

Planning Committee Meeting #3

Date & Time	Apr 14, 2022 9:00-11:00 AM
Invitees	<p>Nataly Barrera, Cerathel Burgess-Burnett, Chris Chavez, Dionne Dobbins, John Easton, Jon Furr, Craig Maki, Samantha Melvin, Edgar Ramirez, Terri Sabol, Diane Schanzenbach, Reshma Shah, Jennifer Vidis</p> <p>Isabel Farrar, Maia Connors Start Early Kate Tarrant Consultant Lauren Coppedge, Bianca Castro MacLaren, Danita Summers CoSpero Consulting</p>

Time	Agenda Item	Notes & Next Steps
9:00 - 9:05 AM	Welcome & Introductions	
9:05 - 9:10 AM	Planning Committee Purpose	
9:10 - 9:30 AM	Meeting 2 Action Items	Vote: Research Values & Criteria, Data Access & Sharing Pillars, Home Institution Selection Criteria
9:30 - 9:35 AM	Meeting 3 Alignment	
9:35 - 9:50 AM	Governance Model	
9:50 - 10:20 AM	Staffing Model	
10:20 - 10:45 AM	Budget Line Items	
10:45 - 10:55 AM	Home Institution Options	
10:55 - 11:00 AM	Wrapping Up	<ul style="list-style-type: none"> - Preview Next Meeting - Next Planning Committee Meeting - April 28th

Meeting Attendees

Cerathel Burgess-Burnett, Chris Chavez, Dionne Dobbins, John Easton, Jon Furr, Samantha Melvin, Edgar Ramirez, Terri Sabol, Diane Schanzenbach, Jennifer Vidis

Isabel Farrar || Start Early

Kate Tarrant || Consultant

Lauren Coppedge, Bianca Castro MacLaren, Danita Summers || CoSpero Consulting

Not in Attendance: Nataly Barrera, Craig Maki, Reshma Shah,

Meeting Minutes

Welcome & Introductions

Planning Committee Purpose

Thought Exercise Scenario

Partnerships

- *Initial outreach, data + research would inform partnerships*
- *Be the hub, the "convenor" of this work*
- *We might not be able to do the work, but we know who to go to -intermediary*

Outreach

- *Review what others are doing, what's succeeded, most important factors, landscape scan*

Data

- *Review what others are doing, what's succeeded, most important factors, landscape scan*
- *Where to children have access*
- *Facilitate access to the data*
- *Where its going to be housed will impact data agreements, etc.*

Research

- *Review what others are doing, what's succeeded, most important factors, landscape scan*
- *Salaries + benefits in early learning – competitiveness*
- *Literature review*
- *Other local + national partners who have a focused look at things like salaries*
- *Internal capacity at EC-REACH to lead research*

Marketing

-

Funding

-

Who: EC-REACH should be able to advise the mayor's office on these issues

Meeting 2 Action Items

- **Vote:**
 - *Research Values & Criteria as presented*
 - *Approved: Cerathel Burgess-Burnett, Chris Chavez, Dionne Dobbins, John Easton, Jon Furr, Samantha Melvin, Edgar Ramirez, Terri Sabol, Diane Schanzenbach, Jennifer Vidis*
 - *Opposed: None*
 - *Data Access & Sharing Pillars - edits were made by the committee before the vote occurred, the presentation reflects those changes*
 - *Approved: Cerathel Burgess-Burnett, Chris Chavez, Dionne Dobbins, John Easton, Jon Furr, Samantha Melvin, Edgar Ramirez, Terri Sabol, Diane Schanzenbach, Jennifer Vidis*
 - *Opposed: None*
 - *Home Institution Selection Criteria - edits were made by the committee before the vote occurred, the presentation reflects those changes*
 - *Approved: Cerathel Burgess-Burnett, Chris Chavez, Dionne Dobbins, John Easton, Jon Furr, Samantha Melvin, Edgar Ramirez, Terri Sabol, Diane Schanzenbach, Jennifer Vidis*
 - *Opposed: None*

Governance Model

- *What are the bodies? Who goes in the bodies?*
 - *Edits were made to 'Governance Model Discussion ' slide that were reflective of committee*

Staffing Model

- *Add "Conduct Research" and "Policy Expertise" to EC REACH Full-Time Staff Responsibilities*
- *The chart indicates possibilities to consider*

Budget Line Items

- *Research – cost to conduct, catalyzing or support of research*
 - *Analysis*
 - *Where is the research happening*
- *Personnel*
- *Overhead /infrastructure -*
 - *Real overhead – rent, etc VS. institutional overhead – will the institution charge overhead*
 - *Institutional overhead amount the committee is open to may depend on how the institution supports EC-REACH, ie comms, payroll, rent expense*
- *Table further discussion until next meeting*

Home Institution Options

- RFP process
 - o institutions have to 'put on paper' what their plans for staff will be and other items, then are able to compare to what other institutions present
 - o Shared transparency for things such as conflicts of interest
 - o Maybe consider multistage process since RFP is a big lift for institutions. Start with a letter of inquiry, then have finalists go through the RFP process
 - o Consider who would lead this process?
- Do we need to secure funding before going into this process?
 - o Some funding needs to be in place before going into this process
 - o SE working to secure some seed funding that may be enough to hire a few staff
 - o Maia Connors and John Easton had a conversation with a potential funder who is extremely interested. They were asked to come back in the fall.
- Is Fall 2022 too ambitious to launch EC-REACH?

Process to consider:

- Identify list of all potential institutions
- Secure funding
- Create and share exploratory application with Institution short list
- Narrow list based on findings
- Craft & share RFP aligned with criteria
- Working group scores proposals
- Best-fit institution is selected

Looking Ahead

Parking Lot:

Note the questions that aren't related to the specific meeting at hand – redirect for future meeting OR other working body