New Orleans Early Education Network (NOEEN) Steering Committee
Meeting Minutes for October 18, 2023
Joe W. Brown Park Recreation Center, 5601 Read Boulevard, New Orleans, LA 70127

Steering Committee Members in Attendance: Kate Mehok, Jen Roberts, Derrick Toups, Dr. Keith Liederman, Vanessa Chavis, Dr. Fateama Fulmore, Tomorrow Fondal, Anna Williamson, Thelma French, Dr. Shayla Guidry Hilaire, Rochelle Wilcox, Stacey Barquet, Rebecca Latham

Steering Committee Members with Proxy: Asya Howlette (Anamaria Villamarin-Lupin), Melanie Richardson (Christine Neely)

Steering Committee Members Absent: Maria Blanco, Joy Mitchell, Sheraé Hunter

GENERAL ASSEMBLY

I. **Call to Order** - R. Wilcox
II. **Roll Call** - R. Wilcox
III. **Adoption of Previous Minutes** - R. Wilcox
    - **Action Item**: Adoption of Minutes from September 20 Steering Committee Meeting and October 16 Coordinated Enrollment Subcommittee Meeting
        - On the motion of J. Roberts, seconded by K. Mehok, the Steering Committee voted to adopt the minutes from the September 20 Steering Committee Meeting and October 16 Coordinated Enrollment Subcommittee Meeting.
IV. **Community Network Updates and Considerations**
    - **Lead Agency** - Caitlin Boley
        - Caitlin Boley provided updates on Lead Agency functions including CLASS observations (*progress, completion rates, upcoming training*), Performance Profile metrics, October Child Count, and TSGOLD Checkpoint progress.
        - **Discussion:** What have providers found to be the most impactful/beneficial resource or strategy in successfully completing checkpoints?
            a) **Training for staff** - onboarding process, FrogStreet Alignment
            b) **Documentation** - verifying accuracy, explicit site-level expectations
            c) **Site-level Leadership** - actively tracking, monitoring, identifying barriers, internal timelines, providing exemplars, positive feedback
        - **Other Feedback:** Aligned systems for data tracking have allowed sites to complete requirements more efficiently
    - **Coordinated Enrollment** -
        - R. Latham provided updates on seat allocations and availability, implication of new funding sources on enrollment distribution, and finalized EC enrollment timeline, and recommended allocation approval timelines.
        - **Comments:**
            a) J. Roberts noted that the data presented does not accurately reflect the true number of City Seats allocations since 92 children were converted from City Seats to ECEF.
        - **Questions?**
            a) Given the timelines, have we considered future licensed sites? This has been considered and provisional allocations will occur in time to ensure that these sites have the opportunity to benefit from publicly funded seats without putting children at risk of being assigned a seat that may not be available by the start of school year.

- **Publicly-Funded Seats** - D. Toups
  - D. Toups provided updates on seat allocations including: timelines for ECEF and CCAP B-3, general updates on publicly-funded seats, and context for decision-making. Additional updates included: ECEF + CCAP B-3 enrollment process
  - **Comments**
    a) J. Roberts provided additional rationale for funding formulas used to allocate and convert existing seats to meet the needs of the broadest amount of providers.
    b) T. French noted that federal budget restraints have put Headstarts at significant risk for remaining funded.
  - **Questions?**
    a) Is the template for submission still available? Yes, D. Toups will reshare with providers requesting.
- **Ready Start Network and Millage Capacity Building** - D. Toups
  - D. Toups provided updates on high quality workforce initiatives, partnership with Enriched schools, and early educator recruitment media campaign, sustainable funding, facilities expansion planning, and Power Coalition's
  - **Comments**
  - **Questions?**
    a) How do parents get connected with the Child Care navigator? This role will focus on how to improve the CCAP and related processes/access on a larger scale.
    b) When will information about CDA/ECAC be available? Everyone will get some amount of the available resource.
    c) When will we see movement related to facilities funding? The goal is to identify a facilities partner by the end of the calendar year and by spring we will announce facilities grants.
    d) What work is happening currently to increase Bachelor's degree access? Existing partnership with REACH University - feedback from K. Mehok has been a successful pathway for her staff. D. Toups commented that we should identify both short and long term strategy to increase access.

V. **Subcommittee and Working Group Reports**

- **Executive Subcommittee** - T. French
  - T. French provided updates on existing vacancies.
  - **Questions?**
    a) Can we include a note about vacancies in upcoming parent engagement meetings? Yes, and D. Toups can provide requirements 1-pager upon request.
- **Coordinated Enrollment Subcommittee** - R. Latham
  - R. Latham provided updates on the committee's review of the CFR visit director interview and site visit questions.
  - **Questions?**
- **Family Engagement Subcommittee** - A. Howlette
  - Anamaria Villamarin-Lupin (proxy for A. Howlette) provided updates on the need for more parent representation and requested any support available to increase the number of parent applicants.
  - **Questions?**
- **Workforce Task Force** - T. French

        - T. French provided updates on the progress towards implementing strategies outlined in the playbook.
        - **Questions?**

VI. **Open Forum**
    - T. French shared information about the upcoming local Head Start Parent Conference (December 4-7).
    - Consider Audubon Institute as a potential venue.

VII. **Adjournment** - T. French
    - The meeting adjourned at 11 a.m.