

Infant / Toddler Initiative Steering Team
 Family Enrichment Center
 October 31, 2003

Member Present: Ann Nutt, Kelley Worley, Kay Tilton, Judy Curry, Beth Hall, Margie Hale, Nancy Cheshire, Randy Bridgette, Rashida Dickerson, Kim Tieman, Mel Woodcock, Joan Faris, Helen Post-Brown, Melanie Clark
Guest Present: Nikki Rabel

KEY POINTS DISCUSSED	KEY DECISIONS MADE
Welcome/Review of Agenda	Kim introduced Nikki Rabel, who is an Infant/Toddler Trainer at Link CCR&R.
<p>WVITCCI Logic Model: Ann reported that WV's Logic Model has been accepted as is. The Model now needed to have timelines added to it.</p> <p>Ann provided overview of Logic Model</p>	The group decided on timelines for the activities, outputs, and outcomes of both Goal 1 & Goal 2 on the Logic Model. (attached)
<p>One Step at a Time Training: Nikki Rabel did a brief overview of the current "One Step at a Time" training. Kelley reported on the number of centers in WV that served subsidized infant/toddler children. Kelley reported on the SWOT that was created from speaking with the CCR&R Directors, WVCCU Directors, and the CCR&R Infant/Toddler trainers.</p>	<p>The team divided into two groups to discuss conclusion from the SWOT. Topics discussed were:</p> <ul style="list-style-type: none"> · Infant/Toddler stipend · Infant/Toddler Trainer · Infant/Toddler Curriculum · Quality Assurance · Articulation
<p>Researching Effective Practices: The team brainstormed about practices that are effective based on research in terms of outcomes for children.</p>	The team decided what to look for in the literature review and assignments were made. The assignments are due to Kelley Worley by November 17, 2003. (assignments are attached)
<p>Training Program/Clarify what data is: The team brainstormed on what data they would like to see collected.</p>	Assignments were made to start on the what data can be collected. Assignments are due to Kelley Worley by November 7, 2003. (assignments attached)
<p>Birth to Three Institute: The Birth to Three Institute will be held February 9 - 12, 2004 in Baltimore, MD. Zero to Three will pay for the Team Leader and five members of the team to attended the institute.</p>	<p>The following members requested to attend : Rashida Dickerson, Barbara Myers, Helen Post-Brown, Joan Skaggs and Mel Woodcock Ann Nutt- Team Leader Randy Bridgette will be an alternate in case someone</p>

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	can not attend.
Next Meetings: Possible dates discussed.	Dates set are: February 3 & 4, 2004 (Possibly a retreat) March 30, 2004 April 20, 2004