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**Meeting Notes**

**IRRC Technical Support Team Meeting**

**New Orleans, Louisiana**

**January 18th and 19th, 2017**

**Attending:** David Fisk (ME), Will Messier (NY), Odilia Coffta (NY), Zachary Taylor (SC), Travis Williamson (SC), Bernardo Sánchez-Vesga (GA), Denise Rocha (TN), Bernardo Lopez (NM), Linda Root (AZ), Nelly Garcia (CO), John Farrell (KS), Mike Toole (KS), Alex Johnson (IA), Geri McMahon (IA), Michael Maye (IRRC), Jessica Castañeda (IRRC), Eva Jimenez (IL), Cye Fink (Consultant),

States Attending: 11

States Unable to Attend: 3- DE, OK, and NE

**8:30a-9:00a – Welcome, Introductions, Meeting Overview, Project Updates**

Michael welcomed everyone to the IRRC meeting and asked participants to introduce themselves. Updates were provided on changes to the composition of the IRRC TST. Michael thanked all the work groups for their continued efforts and work to this point in project year 2. Michael then briefly reviewed the group on much of the progress so far this project year. He went through the main goal areas of the project, then briefly updated the group on workgroup progress and activities over the past several months. Ice breaker was conducted that was based on New Year’s resolutions.

**9:00a-9:25a – IRRC State Profiles- Jessica Castañeda**

Jessica provided a brief overview of the proposed purpose and focus of the state profiles the state ID&R plan workgroup has been developing. The main focus would be to share and make available pertinent information about member state ID&R programs, demographics, info on qualifying activities and major crops, etc... so that improved ID&R and interstate coordination can be achieved. She then shared some of the elements that have been recommended for inclusion in state profiles (student demographics, major crops, peak seasons, etc…) Jessica shared a screen shot of a breakdown of crops and related information from Colorado. After some explanation, the group broke into small groups and had discussions about what should be included in state profiles. It was indicated that a template would be set up and that states would submit data. Cye Fink suggested gathering data we already have from sources like MIS-2000, CSPR data, etc… This way states wouldn’t have to submit. We could just gather it. If we need additional data, the states could then supplement what we have by submitting. David Fisk concurred and mentioned how we should have a lot of data on hand based on gathering what we submit through COE’s. Travis mentioned developing a recruiter directory based on an app he is aware of. Jessica asked how detailed we wanted state ID&R contact info to be. Cye Fink mentioned that he thinks it should be at the state level. Local contact info is too specific and would require constant updating due to turnover. Will Messier asked about information on states that aren’t IRRC states but border IRRC states. This could be helpful because of the flow of students into member states from non-member states. Bernardo from Georgia mentioned that state plans have a wealth of materials and resources as well as information about how state ID&R systems function. As state plans are developed we can post them at the IRRC website with links so that this can be another avenue of sharing and dissemination of resources among our member states. Workgroup will more fully consider and develop these ideas during breakout sessions.

**9:25a-9:50a – Educational Library of Resources- Mike Toole (KS)**

Mike Toole, TRI team leader, took a few minutes to discuss the idea proposed in September in Clearwater to develop a library of educational and promotional materials that states use to share the benefits of the Migrant Program with students, community partners, and agribusiness entities. Such materials would include items states use to promote the MEP such as: pamphlets and brochures that introduce the MEP, bilingual dictionaries, dairy dictionaries, educational materials, give-aways, and community information. Michael had sent a message in November soliciting materials. There was very little response to that message. Bernardo from Georgia recalls receiving a message but requested reminders to be sent. Michael will conduct individual follow up with states to ensure that in the coming weeks materials and resources are sent so that the TRI group can resume progress with this area of activity. Kansas ID&R program uses many of the resources produced and distributed by GOSOSY. These materials are free at the GOSOSY website. This clearinghouse of materials and resources could be used for TRI deployments and could also be shared and exchanged among member states. Bernardo from Georgia mentioned that GA has ESL printed and audio materials that they can submit. Once materials are gathered a template or rubric can be developed that outlines available resources.

**9:50a – 10:15a Data Usage in Real Time- David Fisk (ME)**

During our spring TST meeting in Chicago then our fall TST meeting in Clearwater,

David Fisk from Maine presented on a set of highly effective tools, methods, and

approaches used in Maine in order to enhance data collection and analysis techniques for the purpose of improving programming and services. ID&R data from MIS 2000 is loadable and usable on other platforms. From an API weblink, a report can be pulled and connected directly to another platform (David has utilized Power BI). This allows the user to have data organized and displayed visually and graphically in ways that render the data readily usable and intelligible. Any data from MIS 2000 can be used in this way. All that is necessary is for the user to create criteria and parameters in order to determine what data they would like to have displayed. All data comes directly from MIS 2000. Interface is set up so that a web query is generated in MIS 2000. This establishes interface between MIS 2000 and Power BI. MIS 2000 creates an excel spreadsheet based on set criteria, which automatically feeds into Power BI. The Power BI platform automatically creates and displays the data graphically through charts, tables, grids, etc…, according to set parameters. Once this interface is set up, the administrative can use and analyze data in real time. The whole process is updated and refreshed as practioners upload data in the course of their work. Parameters that David has used are- student numbers, numbers of COE’s completed, services provided, crop types, qualifying activities, geographic places from which students came, etc… David displayed the platform on the screen and the group had print outs filled with examples of the data available and the types of graphics the data is broken down through.

This data analysis technique allows for data to be much more accessible and usable, and in a much more timely way (instantaneous and in real time). Alex Johnson from Iowa expressed real interest in this avenue of data usage and asked about the possibility of a tutorial or crash course that goes a bit more in depth about the how to. Zach Taylor from South Carolina indicated that he could see how this type of data collection, analysis, and usage would allow an administrator to be much more connected with what is actually going on out in the field in real time. We will explore ways to provide more in depth, specific forms of technical assistance to states that are interested in implemented this data collection and analysis resource.

**10:15a – 10:30 Break**

**10:30a – 12:00p Mapping Techniques- Zachary Taylor and Travis Williamson (SC)**

The evening before this session Zach Taylor sent an email message requesting that TST members bring laptops to the session for a hands on, interactive session. Zach and Travis began by requesting that attendees download Google Earth. At this time Zach pulled up the Google Earth program on the screen and explained that, once farms and locations are mapped, there is a function that will automatically create, instantaneously, the most time-efficient route to visit multiple locations during one trip. Zach then outlined some of the factors that make comprehensive mapping a crucial feature to a state ID&R program. Namely- turnover, changes and shifts in conditions within a state, etc… Bernardo from Georgia indicated that in Georgia recruiters update their maps twice a year. Zach indicated that sometimes experienced recruiters who may know their area very well are slow to see the immense value of mapping. They feel that they already possess a tremendous working knowledge of their area. At this time Zach pulled up a map created in Google Maps to demonstrate what it looks like. Zach explained how you can use different color codes for different categories (farms, migrant housing, schools, dairies, etc…). He zoomed in and demonstrated how different funtions can be used to enhance recruitment activities. Zach mentioned how there are other platforms like Maptive and Batch Geo that can effectively map areas. Someone asked if Google Earth can be used with a cell phone. Zach explained that Google Earth is not best with the phone because of the large amount of data it uses. But Google Earth does interface directly with Google Maps which works very well on cell phones. Travis demonstrated how to create folders in Google Earth. This allows for a state to maintain “farm lists” in a form that can direct recruiters to farms and locations in the most efficient and time effective manner possible. In terms of farm lists, John Farrell asked Zach what percentage of farms on a farm list generated in Google Earth actually have migrant students present. Then Zach indicated that randomly generated farm lists, using the search function in Google Earth itself, might yield a low percentage of farms with migrant students. Zach suggested that, using the map as a guide, the farm list can be refined and updated through recruiter activities. Inactive farms or locations where there are no students can be labeled as such so that in the future, recruiters do not spend time visiting locations where there is little or no migrant student activity. John brought up the idea of linking the mapping fuctions directly to data from MIS 2000 so that mapping is done automatically with the manual step of creating and updating files being eliminated from the process. At this time Zach lead an activity where TST members logged onto Google Earth and created folders and experimented with the platform. Zach showed Odilia from NY how it is possible to upload an excel spreadsheet directly to Google Maps so that all of the locations and information loads directly onto Google Maps automatically. Zach then wrapped up the activity. At this time Travis Williamson demonstrated the GPS Visualizer site. This site allows Google Earth files to be formatted so they can be used on a GPS device (Garmin) and/or Google Maps. Zach demonstrated a resources page on the screen that outlined many tutorials developed for ways to use Google Earth, GPS Visualizer, etc… Zach will send his power point out to the group on the IRRC email list serv so that all of the TST members have links and website info on the resources and tools presented. Alex Johson briefly commented on the Maptive platform and the process through which he uploads spreadsheets that are formatted into mapped information that can be readily used by recruiters to locate and visit farms in a timely and efficient way. David Fisk commented on Maptive, how you can use filters based on certain criteria to more effectively manipulate data at your disposal. Very engaging session. We will follow up with further session and technical assistance opportunities for member states.

**Lunch, then afternoon TST workgroup breakout sessions**

**DAY 2: 8:30a - 8:55a – Review todays activities, agenda**

**New Orleans Trivia game and recruiter video game- Michael Maye**

Michael welcomed the group back to the meeting and discussed the day’s activities. Michael then conducted a trivia game using the Kahoot It platform then handed out a few prizes. Michael then presented a video game developed by Sonja Williams, state director from North Carolina. In this game, the recruiter moves a car around the screen using arrows. There are structures and houses on the screen. As the car moves along a road and encounters houses and structures, a pop up window appears with an eligibility scenario. The recruiter reads then enters an answer in the answer field (A or B). A score keeper field keeps track of score. This is a very primitive program but could potentially be a fun and interesting way for recruiters to be exposed to different eligibility scenarios.

**David Fisk (ME)**

**DAY 2: 8:55a - 9:15a – Finding H2A Workers- Zach Taylor (SC)**

Zach Taylor lead a brief session on finding H2A workers. On the Department of Labor site there is a space where orders for H2A workers in housed. Anyone can go to this site and enter in parameters to search for H2A workers for their state. The link to the site is: [**https://icert.doleta.gov/**](https://icert.doleta.gov/)

It is a huge advantage to have a resource like this that can help a recruiter to pinpoint the locations where H2A workers are actually working and living. Bernardo mentioned how gaining access to H2A camps has been challenging. North Carolina is the largest state in terms of using H2A workers. Interestingly, Zach highlighted a section of the contract that farmowners agree to and sign that stipulates that H2A workers must be able to receive visits from agency outreach staff. Bernardo mentioned that sometimes if a farm seems inaccessible, they will consult with school district staff. Often times, someone knows the owner and can gain the needed access. Michael asked if H2A areas are more accessible because the workers have documentation so maybe there is less defensiveness. Jessica added that sometimes if farmowners are not in compliance with regulations that mandate how workers should be treated, then this can breed defensiveness. Jessica mentioned an interesting website- contratados.org that is a space all about contract work. It is almost completely in Spanish and lists contract work opportunities and also lists workers’ rights resources and has modules on how workers can protect and secure their rights. Will explore this site and distribute the site address.

**9:15a –11:30a–IRRC TST Workgroups, Break Out Session then workgroup reports**

**Competency Skills Workgroup-**

Cye Fink, the Competency Skills Workgroup team leader, began his report by outlining adjustments to the assessment for year two based on feedback, input, and extensive data analysis conducted by the workgroup. For revisions, the workgroup focused on 5 questions- 32, 22, 17, 30, and 28. These were the most frequently missed items on the assessment. Cye went through each item and explained the modifications made. Cye explained the data analysis and revision process to the TST group. Cye then explained that for year two recruiters from all states will take the assessment online. During year 1 the online testing platform called Classmarker was used. This platform served its purposed but there were limitations such as the data export function and separate workgroup function. We will explore alternatives or figure out how to surmount limitations. The group then discussed the notion of translating the assessment into Spanish. For recruiters whose first language is a language other than English, the language barrier was an issue. Colorado had volunteered to translate the assessment for year 1. As the summer went on it was clear based on feedback that revisions would be made. The decision was made to hold off on the Spanish version until year 2. Once the updated version of the assessment is completed, we will forward to Colorado for translation. There was concern over how accurately the assessment can be translated. All training materials and resources are in English. There are many nuances to Spanish depending on one’s country of origin. Care and patience will have to be exercised to ensure that a Spanish translation is both accurate and generic enough for general use. Perhaps we will undergo a pilot process for the Spanish version in the same way the English version was piloted during year 1. Also, for data collection purposes we will perhaps only accept official results for the English version. Michael suggested a set of accommodations so that English Language Learners are provided with translation form a bilingual staff member, have a bilingual dictionary, and are allotted extra time. After discussion on translation issues, Cye and the workgroup briefly explained some of the guidelines for recruiters taking the assessment:

* Recruiters should be supervised
* If unsupervised, recruiters should take the assessment unaided and unassisted (no written materials, verbal communication, or cell phones)
* Average time necessary for completion is an hour and fifteen minutes to one and a half hours
* Will be conducted online

David Fisk briefly explained the process through which data from the implementation of the assessment was conducted during year 1. David pulled up an excel spreadsheet which contained year 1 data. It listed each assessment question- question by question. A calculation was done to determine how many recruiters missed each item. The data was based on a pool of about 229 recruiters. The speadsheet along with calculations developed displayed the most frequently missed items graphically.

**State ID&R Plan Workgroup**

Jessica Castañeda indicated that she would be sending out a template for states to fill in that would feed necessary data for the completion of state profiles. The state profiles will provide pertinent information on how ID&R programs function in each state. These will be tied in with an interactive map to make the easier to access and use. Most of our IRRC member states use MIS 2000 so we can contact MIS 2000 to draw data directly from that platform. We will gather information such as: student numbers, qualifying activities, crop data, COE numbers, language info, move from and move to data, etc… A template will be generated and sent right away. We will allow for a four to six week window for states to complete everything. This way we can have at least a prototype developed before our spring TST meeting. The workgroup has developed a set of suggestions for two states based on the state plan checklist and a draft state plan that was submitted (OK and DE). Michael has been in contact with each IRRC member state regarding the state ID&R plan development process. Every IRRC member state has agreed to have a draft state ID&R plan submitted by the end of January. The workgroup will review draft plans and offer recommendations and feedback. Every member state has agreed to move towards finalization of state ID&R plans by early to mid-May. Jessica mentioned that the workgroup has talked about developing a resource called an “observation rubric” that states can use to observe and offer constructive feedback to recruiters based on their performance. This resource is meant to accompany the assessment. The thinking is that an assessment in and of itself only measures a recruiter’s technical understanding of regulations. An observation tool will allow states to also gauge and assess a recruiter’s performance in the field. Jessica mentioned that there are other resources available through a previously funded CIG project (Conqir). Particularly, resources related to inter-rater reliability. These resources can help us to promote improved and increased consistency among our member states in terms of how we interpret and understand rules and regulations.

**TRI Workgroup**

Mike Toole, TRI workgroup team leader, mentioned that primary goals for year 2 will be to:

* Conduct more successful TRI team deployments
* Refine and update TRI protocols
* Develop checklist for TRI team member orientations and trainings
* Develop checklist for TRI team leader summary reports to be completed at the conclusion of TRI team deployments

Will Messier asked about a list of lessons learned or forms of feedback that resulted from the TRI visits during year 1. Will mentioned how, as a result of the visit he participated in to Delaware, they determined that certain days of the week were less than ideal for TRI activities. Comprehensive debriefings were conducted with each receiving state director. We can work to develop a list of lessons learned and do’s and don’t’s to inform future TRI visits. Mike Toole then mentioned how the workgroup will also work with member states to develop a list of available recruiters who could potentially participate in TRI activities. Mike brought up the idea of a clearinghouse for ID&R materials once again- brochures to promote the Migrant Education Program, letters of introduction and identification for recruiters visiting another state to avoid any controversies. Mike mentioned how John Farrell has made the printing and copying capacity of the Eudora School District in Kansas where John works available so that we can reproduce any materials or resources that member states make available to us. Will Messier asked if the tri-annual re-interview process was an activity the IRRC engaged in and could help member states with. Michael mentioned how the re-interview process was probably the primary and principal motivation for establishing the IRRC project. The tri-annual re-interview is a very prominent feature of the original IRRC proposal approved by OME. Presently, states spend significant amounts of money on having independent reinterviews conducted within their states. Through the expertise of IRRC member states, those member states who are required to undergo the tri-annual re-interview process this year should be able to do so through IRRC TRI activities at a very reasonable cost. IRRC member states that are up for the tri-annual reinterview process this year are- Delaware, Maine, South Carolina, Illinois, Arizona, Iowa, New York, and Kansas. By approaching the tri-annual reinterview process in a more cost effective way through collaboration with other IRRC member states, funds can be saved and used to have a more positive impact on direct services to migrant families and children. In closing, Mike Toole mentioned that a key aspect to IRRC participation is the ability to set up a travel account with Fort Scott which makes interstate coordination activities much more fluid, timely, and achievable. Michael mentioned that, if the travel account feature had not been in place, most of the TRI activities during year 1 would not have been possible. Mike Toole mentioned that in Kansas, requests for expenditures through the state require up to six weeks for approval. Michael mentioned that in many states it takes up to six months. Once travel accounts are set up, expenditures can be made without delay.

**11:30a – 11:50a Brainstorm Activity for the 2018 Round Up event**

Michael reviewed the planning and brainstorming that has taken place thus far on the 2018 Round-Up event. There has been regular and ongoing collaboration with the other CIG projects. We will hold the event in September of 2018 at the Hilton at Clearwater, Florida. All the CIG projects will hold their events during the same week. IRRC will conduct their Round Up all day Tuesday and half day Wednesday of that week. At mid-day on Wednesday we will hold a general session in collaboration with the other CIG projects. At our fall TST meeting in Clearwater, FL, the TST identified several areas of content and topic that would be appropriate to present on and offer at our Round Up event. During the fall IRRC Leadership Team (state directors) meeting at Pittsburgh, PA, the state directors weighed in and offered input on their vision for the 2018 Round Up event. During this session, Michael asked groups to explore their vision for the event and to envision what they most wanted attendees to “walk away” with. After ten or fifteen minutes of break out discussion, the first group indicated that they would like to see web-based sharing of resources and power points so that all information is readily accessible to attendees. Afterwards, they don’t have to search or contact anyone. Everything is there for them. They also advocated for a very clear avenue for follow up so that opportunities for coordination are not lost. The second group shared that they wanted to see:

* Clear messaging, a clear theme and overarching focus
* A hands-on learning environment through which attendees leave with tangible skills, resources, etc…
* Skill and performance based sessions
* Structured sessions focused on sharing resources so that participants have tangible things to take back to their states

The third group shared that they wanted to see a clear mission statement. A positive theme could be to emphasize the benefits of collaboration. Michael then asked the group to brainstorm about possible keynote speakers. One group mentioned Stephen Colbert, who happens to be interested in issues facing migrant farmworkers. Michael mentioned Roy Germano. He does special news pieces related to immigration issues for Vice News. He is a very prolific speaker and presenter. Jessica mentioned an agency that works to advocate for water conservation issues. They share compelling information on drought and water issues particularly in the western part of the United States in terms of how these factors adversely affect agriculture. Will follow up to get information about this entity.

**11:50a – 12:00p Next Steps, Summarize, Wrap up**

Michael wrapped up by polling the group about date and location of our next TST meeting. The group had voted in September on Charleston, SC as the location for our next meeting. Michael proposed the first week of April for our next meeting. After a poll, the group decided upon Tuesday into Wednesday of that week (April 4th and 5th). Michael said that he would speak with Jennifer Quick, IRRC fiscal agent, to begin setting up arrangements for our spring meeting. Michael explained to the group how IRRC had submitted proposals for three sessions at the National Conference this year. First, there will be a joint session conducted in conjunction with the other CIG projects in order to highlight and emphasize the benefits of CIG participation. Susan Durón has agreed to moderate the session. It will be a panel format, with representatives from the CIG projects fielding questions and sharing insights about how CIG projects function and how they benefit member states. Second, IRRC will conduct a session on Urban Recruitment. Michael shared how this session was conducted at the ID&R Forum in San Antonio and was very well received. Michael asked for volunteers to help present this session. In San Antonio Michael presented with Irene Sánchez from New York and Bernardo Sánchez-Vesga from Georgia. Neither Irene or Bernardo will be at the National Conference this year. Zach Taylor from South Carolina and Bernardo Lopez from New Mexico volunteered to help with this session. Will mentioned that Francisco Prieto from New York was instrumental in developing and promoting key urban recruitment techniques and strategies nationally. And lastly, Michael mentioned that he and Jessica Castañeda would present on the information and data that was developed through the IRRC lit review that Jessica worked on. Michael mentioned that when he visits state conferences and shares information and details about IRRC, the lit review always provokes interesting dialogue and reactions. At this time Michael asked each TST member to share on take away they learned from this TST meeting. All of the members shared that they were keenly interested in the Power BI presentation, the session on Google Earth and mapping techniques, and the brief session on finding H2A workers. Michael then adjourned the meeting.