

**Service Delivery Area 4  
Regional Advisory Council  
Meeting Summary February 2, 2021**

View the recording of this meeting here: <https://youtu.be/fSECPB8gN18>

**1. Call to Order and Meeting Overview**

- a. Jennifer Myers, Chair, made welcoming remarks orienting participants to the purpose of the Regional Advisory Council (RAC) meeting, called the meeting to order, provided an overview of the agenda items and meeting goals, and discussed meeting systems and procedures.

**2. Introductions**

- a. Members introduced themselves by sharing their name and professional role.
- b. Members who were present included: Jennifer Myers, Alisha Savage, Angela Gick, Ashley Lenoir, Barb Newton, Jackie Bond, Jen Palmer, Kristi Burkhart, Missy Modesitt, and Stephany Finney.

**3. Reviewed Old Business**

- a. At the beginning of each Regional Advisory Council (RAC) meeting, the Council reviews action items and recommendations from the previous meeting and discusses progress made.
  - i. You can view past meeting minutes, recommendations, and their related action plans for each Service Delivery Area (SDA) on the SPARK website:  
<http://indianaspark.com/regional-advisory-councils/>.
  - ii. Jennifer summarized the feedback/recommendations made by the Council in November related to COVID-19 and My SPARK Learning Lab.
  - iii. Questions/feedback from RAC members and the public:
    1. There were no questions or comments from RAC members or the public.

**4. SPARK Project Spotlights & New Business**

- a. Each quarter, SPARK staff highlight SPARK features that have been implemented recently or will be launched in the upcoming quarter to gain insight, feedback, concerns, and recommendations/agreements from the public and RAC members.
- b. My SPARK Learning Lab
  - i. SPARK's Deputy Director of Operations & Strategic Integration, Kim Hodge, provided an overview of the launch of My SPARK Learning Lab. My SPARK Learning Lab launched on 11/2/2020 and is available through providers' I-LEAD accounts. An overview of My SPARK Learning Lab (MSLL) engagement and upcoming enhancements is found in the materials for this meeting (<http://indianaspark.com/regional-advisory-councils/regional-advisory-council-sda-4/>).
  - ii. Questions/feedback from RAC members and the public:
    1. A RAC member reported that they spoke with a Level 3 family child care home owner who didn't know where she should turn for resources and mentioned that she doesn't have a Facebook account. How can we get the word out to providers who don't use social media?
      - a. Kim mentioned that MSLL's integration with I-LEAD can help with engagement. Also, collaborating with partners like licensing consultants can help. Mike Bachman, SPARK's Technical Assistance Director, shared that SPARK also did a postcard mailing campaign. Mike also noted that additional communication is always needed, and we need to think through who else can be messengers. Kristi shared that information goes out in

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- CASY's newsletters, and they reach out to providers who haven't yet created an I-LEAD account.
- b. Other actions that can help with engagement: If you're talking with exempt providers, you can let them know they can create a guest I-LEAD account. Partners can also create guest accounts, download the appropriate resource, and email/mail it to providers.
  - c. Kim shared that SPARK plans to have another webinar series with partners, including coalitions. SPARK is also working to elevate other partner resources.
  - d. For partners, there is a communications toolkit on SPARK's website to help you supporting programs in using My SPARK Learning Lab.  
<http://indianaspark.com/my-spark-learning-lab-communications-tool-kit/>
- c. SPARK Annual Report
- i. Mike gave an overview of objectives outlined in the SPARK 2019-2020 Annual Report (<http://indianaspark.com/spark-annual-report/>) and SPARK's strategies to meet these objectives. Mike's overview is found in the materials for this meeting (<http://indianaspark.com/regional-advisory-councils/regional-advisory-council-sda-4/>).
  - ii. Questions/feedback from RAC members and the public:
    - 1. Question: Does objective 5a include all program types and PTQ levels?
      - a. Answer: Yes
    - 2. Mike asked if the RAC would like updates on progress toward these objectives at each quarterly meeting.
      - a. Jennifer Myers said yes. The future reports can be less detailed.
    - 3. In order to meet objective 5b, is SPARK working in partnership with Nurse Family Partnership (NFP)?
      - a. Answer: Not yet. SPARK did meet with IU School of Medicine. SPARK now needs to think about how to bring in the CCR&Rs, especially since CCR&Rs do outreach and education directly with families.
- d. SPARK Data Updates
- i. Mike and Kim gave updates about statewide program closures during the pandemic and about SDA 4 PTQ insufficiencies. The Indiana Early Learning Advisory Committee (ELAC) report on COVID-19 impact can be viewed on ELAC's website (<http://www.elacindiana.org/data/annual-reports/>). The interactive dashboard with updated COVID-19 program closure data is now live on ELAC's website (<http://www.elacindiana.org/data/covid-19-impact-on-child-care-interactive-dashboard/>).
  - ii. Questions/feedback from RAC members and the public:
    - 1. Are any of these classroom closures, or all they all program-level closures?
      - a. Answer: All program-level
    - 2. Does this include programs that closed for any reason, either due to COVID-19 or other reasons?
      - a. Answer: Yes
    - 3. Does this include any new programs that opened?
      - a. Answer: Yes
    - 4. Comment: As partners, it is helpful to see the PTQ insufficiencies and the year-over-year comparison in order to help us support programs.
    - 5. Mike asked if the RAC would like SPARK to post the PTQ data publicly.
      - a. Answer: The RAC would like this.
- e. Regional Cohort Opportunities

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- i. Erika Radford, SPARK's Deputy Director of Program Support, gave an overview of the January and April cohorts and statewide participation.
- ii. Question: Could CASY get a writeup in order to help publicize this?
  - 1. Answer: Darcy will send this to Kristi by the end of February. Darcy is always happy to provide SPARK information for partner publications.

**5. Highlights from the Field**

- a. Jennifer invited RAC members to share what they are hearing from the field.
  - i. Concerns about fingerprinting: finding places to go is difficult; lag time for processing is too lengthy. Some are telling people to call a month in advance for fingerprinting.
  - ii. Can't transfer fingerprints from one facility to another
    - 1. Mike will check on this: He believes that as long as they haven't been unemployed by a child care provider for 180 days, then they don't need new fingerprints.
    - 2. Krystal Robinson said this 180-day period of unemployment does mean that a new background check is required. Background check requirements on are OECOSL's website (<https://www.in.gov/fssa/carefinder/background-check-requirements/>). You can send questions to [qualification.review@fssa.in.gov](mailto:qualification.review@fssa.in.gov).
    - 3. SPARK is preparing a fingerprinting resource.
  - iii. Can the CPR resource include where you can go like American Red Cross, etc.
    - 1. CASY generally keeps resources on hand for where providers can go for CPR, TB tests, etc. Perhaps SPARK can compile these resources also.
  - iv. Success: One community recently had a Zoom luncheon, which was a nice time to connect.
    - 1. If you are gathering or want to recognize your providers and you want to distribute SPARK swag, let us know, and we can provide you with materials, like outlet covers, PPE kits, etc.
  - v. RAC members are hearing from providers that they do know about SPARK, but everyone is overwhelmed by the pandemic, and they haven't had much time to peruse SPARK's resources.
    - 1. Some providers want their relationship with SPARK to be transactional—to just quickly get what they need. And some people want more of a back-and-forth relational feel.

**6. Public Comment**

- a. No additional public comments.

**7. Agreements and Action Items**

- a. Based on what was presented, RAC discussion, and public comment, the RAC brought forth the following recommendations/agreements for SPARK Learning Lab and/or partners to consider:
  - i. Old Business
    - 1. None
  - ii. New Business
    - 1. RAC members would like SPARK post PTQ insufficiency data publicly (on SPARK's website). SPARK will confirm with OECOSL that this is acceptable.
    - 2. SPARK will provide a report at each quarterly meeting regarding progress on meeting objectives outlined in the annual report.

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3. Mike will confirm whether or not child care workers who are switching to working in a different program need new fingerprints if they haven't been unemployed by a child care provider for a period of 180 days.
4. SPARK will see if they can pull data on how many PTQ cohort participants are from SDA 4.
5. In order to engage providers who aren't on social media, SPARK will post some information on the community section on SPARK's website. This could include information like the writeup that Darcy is going to provide to Kristi (by late February) about the regional cohort opportunities.
6. Regarding the PTQ insufficiencies for 50% of staff meeting educational requirements, the RAC will explore why this is so difficult for programs and how we can support them in meeting this requirement.
7. SPARK will look into partnering with CCR&Rs to compile resources, such as where the workforce can get CPR training, TB tests, etc.

**8. Future Meeting Schedule**

- a. May 4, 6:00-8:00pm ET
- b. September 7, 6:00-8:00pm ET

**9. Agenda Items for May**

- a. Regarding the PTQ insufficiencies for 50% of staff meeting educational requirements, the RAC will explore why this is so difficult for programs and how we can support them in meeting this requirement.
- b. SPARK will provide a report at each quarterly meeting regarding progress on meeting objectives outlined in the annual report.
- c. Revisit COVID-19 data since some updated data will be available.
- d. Reporting on PTQ cohorts: how was the first cohort and what were the successes; how is planning for the second cohort going and how many people are signed up
- e. Report on how many programs are engaged with SPARK. Look at the various tier assignments by county so we can identify gaps.

**10. Adjournment**