

INPUT WORK GROUP MEETING MINUTES



Date: 02/23/2024

Time: 10:00-11:00

Location: Parkview

Agenda Items

Group Agreements/Ground Rules; These are the rules the group will follow to accomplish the set goals during the meeting:

- Everyone has a chance to share, and their opinion is taken at face value and respected
- Active Listening
- This Meeting is a Safe Space. What is said here stays here, but important info goes to the centers.
- Input Work Group Representatives (from each center) will help make sure the meeting is a safe space when sharing at their center meetings.
- Come with a problem-solving perspective. Bring the concerns with solutions.
- Avoid “group” thinking. Challenge each other’s thoughts, have different perspectives. Think outside the box.
- Have Fun!
- Be Respectful

Team Members in Attendance: Trish Maitrejean, Mendy Hellmann, Alicia Harrington, Melissa Clark

Mendy will contact Amber Lease about Surveys and how they are processed. Also get the #'s (stats) from the surveys that have been done already so we can share that information with our teams.

A “pre-email” letting staff know the survey is coming was suggested. We need to make staff more aware that a survey is coming. **An all paper survey was suggested (anonymously) to help make it feel more anonymous.** Perhaps we could talk with Survey team to see if this could be an option.

-Read Emails – The info in there and the Values are being followed. When management takes action, typically it is “behind the scenes” and that is wonderful but letting others (staff) know would be appreciated and really is needed, so the company as a whole can see what is progressing.

Hiring Event – We need to have one of our own! Is this possible? High Schools & Colleges have Career days, can we join in those? Festivals and Community events should be for recruiting Employees as well as children to our program.

Expanding the year? – Did we ask anyone their opinion on this? A few staff members were asked and there were mixed responses: Is it possible to send a survey on this topic specifically? Maybe get suggestions from staff?

The Input Group Suggestions Boxes have arrived! Melissa will make labels for the boxes and little sheets for staff to fill out. Per email from Mendy – holding off on sending out to centers until a method to keep them anonymous can be developed.

Having Mondays as “Inservice Day” for training, instead of Fridays. Or a week before classes start? – all day trainings on Fridays are difficult for staff, that is their day to Prep for the following week and get necessary tasks finished. Fridays are getting “over used” and “overrun” by trainings and Inservice days.

Behaviors in class – Next year will they be for specific classes? This topic is being discussed by ED & Disability/Mental Health teams.

Pilot classes – is specific to the 5yr grant.

The enrollment process for the Pilot Classes was too much for center teams.

Tools are not coming back to the centers and being used. Perhaps this should be a topic to look into more.

NAEYC – 2024 Conference will take place in November 6-9 in Anaheim, CA. at the Anaheim Convention Center. Gathering of early childhood educators from around the world!

QMHA – Ed team is doing a training for certification. AFSCME Union will pay for 60 union members to have the training and certification. Alicia will give Mendy a flyer to take back to the Ed team. More information is needed on this possible training.

This Group – A suggestion to continue this specific Input Team into next year (we’ve only had 3 meetings this year, got a late start) was made and the Input Team present agreed, we are just getting started and getting momentum. To stop this group and start all over next year could hinder the progress we are making. Adding new members is still a priority but keeping this established team would be beneficial to all staff and the company.

Co-Facilitators – Trish Maitrejean & Robin Sweetser

Secretary – Melissa Clark

Topics moving forward:

Surveys – How to get more response? Would an All Paper survey be an option?

Solution/suggestion boxes – Could AA’s collect the contents and send through Inter-Office Mail to Alicia @Park View?

Things to take back to centers:

- Talk to them about the input boxes.
- Recruitment to the input team
 - This is a safe place to share topics and input.

Who are you in this meeting? And What is your role? – These Questions need to be answered by all of the Input Group, this way we can introduce ourselves in the Weekly Memo! Also this information can be put in the Center Newsletters and the application for the Input Group could also be attached to the Weekly memo and (or) the Center Newsletters??