



## Action Council Meeting

Date & Time: October 4, 2023, 2:00 to 4:00 pm.

### Notes

2:00pm: Welcome (5 minutes).

Notes:

- Discussed potential for individual Council members to work with Rep. Stava-Murray regarding potential policy advocacy efforts.

2:10pm: SWOT Analysis and SMART Goals (20 minutes).

Notes:

- Recap of Continuous Quality Improvement.
  - CQI Model has 4 different stages. Currently in stage 1: "Plan".
    - Plan→ Do→ Study→ Act→ Repeat.
- Members were asked to utilize the SWOT analysis when reviewing potential recommendations for consideration.
  - Strengths
  - Weaknesses
  - Opportunities
  - Threats
- An overview of SMART goals was shared, and members were also asked to consider how their preferred recommendations may be achieved through SMART goals.
  - Specific
  - Measurable
  - Attainable
  - Relevant
  - Timebound

2:30pm: Recommendations Discussion and Selection Process (60 minutes).

Notes:

- Valerie presented the nine identified needs and subsequent 31 individual recommendations outlined in the Region 19 Early Childhood Needs Assessment to the Council. The goal was to decide on three recommendations that will be developed into action plans.
  - Identified 10 recommendations that were achievable through state and/or systemic level policy decisions.
  - Identified 7 recommendations that were partially achievable locally and partially achievable through state and/or systemic level policy decisions.
  - Council members expressed a need to include all 31 recommendations for consideration.



- Council members participated in a consensus activity using Google Forms to narrow down the list of potential recommendations.
  - It was determined that the individual recommendations were too specific and overwhelming. In order to truly move forward with sustainable change, the broader nine needs were to be considered in order to bring the group to a consensus.

3:30 pm: Action Plans and Workgroup Overview (10 minutes).

Notes

- Valerie shared an overview of the timeline for workgroup selection and meeting cadence.
- A plan with targeted dates was shared regarding Council feedback regarding workgroup preferences and meeting times.
  - Based on the results of the recommendation discussion it was determined that this timeline may need to be adjusted.
- Clarification was provided regarding the capacity of the Birth to Five Illinois Councils.
  - It is a grant deliverable to have the action plans submitted to IDHS by February 2<sup>nd</sup>. However, these plans do not need to be started or completed by that date. Timelines will be determined by each individual Workgroup as part of the SMART goals planning process.

3:40pm: Next Steps (5 minutes).

Notes

- Valerie will send out a new Google Form to all Action Council members containing the nine needs. Council members are asked to submit their input by the end of business on Thursday, October 5<sup>th</sup>.
- The same consensus activity will be facilitated with the Family Council on Thursday, October 5<sup>th</sup>.
- As needed, Valerie will send out a final consensus Google Form to all Council members on Friday, October 6<sup>th</sup> to determine the three recommendations.
- Once finalized, Valerie will send out the Workgroup preferences and meeting time scheduling forms to all Council members.
- Council members will receive their Workgroup assignments and meeting invitations by Friday, October 13<sup>th</sup>, with the first Workgroup meetings occurring prior to the end of October.

**Next meeting:** Full Action Council Meeting: Wednesday, November 1, 2:00 to 4:00 pm.