agenda item, related to the OML and "public access" which was currently excluding anyone who doesn't speak English. She added that she was developing an early childhood language access plan.

11. Discuss Strategic Planning for 2025-2027 and Review of Draft Scope of Work

(Information/Discussion) Council will discuss the upcoming ECAC strategic planning process and review a draft scope of work for potential vendors. Rachel Stepina, Preschool Development Grant Birth – Five Grant Manager

- Tiffany Alston invited Rachel Stepina to speak on the status of the ECAC strategic planning process.
- Rachel Stepina screenshared a draft copy of the scope of work. She explained that she wanted to take time to get some input and feedback from the Leadership subcommittee.
- Rachel Stepina explained that the NV Department of Education had clarified that the threshold category the contract was in would require agency-led formal solicitation. She added that the funding for the strategic planning facilitation was coming from the Preschool Development Grant Birth-Five.
- Rachel Stepina explained that the draft scope of work had been based on feedback received at the previous Leadership subcommittee meeting. She explained that the draft included a project overview, a scope of work, goals, objectives, deliverables, a timeline, and attachments (which would include the current ECAC strategic plan, highlighted workplan items, etc.)
- Rachel Stepina asked the subcommittee what their desired methods for soliciting community feedback would be. She asked if a ECAC-specific retreat would be a requirement to include with the scope of work. She reiterated her question of how the ECAC would be ensuring language access to hear from diverse perspectives. She asked if there was another bucket of funding that provided anything included in the scope of work so as to reduce duplicative effort.
- Tiffany Alston answered that she was not aware of other means of funding besides the PDG.
- Patrice Gardner commented that she was also unaware of any other funding methods being used for the strategic planning process. She added that she thought a retreat/ strategic planning session would be necessary, especially with so many new ECAC members. She added that a facilitator would be required for an effective strategic planning session.
- Tiffany Alston asked how long the previous strategic planning session took.
- Patrice Gardner answered that the previous session was two days, took place in Las Vegas, and provided funding for travel. She added that the previous session's facilitator had been Stacy Wedding. She asked Rachel Stepina if the PDG B-5 grant could potentially be used to fund travel to the strategic planning session.



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- Rachel Stepina answered yes and added that the \$90,000 allocated towards strategic planning could be used for travel if vendors chose to portion a piece of the funding for travel. She asked for clarification that the retreat would be in-person.
- Patrice Gardner answered yes, the retreat would be in-person and would include members of the ECAC.
- Rachel Stepina confirmed that the scope of work would be updated to include the need to hold a strategic planning retreat and facilitate travel to and from the retreat. She added that if a future need arose to tap into more PDG funds to support travel, that option could be explored.
- Jennifer Butler suggested holding both a northern Nevada session and a southern Nevada session to reduce the travel cost burden.
- Patrice Gardner thanked Jennifer Butler for the suggestion but reiterated her thought that the session should prioritize being live, in-person, with everybody on the ECAC.
- Jennifer Butler commented that the CCDP (Child Care Development Program) may have COVID monies that they could use to facilitate travel as ECAC was within the scope of their work.
- Rachel Stepina clarified that the funding for travel would be included as a requirement of the vendor in the scope of work. She added that keeping the session in-person would be a priority.
- Tiffany Alston commented that she remembered that funds Tiffany Olivas was overseeing could be used for interpretation technology. She added that purchasing the technology could further language access. She encouraged Rachel Stepina to follow-up with Tiffany Olivas.
- Ashley Dines commented that she was meeting with Tiffany Olivas later in the day and could pose the question to her and connect her with Rachel Stepina.
- Rachel Stepina commented that her language access plan would be detailing funding for language access technology. She added that the previous strategic plan had been three years long. She asked if the council required a specific length of time for strategic plans. She asked when the retreat would need to happen to keep the strategic planning process on schedule.
- Tiffany Alston thanked Rachel Stepina for her work. She requested that the strategic planning updates be kept as a standing agenda item. She added that the timeline would be solidified at the next meeting.
- John Giammona Wilber clarified that the ECAC bylaws did not include any requirement for the timespan of the strategic plan.
- Rachel Stepina suggested that a requirement for the timespan of the strategic plan should be added to the bylaws.
- Jennifer Butler commented that the CCDP may have a timespan requirement for their plan that could guide the ECAC's plan.
- Rachel Stepina agreed and added that the CCDP state plan was under revision and set to be created by June thirtieth. She added that waiting a month for approval of the scope of work by the Leadership subcommittee may jeopardize the timeline. She requested that the subcommittee use a different method of sharing feedback.
- Tiffany Alston suggested that the draft be shared in an email with instructions to give certain feedback by a hard deadline.
- Rachel Stepina agreed with the idea and noted that she'd select a deadline to align with other state agencies. She asked if the draft should be shared with the full ECAC or just the Leadership subcommittee.
- Tiffany Alston answered that the scope of work would be added to the March general ECAC agenda to ensure that everybody on the council was informed.
- Rachel Stepina responded that she thought the scope of work should be completed before March. She clarified that her question had been about which group the draft should be shared with via email.
- Tiffany Alston responded that the draft should be shared with the full ECAC.
- Rachel Stepina responded that she would send the draft to the full ECAC and have the final scope of work posted before March 20.

12. Public comment #2



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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 11:04 AM.

Selected Action Items

- Meeting recordings will be publicly posted alongside minutes and agendas.
- The NECFLC team will provide their 6-month calendar.
- A recording of the DAG's open meeting law training will be made available to ECAC members.
- The ECAC support team will take responsibility for public comment follow-up.
- An updated draft scope of work for the strategic planning facilitator will be shared with ECAC members for a final round of feedback.

One Sentence Summary

- The Leadership subcommittee discussed new processes for accessing meeting recordings, their 2024 schedule, the new process for following up to public comment, updates from the NECFLC, proposed updates to the ECAC bylaws, the upcoming strategic planning process, and open meeting law updates.