



Spark NH Executive Committee Meeting

2 Delta Drive, Concord

December 8, 2015 12:00 – 2:00 pm

Meeting Summary

Attendance: Erika Argersinger, Katie Brissette, Jackie Cowell, Effie Malley, Laura Milliken, Debra Nelson, and Deirdre Dunn Tierney. Linda Grant, AmeriCorps VISTA for Watch Me Grow.

Minutes Recorder: Katie Brissette

1. November Executive Committee Meeting Summary

A few edits to the meeting summary were made ahead of the meeting. The Committee came to consensus to approve the meeting summary.

2. Spark NH Budget

The year to date financials will soon be finalized with the accountant. Jackie shared the draft 2016 budget. The committee made few changes for clarification purposes. Jackie reviewed the funding committed for next year. The committee celebrated the public/private support that Spark is receiving.

3. Director Job Description – revised

Laura handed out a revised copy of her job description. She made a few changes including deleting duplications. The committee came to consensus to approve the revisions.

4. Director Evaluation

The evaluation form will be updated based on the changes to the job description. Laura will complete a self-evaluation in early January. Executive Committee members will then evaluate her. The Chair will collect and compile the evaluations and aggregate the results. An annual raise is built into the budget.

5. Bylaws

The proposed changes to the bylaws were shared with the Council. The bylaws currently state that meetings will be posted in two places to comply with the Right to Know Law. Meetings are currently posted on the website and in the newsletter. It was proposed that we ask other state councils, such as the Workforce Opportunity Council, how they handle this mandate. Effie Malley offered to post the annual calendar of Spark NH meetings as well as a link to the Spark NH website calendar on the Children's Behavioral Health Collaborative website. Debra will check with the Dept. of Education to see if they can post it to their website.

6. Spark NH Parent Engagement

Laura will reach out to Julie Day to schedule the next Family Engagement Taskforce meeting. It will be important for this taskforce to be aware of all the parent leadership and parent engagement

work that is starting to happen around the state, especially the Endowment for Health's new initiative.

7. Meeting with Governor's Office and Commissioners

Laura will ask for availability from the Governor and Commissioners for a meeting in early January.

8. Spark NH Work Plan update

The Committee started discussing the work plan and how to ensure that the committees are updating and using their work plans. They will continue the discussion and review the work plan at the January meeting. Laura will continue to track internal grant management as well.

9. Poverty Competency Work

It was proposed that the poverty competency work, based on Donna Beegle's book, be infused into the work of Spark NH. Debra suggested having the Workforce & Professional Development Committee look at how this work could be built into trainings.

10. NH as a Pyramid State Update

A meeting was scheduled to discuss high level issues such as, where this initiative will live, how it will be funded, how it could be sustained, etc. had to be cancelled. Debra is planning to get it scheduled again.

11. Other

- a. Watch Me Grow report out – The Council approved project funds to “build the data bridge” for the online ASQ database. Since that project was donated the funds will now be used to launch and roll out the ASQ. Carolyn Stiles will contract to continue this work. She will invoice Spark NH by the end of the year.
- b. Equity Taskforce – Dee shared a worksheet from the equity conference she attended on behalf of Spark NH. She is proposing a task force to dive deeper into this work and has asked Amy Parece-Grogan to co-chair with her. Dee will work with Amy to draft some recommendations for how this work could be connected with Spark NH. She will also bring Kelly Laflamme from the Endowment for Health, Trinidad Tellez from the Office of Minority Health and Refugee Affairs, and Linda Grant, the VISTA for Watch Me Grow.
- c. Raising New Hampshire – The family that was highlighted in the film was being served by Head Start and yet it wasn't mentioned at all. Debra let the committee know that the Head Start community felt left out and feel it was a missed opportunity to educate people about the system that is in place.

Next Meeting: Tuesday, January 12, 2016 from 12:00 – 2:00 p.m.