New Orleans Early Education Network (NOEEN) Steering Committee
Meeting Minutes for July 26, 2023
Clover New Orleans, 1600 Constance St. New Orleans, LA 70130

Steering Committee Members in Attendance: Asya Howlette, Kate Mehok, Joy Mitchell, Jen Roberts, Derrick Toups, Rochelle Wilcox, Maria Blanco, Rebecca Latham, Dr. Keith Liederman, Vanessa Chavis, Anna Williamson, Dr. Fateama Fulmore,Melanie Richardson

Steering Committee Members with Proxy: Dr. Shayla Guidry Hilaire (Proxy - Holly Paczak)

Steering Committee Members Absent: Stacey Barquet, Thelma French, Sheraé Hunter

GENERAL ASSEMBLY

I. **Call to Order** - R. Wilcox
   - Meeting called to order at 9:12 a.m.
II. **Roll Call** - R. Wilcox
III. **Adoption of Previous Minutes** - R. Wilcox
   - **Action Item**: Adoption of Minutes from the June 14 Steering Committee Meeting and the June 22 Coordinated Enrollment Subcommittee Meeting
     - On the motion of K. Liederman, seconded by K. Mehok, the Steering Committee voted to adopt the minutes from the June 14 Steering Committee Meeting and the June 22 Coordinated Enrollment Subcommittee Meeting
IV. **Membership Update** - D. Toups
   - Questions/Comments
     - What will the impact of B-3 funding changes mean for the B-3 seat representation on the Steering Committee?
   - **Action Item**: Vote on Nomination for Louisiana Department of Health EarlySteps System Point of Entry Representative
     - On the motion of K. Mehok, seconded by J. Roberts, the Steering Committee voted to approve the nomination.
V. **Community Network Lead Agency Updates and Considerations**
   - **Lead Agency** - Allison Cohen
     - A. Cohen provided updates on network calendar and scheduling.
     - D. Toups provided updates on new features within the NOEEN Scheduler and CLASS Observer hiring.
   - **Coordinated Enrollment** - Jestin Moorehead
     - Provided updates on the Early Childhood timelines for waitlist offers, seat allocations targets.
     - General comments/questions:
       a) Public Comment - *No public comment.*
       b) Questions/Comments/Discussion
          (1) Is there a timeline for when sites will receive rosters?
          (2) When school starts, can the timeline for offers be expedited?
              (a) Yes, but it will need to happen manually. Families should go to the family resource center to resolve

enrollment challenges.
(b) What should schools/sites communicate to families about the timeline for resolving enrollment challenges?
(3) How can we address the potential loss of enrollment due to multi-step resolution
(4) Are there routine communications sent to families whose status has been revoked with information on waitlisting? Once accepted, families no longer receive messages. Team members make phone calls to follow up depending on volume.
(5) Is there an option for families to click “do you want to remain on the waitlist”?
(6) When can programs “drop” non-registrants? Those are being processed weekly in Salesforce.
(7) When will transition to Avela be completed? Timeline to have all kids in the Avela system by Labor Day. Working to determine when discharges will happen in Avela and no longer rely on Salesforce.
(8) Are there plans to have resources centers in 6th, 7th, 8th wards i.e. satellite support?
(9) Is there any data available for the # of families served during the most recent community events? Is there available historical data on enrollment year over year?
(10) Why can we not be able in real-time to know the number of available seats? The goal is for this information to be available within the next two weeks.

- **Early Childhood Education Fund Allocation** - J. Roberts
  - Provided updates on the process for developing sustainable budget recommendations, an overview of the proposed funding allocation, and the approval process.
  - General comments/questions:
    a) Public Comment - *No public comment.*
    b) Questions/Comments/Discussion
    (1) What is the timeline for budget approval? As soon as possible, but impacted by LDOE capacity, scale of network, and challenges in implementation(i.e fund source verification requirements)
    (2) Is there a way to merge verification processes? Potential for incentivization of site support for this process.
    (3) Appreciation for elevation of early childhood professionals implied by the proposed funding allocation.
- **Ready Start Network and Millage Capacity Building** - D. Toups, J. Roberts
  - Provided updates on the Early Educator media campaign, NSNO Early Childhood job board, wage enhancement, ECHO Fund Workforce Pitch Competition, and recruitment listening sessions.
  - General comments/questions:

a) Public Comment - *No public comment.*
b) Questions/Comments/Discussion
(1) Where will we see the media appear? Billboards, social media platforms, etc.
(2) Is there a way to adjust filters/settings on the job board to minimize the volume of applicants based on best-fit? TBD

VI. **Subcommittee and Working Group Reports**

- **Executive Subcommittee** - D. Toups
  - Provided updates on proposed changes to the bylaws, including language usage, committee naming conventions, meeting requirements (voting, proxy representation).
  - **Action Item**: Vote on Revisions to NOEEN Steering Committee Bylaws
  - General comments/questions:
    a) Public Comment - *No public comment.*
    b) Questions/Comments/Discussion
    (1) Clarification on the difference between complying with open meetings law vs. publicly communication meeting procedures.
    (2) Are “terms” dependent on the original member’s start date or the member’s replacement start date?
  - On the motion of K. Mehok, seconded by M. Richardson, the Steering Committee voted to approve the revised bylaws.
- **Coordinated Enrollment Subcommittee** - R. Latham
  - Provided updates on proposed 2023-24 CFR timeline and 2024-25 enrollment timeline.
  - General comments/questions:
    a) Public Comment - *No public comment.*
    b) Questions/Comments/Discussion
- **Family Engagement Subcommittee** - A. Howlette
  - Provided updates on funding allocations for family engagement.
  - General comments/questions:
    a) Public Comment - *No public comment.*
    b) Questions/Comments/Discussion
- **Workforce Task Force** - D. Toups
  - Provided updates on the status of the Workforce Task Force Playbook strategies.
  - General comments/questions:
    a) Public Comment - *No public comment.*
    b) Questions/Comments/Discussion

VII. Open Forum

- For Providers By Providers partnership with Americorps.

VIII. Adjournment - R. Wilcox

- Meeting adjourned at 11:04 a.m.