

# NEVADA EARLY CHILDHOOD ADVISORY COUNCIL (ECAC)

LEADERSHIP SUBCOMMITTEE

## PUBLIC MEETING

July 2, 2024,

11:00AM

*“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.”*

This meeting was held via video conference.

## 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 11:05AM
- Sabrina Jones started Recording and conducted roll call

#### Members in Attendance:

- Tiffany Alston ECAC Chair,
- Patrice Gardner, ECAC Vice Chair
- Ashley Dines, Parent Representative
- Elysa Arroyo, Policy and Finance Subcommittee Co-Chair
- Marty Elquist, Data and Evaluation Subcommittee Co-Chair
- Karissa Loper Machado, Data and Evaluation Co-Chair
- Tiffany Olivas, System Alignment Co-chair
- Abbey Bernhardt, System and Alignment Subcommittee Co-chair
- Brenda Morales, Policy and Finance Co-chair

#### Members Not in Attendance:

- Jennifer Butler, 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
- Denise Tanata, Early Childhood Comprehensive Systems Advisor, The Children’s Cabinet
- Rachel Stepina, Preschool Development Grant Manager Birth - 5, Office of Early Learning and Development, Nevada Department of Education
- Nayesdi Badillo, Family Engagement Specialist, Office of Early Learning and Development, Nevada Department of Education
- Sabrina Jones, ECAC Systems Specialist, Office of Early Learning and Development, Nevada Department of Education
- Rosa Tamayo, Northern Family Leadership Council Coordinator, The Children’s Cabinet
- Jamie Mendez, Workforce Specialist, Office of Early Learning and Development, Nevada Department of Education
- Peter Paul Paragas, Data and Quality Improvement Specialist, Sunrise Children’s Foundation
- Smriti Neupane, Research Analyst, Nevada Institute for Children Research and Policy

## 2. **Public Comment #1**

Public Comment will be taken during this agenda item regarding any item appearing on the agenda. No action may be taken on a matter discussed under this item until the matter is included on the agenda as an item on which action may be taken. The Co-Chairs may impose a time limit of three minutes. Public Comment #2 will provide an opportunity for public comment on any matter within the Subcommittee's jurisdiction, control, or advisory power.

- Rachel Stepina announced the request for proposals for the early childhood advisory council strategic plan is now open for vendor bidding to the public. She added the hyperlink in the chat and shared the information will be posted to ECAC website and is currently available on the Department of Education website. All can refer to that proposal hyperlink for the contact details and to direct any questions. [Strategic Planning – Nevada Early Childhood Advisory Council \(nvecac.com\)](https://nvecac.com)

## 3. **Approval of Flexible Agenda** (*Discussion for Possible Action*)

The subcommittee approved 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 ECAC Leadership Subcommittee Meeting Agenda – Page 1- 3 of the agenda at any time.

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

- Brenda Morales motioned to approve a flexible agenda
- Ashley Dines seconded the motion
- All members voted in favor -the motion was passed

## 4. **Minutes from June 4, 2024** (Discussion for Possible Action)

The subcommittee discussed and approved the June 4th, 2024, minutes.

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

- Sabrina Jones shared screen for minutes from last meeting
- Nayesdi Badillo requested for change to title from previous minutes (correction)
- Patrice Gardner motioned to approve June 4 minutes with the title correction
- Marty Elquist seconded motion
- No opposition
- All members voted in favor- the motion is passed

## 5. **Nevada Early Childhood Family Leadership Council (NECFLC) Coordinators Updates** (Information/Discussion)

The subcommittee heard updates regarding the work of the NECFLC (such as but not limited to the rubric, mentorship program, events).

*Rosa Tamayo, Ashley Dines, and Tiffany Olivas, The Children's Cabinet*

- Rosa Tamayo shared that North NECFLC had an open meeting law training both in English and Spanish and will be providing these trainings to prepare parent and family leaders who attend ECAC. In addition, look out for an upcoming meeting in July for North & South NECFLC on justice, equity diversity and inclusivity (JEDI). All interested parties can reach out for an invite.
- Ashley Dines discussed July 15<sup>th</sup>, and July 20<sup>th</sup> informational orientation meeting in English and Spanish for North and South hosted by Rosa Tamayo, and she will send over invites and information.
- Anna Villatoro mentioned professor from UC Davis supporting with upcoming trainings.
- Rosa mentioned that a yearly training list is accessible for family leadership training opportunities
- Patrice Gardner discussed rubric that was used to evaluate meetings and progress on acquiring additional information.
- Tiffany Olivas discussed progress for user friendly way to provide feedback and evaluations, desire to provide information weekly (by end-of-week) to members.
- Nayesdi Badillo inquired about how facilitators will receive evaluation information from the rubric
- Nayesdi Badillo inquired about Children's Cabinet rubric and if it can be adapted into other meetings and group settings.
- Tiffany Alston discussed outside-meeting follow-up on the application of the rubric and collaboration with Children's Cabinet in sharing out resource.

- Marty Elquist discussed how the NECFLC is designed around parent inputs being implemented into each phase of decision-making and not a ‘Children’s Cabinet’ specific feature, and so the rubric is being designed around this concept.

## 6. Nevada Early Childhood Family Leadership Council (NECFLC) Family or Parent

**Updates** (Information/Discussion) NECFLC parents or family members present to share their experiences in the early childhood system. *NECFLC Families*

- Tiffany Alston moved to the next topic due to no guest present.

## 7. Advisory Council Membership and Vacancies (*Discussion for Information and Possible Action*)

*Sabrina Jones, ECAC Systems Specialist, Nevada Department of Education, Office of Early Learning and Development*

- Sabrina Jones shared new memberships and seat assignments, as well as represented organizations.
- Sabrina Jones mentioned vacant seats and the need for representatives from non-profit organizations in Southern Nevada, and the tribal representation seat.
- Sabrina Jones mentioned that majority of the new members have completed orientation and how new members will undergo orientations in months where ECAC meeting is not being held, dates mentioned for orientation held on August 21st, October 16th, and December 18<sup>th</sup>.
- Tiffany Alston requested that orientation dates be added to future agendas in case individuals want to attend.
- Sabrina Jones mentioned how new members need to join subcommittees and she will provide more information to aid in the selection process.
- Abbey Bernhardt shared her interest in the position of co-chair for communications and engagement subcommittee and an interest in attending the policy and finance subcommittee.
- Patrice Gardner inquired about orientation feedback and a possible need to provide education resources.
- Sabrina Jones mentioned how prior feedback was used to further expand Subcommittee information to help with the selection process for joining a subcommittee for new members.

## 8. Subcommittee Workplan Review and next Leadership Subcommittee Agenda Items

(Discussion for Possible Action)

The subcommittee discussed updates, progress and needs related to the Combined Subcommittee Workplan document. The subcommittee will use this discussion to inform agenda items for the next Leadership subcommittee meeting and/or the next General ECAC Meeting.

1. *Leadership Subcommittee – Tiffany Alston and Patrice Gardner, Subcommittee Co-Chairs*
2. *System Alignment Subcommittee – Tiffany Olivas and Abbey Bernhardt, Co-Chairs*
3. *Communications and Engagement Subcommittee – Jennifer Butler Co-Chair, (Co-chair vacancy)*
4. *Finance and Policy Subcommittee – Elysa Arroyo, and Brenda Morales-Solorzano, Co-chairs.*
5. *Data and Evaluation Subcommittee – Marty Elquist and Karissa Loper Machado, Co-Chairs*

- Tiffany Alston discussed how agenda item will be added once Children’s Cabinet rubric is ready for sharing.
- Marty Elquist discussed how the Data and Evaluation Subcommittee reviewed data gaps and the state information that is currently available. In addition, she shared how data needs to be disaggregated based on the different definitions that are being discussed internally, as well as how they are applied.
- Marty Elquist mentioned 2-3 more meetings before action item of data gaps is complete; follow-up action item will be the ‘Playbook’ that educates stakeholders on how data is important in Early Childhood Systems and integrated systems.
- Karissa Loper Machado mentions follow-up on data sources in upcoming meetings for Data and Evaluation
- Marty Elquist shared that she is willing to participate in orientation for feedback and to provide insight on the Data and Evaluation subcommittee as needed.

- Tiffany Olivas discussed how Systems Alignment reviewed System Asset Gap Analysis presentation, and that the presentation is available online through ECAC.
- Tiffany Olivas discussed an upcoming review of different systems being utilized throughout the state and how there is a need to increase communication and collaboration across the different ECAC subcommittees.
- Tiffany Olivas mentioned that the next leadership meeting will revisit communication ideas that are shared in the upcoming Systems Alignment meetings.
- Patrice Gardner discusses Leadership Subcommittee and PDG-5 team support in strategic planning and use of their resources in improving presentations.
- Brenda Morales discussed how the Policy and Finance Subcommittee sent a link for policy recommendation survey.
- Brenda Morales discussed how priority in upcoming meetings will focus on possible policy recommendations that can be made, as well as how the survey can assist with those choices.

**9. Discuss Agenda Items for the next General ECAC Meeting, (Discussion for Possible Action)** The subcommittee will discuss agenda items for the upcoming General ECAC meeting. *Tiffany Alston and Patrice Gardner, Leadership Subcommittee Co-Chairs*

- Marty Elquist inquired about Leadership subcommittee and whether a scoring rubric needs to be made for strategic planning.
- Rachel Stepina mentioned how hyperlink contains information for the strategic planning needs that the future vendor is being asked to fulfill.
- Rachel Stepina discussed how the committee of 5 has been established for assessment in strategic planning procurement process.
- Tiffany Alston mentioned that the next agenda will revisit committee needs regarding vendor concerns and strategic planning.
- Nayesdi Badillo inquired about open-meeting law and how many members can meet before it is considered quorum.
- Tiffany Alston will follow up on open-meeting law.
- Marty Elquist mentioned that if a majority of members are present, it is a quorum; they can meet but cannot convene to discuss ECAC topics unless they want an official meeting.
- Denise Tanata discussed the concern for ‘walking quorum’ and distinguishing between ECAC and subcommittee ‘majority’ of members meeting.
- Patrice Gardner explained how Administrative Assistant search is active to support future meetings and ECAC needs.
- Tiffany Alston added that voting for an Ad hoc strategic planning subcommittee is to be added to the next general ECAC meeting.
- Denise Tanata discussed that the fiscal gap analysis and federal revenue plan will be discussed at next general ECAC meeting.
- Marty Elquist mentioned that Self-Sufficiency Standards datasets have been updated and to mention in next general ECAC meeting as a feature tool that individuals can use.
- Ashley Dines mentioned that parents will be joining Parent Spotlight in the next general ECAC meeting.
- Rosa Tamayo replied that translator will not be needed to support parents during Parent Spotlight.
- Sabrina Jones shared the full agenda for the upcoming general ECAC meeting, need to confirm presentations if not done already.

**10. Upcoming Meetings (Information)**

- Tiffany Alston brought attention to the meeting schedule and informed all that the schedule will be on all meeting agendas going forth.

## **11. Public comment #2**

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- Nayesdi Badillo discusses that the Nevada Family Engagement Framework toolkit feedback has been to investigate information with different demographics (families, communities, leadership, administrators, teachers).
- Nayesdi Badillo mentions that the Family Engagement Framework toolkit draft is being updated and that it is seeking more feedback from teachers and actively seeking that information
- Nayesdi Badillo will send toolkit information to Sabrina Jones to acquire additional support through review, research, and other input regarding the tool.
- Nayesdi Badillo mentions how participants from various stakeholders are being implemented and continue to be sought after to have a balanced experience to the tool.
- Smriti Neupane discusses how the Needs Assessment has updated Nevada demographics that will be sent for review from the rest of the subcommittee.

## **12. Adjournment**

Tiffany Alston adjourned the meeting at 12:15PM

### **Selection Action Items**

- Continue the Strategic Plan discussion
- Vote on Ad hoc Committee for Strategic Planning at the General ECAC Meeting

### **One Sentence Summary**

The Subcommittee discussed Nevada Early Childhood Family Leadership Council updates, Subcommittee updates and plans for upcoming meetings.