



Action Council All Member Meeting

Date: September 21, 2023

Attendees

Council members present: Tranae Brockhouse, Crystal Donoho, Shirley Gordon, Christy Jean, Jessica Palazzolo, BreeAnna Pelcynski, Laura Roberts, Jill Wardlow

Council members absent: Abigail Beam, Kara Boozer, Sarah Brashear, Jennifer Clark, Emma Conway, Stacie Hodge, Maria Koehler

Agenda

1. Introductions
 - a. Birth to Five Illinois Staff: Heather Pruett – Regional Council Manager, Brittany Lemons – Family and Community Engagement Specialist, Jessica Chin – Administrative Support
 - b. Members introduced themselves and shared what their professional roles are.
2. Group agreements
 - a. Community Agreements were reviewed as a Council. Members agreed to abide by the current Community Agreements within our meeting space and know they will be shared every meeting to open them back up for discussion.
3. Year 1 overview
 - a. The Action and Family Councils met on a recurring three week schedule. Calendar invites, agendas, and pertinent data/presentation materials were emailed to participants approximately a week before the meeting.
4. Year 2 meeting cadence polls
 - a. Heather shared the different options for Year Two meetings.
 - b. Members participated in polls to determine the day, time, and meeting type that would work best. These polls will also be shared with the Family Council. Jessica will email the results once this is completed.
5. Addendum
 - a. The Addendum is feedback, data, stories, and quotes that we heard from community members throughout the dissemination process of the Early Childhood Regional Needs Assessment.
 - i. Conversations from the community have indicated that there are little to no options for child care for children with disabilities in all four counties in this Region.



- ii. Through a recent Request for Proposal (RFP), the Regional Office of Education #13 has been awarded a grant to add 100 slots for Preschool For All Expansion and 250 slots for Prevention Initiative Birth to Three home visiting.
6. CQI
 - a. Continuous Quality Improvement (CQI) is a method used by organizations to make things better and more efficient over time. It involves constantly looking for ways to improve, focusing on making small, incremental changes to implement change over time.
 - b. We will be moving our recommendations forward by using CQI to create our Action Plan.
7. Action Plan recommendations
 - a. The Action Plan includes the top two to three recommendations from the Early Childhood Regional Needs Assessment.
 - b. A document containing all recommendations will be sent to all Council members via email. Council members will indicate their top three recommendations that they believe should have an Action Plan. The result will be shared with both Councils via email before our next meeting date.

Before next meeting...

- If you would like additional information on CQI, you can take this CQI Course: <https://friendsnrcelearning.learningpool.com/>
- Jessica will provide you with these results once all the data has been collected:
 - Meeting Cadence for Year Two
 - Recommendations for the Action Plan
- Jessica emailed a Google Form for all Council members to fill out. Please complete this by October 9, 2023.