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**Meeting Notes**

**IRRC Technical Support Team Meeting**

**Chicago, Illinois**

**April 5-6, 2016**

**Attending:** Doug Boline (KS), Jessica Castañeda (TN), Susan Durón (META), John Farrell (KS), David Fisk (ME), Norma Garnica (CO), Emily Hanehan (NY), Sue Henry (NE), Lori Houck (KS), Eva Jiménez (IL), Alex Johnson (IA), Terri Long (KS), Bernardo López (NM), Hillary Maitlen (TN), Michael Maye (IRRC), Will Messier (NY), Barbie Patch (CIG Coordination), Maria Pérez de León (CO), Brenda Pessin (IL), Linda Root (AZ), Bernardo Sánchez-Vesga (GA), Zachary Taylor (SC), Mike Toole (KS), Travis Williamson (SC)

States Attending: 12

States Unable to Attend: 2 DE & OK

**8:30a-8:40a – Welcome, Introductions and Meeting Overview**

Michael welcomed everyone to the IRRC meeting and asked participants to introduce themselves. Michael thanked all the work groups for their contiuned efforts and work to this point.

**8:40a-9:15a – Eva Jiménez (IL) Illinois Migrant Education Program**

Eva Jiménez, State of Illinois ID&R coordinator welcomes everyone to Illinois and provided an overview of the IL MEP. Eva has been with the Illinois program for 5 years. Unique crops to Illinois are: pumpkins, horseradish, peaches, apples and peppers. Some ID&R activities specific to Illinois are de-tasseling corn, harvest/processing pumpkins and squash, processing pork and picking peppers. Morton, IL is the pumpkin capital of the world. Illinois has seen a decrease in the number of migrant students in their state. Many of the migrant families that come to Illinois come from the valley area of Texas. Illinois has migrant camps across the state and serves most students during the summer. Illinois uses electronic maps to increase their ID&R efforts. Illinois works in partnership with MLAP (Migrant Legal Assistance Project) and the Head Start program. They have joint outreach efforts and have shared student lists.

**9:20a-10:00a – Data Collection, Susan Durón**

The next topic discussed was presented by Susan Durón, the IRRC evaluator from META Associates. The interim APR report is due to OME on 5-16-2016. Form 1 will provide the baseline info used for determining funding. Form 2 needs to be filled out ASAP after each IRRC training or technical assistance. Please scan/email Form 2 to duron1@aol.com. The Year 1 APR is due to OME on 12-30-2016. The due date to META for Forms 1, 2, 3, and 4 is September 24, 2016. The report will be written and completed in November 2016 and states will receive the report from META the beginning of November 2016. Changes will then need to be made and returned to META.

Susan handed out a copy of the shell for the 524b Grant Performance Report.

Goal 1a 95% implementation rating is achieved on 14 state ID&R plans.

Goal 1b respond to 100% of the requests for TA on ID&R.

Goal 1c state error rate of 5% or less.

Goal #2 on the FII, expanding capacity through professional development. Michael Maye stated that a draft is in place for the Competency Skills assessment. It was completed in February 2016. The final draft is in the works and will be available on the IRRC website the 3rd week in May 2016.

 2.3b - Susan stated that the Lead State Advisory group would be meeting with Ken Milbrodt Wednesday afternoon 4-6-2016 to discuss the role he will play in connecting IRRC with agri-business partners.

3.1b IRRC website is launched and working; however it is a work in progress as there are updates that will be made as new content becomes available with which to populate the website. Susan, Sue Henry, Michael Maye, and John Farrell continue to monitor the FII at least monthly to make sure the project is on target with its activities and timelines.

**10:15a – 10:35a ID&R Resources – Emily Hanehan (NY)**

Emily Hanehan presented the group with resources that New York State uses for ID&R. She stated that building relationships with farmers and business owners means more effective ID&R. Farmers tend to be busy, are often worried about visitors on their farm, and may have had a negative experience in the past, and might be worried about the safety of visitors on their farm. Emily showed examples of bilingual farm safety signs that they provide to the farmers and businesses. They share Spanish/English dictionaries as well. Farmers have to visit the NY State website to access the signs. The safety signs have been approved by OSHA. By having them log on to the website, they will learn more about what the program can do for their workers. Emily stated that 97% of NY State farms are family owned, making it somewhat easier to build relationships. Bernardo Sánchez-Vesga stated that it would be good to have the signs available on the IRRC website. Michael Maye commented that the farm safety signs are posted at the IRRC website. All liked the idea of having the farmer or owner log on to a website prior to receiving the signs so they can learn more about the MEP program. Barbie Patch suggested that the IRRC logo could be on one corner of the sign and the state requesting the sign could be on the other. Then it would be recognizable for the requesting person and their state. Discussion about which logo should be on the signs. The group came to a consensus that IRRC and national MEP logos should be kept off and that member states should use their own logos.

**10:35a – 12:00p Workgroup Breakout Time**

Three workgroups met during this time which included: 1) Targeted Response to ID&R (TRI) which includes Mike Toole (Team Leader-KS), Alex Johnson (IA), Emily Hanehan (NY), María Pérez de León (CO), Bernardo López (NM), Hilary Maitlen (TN)

2) State Plans for ID&R (Action Plans, State Profiles) – Sue Henry stood in for Lindsay Ickes (Team Leader-NE), Bernardo Sánchez-Vesga (GA), Zachary Taylor (SC), Travis Williamson (SC), Will Messier (NY)

3) Competency Skills – Eva Jiménez (IL), Linda Root (AZ), David Fisk (ME) Barbie Patch (NH), Brenda Pessin (IL), Norma Garnica (CO)

**1:45p – 3:00p Competency Skills Test- Activity**

Michael Maye handed out a draft of the Recruiter Competency Skills Assessment. Eva

Jiménez updated everyone on some changes that have been made to this point, most of which are cosmetic. They have tried to include names from all different countries. A blank COE might also be included in the test. Question #4 might be interpreted differently by a recruiter for whom English is their second language. The workgroup may change it to “Choose the best statement that proves qualifying work.” Doug Boline asked what the “intent” of the test was and stated that if it is to prove the recruiter knows the law, then there will only be one right answer. The group discussed their reliance on the guidance first, then the law second. Question #8 will need to be updated when the law changes. Question #13 C and F need to be combined. Question #15 needs the wording changed about the long work history as there are 2 possible correct answers. For question #16, Eva will add a move in the scenario so that it will follow the guidance. Question #28 is a little unclear, it refers to residency being more of a “child” statement, not a “worker” statement. Question #29 needs to be updated when the law changes. Question #24 needs the year added to both dates. Barbie Patch commented that the test keeps getting stronger and stronger and asked if they could get a copy of it prior to San Diego to look over. Jessica Castañeda offered information about having the test on the IRRC website. She asked if the goup would like to see the entire test on a few pages or would they prefer to answer one question at a time before the next one pops up.

**3:15p – 4:45p Work Group Break Out Session**

During this time, the Work Groups spent time discussing their work and laying out the follow-up activities.

**DAY 2: 8:30a - 8:45a – Review todays activities, agenda**

Michael welcomed the group back to the meeting and discussed the day’s activities.

**8:45a-9:00a – Interstate Coordination - examples**

Will Messier (NY) talked about coordinating with SC, IA, MI and PA. They have done “sweeps” together on Long Island. He stated that it is always good practice to have an action plan together. In the past, they ran the missing student report on MSIX and searched for students that way. As a model for interstate coordination around ID&R, Mike Toole (KS), Alex Johnson (IA) and Sue Henry (NE) have done interstate coordination, recruitment assistance, sharing forms, discussing trends, and have shared professional development. Maria Pérez de León from Colorado shared out on a collaboration event they held in Colorado last month during which partner agencies presented. Lisa Ramirez, OME Director, attended and spoke.

**9:00a – 9:15a – State ID&R Plan work group webinar – “reflections”**

Michael Maye asked for comments regarding the 3-16-2016 webinar. Alex Johnson commented that having the agenda prior to the meeting was nice. Travis Williamson asked if materials could be given out a little earlier next time so everyone would have a chance to go over them prior to the meeting. Brenda Pessin said that anytime there is a new instrument being used, it is always a good idea to do a “walk-through” prior to the meeting. Bernardo Sánchez-Vesga commented that receiving the materials a little earlier would be good and asked if they could be shown in Power Point, then changes could have been made. He also asked if during the Webinar someone could announce the name of the person who was talking. Barbie Patch asked if a glossary of terminology could be given out prior to the meeting. Michael Maye stated that there will be a template for the final version, then states can manipulate or tweak it, as desired. Documents will be on the website soon.

**9:15a – 9:45a The eCOE and data usage – David Fisk (ME)**

David Fisk (ME) presented an electronic COE. Maine has had an electronic COE in place since 2011. Tutors and advocates enter services provided in the state. With the electronic COE, the information shared is current all the time. Recruiters have iPads or tablets for use to receive the information. Having all the data computerized helps with knowing how many migrant students might be in a region of the state. MIS 2000 can be customized to your state. Crops, agriculture, meat processing etc. Power BI is a mapping tool that the state of Maine uses as well. -The maps are interactive.

**9:45 – 10:00a Jessica Castañeda (TN) Dissemination**

Jessica presented the IRRC website. The competency test should be on the website by late May 2016. The newsletter has been generating some traffic. The website keeps track of how many “log ins” there are to the newsletter. Jessica talked about having a link from the IRRC website to the USDA website.

The TRI Workgroup asked if there needs to be a secure server for information that is shared.

**10:15a – 11:45a Work Group Break Out Session and Reports**

Mike Toole reported work being done by the TRI work group. The team looked over the drafts through #5 and determined they are final versions. They will continue with #6 and #7 to finalize. In Appendix C, – the confidentiality agreement that had a line at the bottom in RED has been removed. The TRI Workgroup asked for nominations of recruiters that might be able to serve on the team. If the recruiter is too busy in their own state and may not be available, they should not be nominated. The TRI workgroup will maintain a spreadsheet with all the nominated names on it. The people making the nominations will be able to add information about the recruiter, such as languages spoken, special qualities, etc. Mike will update Jessica when final drafts are done and ready for the website. Eva asked if there needs to be a description of the help the other state is asking for. Michael Maye stated that he will receive the forms and verify and negotiate what kind of help the state is asking for.

David Fisk reported work being done by the Competency Skills Assessment. The Workgroup expects to have the finalized test early next week - David would like everyone to look over the draft and share their comments. They will work on changing the names from common names such as “Smith and Jones”. The Workgroup also will work on child/youth worker.

Sue Henry reported work being done by the State ID&R Plan Workgroup. The template will look different for each state. Some states might need extra assistance completing the form. Sue reminded the group that the template will be a “living” document that will change and noted that the changes will strengthen the document as well.

**11:45a – 12:00p Next Steps, Summarize, Wrap up**

Michael Maye wrapped up the meeting by suggesting that the IRRC Technical Support Team meet again in the fall of 2016. We might “piggy back” the National ID&R Forum in October 2016.