



Spark NH Executive Committee Meeting

Two Delta Drive, Concord

January 13, 2015 12:00 – 2:00 pm

Meeting Summary

Attendance: Erika Argersinger, Jean Briggs Badger, Katie Brissette, Jackie Cowell, Deirdre Dunn Tierney (by phone), Ruth Littlefield (by phone), Laura Milliken, and Debra Nelson.

Minutes Recorder: Katie Brissette

- 1. December Executive Committee Meeting Summary** – The group came to consensus to accept the meeting summary.
- 2. Debrief December Council meeting**

The race and equity discussion went well; Ellen’s membership presentation was very informative; the meeting ended on time; we should remind everyone that committee reports are available on the website, especially members of the public who may not have received the meeting packet.
- 3. Budget** – Nothing new to present at this time. There will be a budget adjustment made once we receive budget from Impact Monadnock. The NHCF grant and the Endowment for Health Collective Impact grant will need to go through G&C.
- 4. Director Evaluation Discussion**

The Committee took some time to evaluate the process. Everyone agreed that it worked well for Laura to complete a self-evaluation and committee members to evaluate her on their own. Erika will take all the feedback and combine it into one report. Laura’s self-evaluation form will be shortened for next year so she’s not commenting on each piece of her job description. It was suggested that Survey Monkey be used next time. There will be more clarity about what the numbers on the form represent so everyone is on the same page. A “NA/II” (Not Applicable/Insufficient Information) option will be added to the rating categories. A list of goals for the previous year will be included and both the director and Executive Committee will be asked to rate the extent to which the goals have been achieved. “Director’s signature” will be changed to “Chair’s signature.” Redundant items will be identified and eliminated. The committee will consider including feedback from Council members on the director’s performance, to include broad items with which Council members would be familiar, such as extent to which director keeps members informed of Council activities, issues, challenges, progress, etc.
- 5. Spark NH – Early Learning NH MOU**

It was determined that Early Learning NH does not need full control over termination and hiring of the director. The Executive Committee will make recommendations to the Council, the Council will weigh in on final candidates. The final version will be signed by Erika and Jackie and sent to the Council in the next meeting packet. The Endowment for Health will also receive a copy.

6. Set February Spark NH Council Agenda

The committee planned the February Council Agenda. Jackie Cowell will do the member presentation. Peggy Kieschnick will be asked to do a brief report on the Policy Priorities (20 min), The Office of Minority Health will be invited back to finalize our equity discussions (30-45 min), Debra Nelson will give an update on the educational conference at Harvard that members of the Executive Committee attended (5 min).

7. Filling Open Council Positions

When Jackie sees Ross Gittell next week she will set up a time to discuss the vacant higher education seat on the Council. Shauna Babcock from NHTI Child Family and Development Center will be the new Child Care Advisory Council representative. Kerry Wiley is the new Part C Coordinator and will fill that seat on the Council. A letter naming Melinda Sylvester as the Head Start State PAC representative was sent to the Governor's Office.

8. DHHS Ideas for Meeting Needs of Young Children

The committee discussed working with DHHS to align with the EC Plan and Policy Priorities.

9. NGA grant/Technical Assistance

Small grants and consultation services available through NGA. The Committee suggests learning more about their focus and what we could benefit from versus what it would take to apply. Laura will ask about the amount of funds available and deadline to apply.

10. Discussion of Spark NH Work Plan

At an upcoming meeting, the Executive Committee will conduct an annual check in of the Spark NH work plan and suggest any necessary changes. Prior to this, Laura will review it and make recommendations for which pieces the committee should weigh in on. The Evaluation Committee reviews the process and status of the work plan on a regular basis. Each Committee should be reviewing their internal work plans twice a year, by June and December, so the Executive and Evaluation Committees can follow-up. The Committee Guidelines will be revised to show this change. The Executive Committee will review their own work plan at the February committee meeting.

11. Other

The group had a discussion about Committees and Task Forces. It was proposed that consultant services be used to make committees more effective. It is important for Committee and Task Force chairs to know what is expected of them and to keep on task. The committee will discuss this further and decide if there is sufficient funding available.

The Committee reached consensus to adjourn the meeting.

Next Meeting: The Executive Committee meetings will change to the 2nd Wednesday of the month from 1 – 3 pm. The next meeting is Wednesday, February 11th from 1 – 3 pm.