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**Meeting Notes**

**IRRC Leadership Team Meeting**

**San Diego, California – April 26, 2016**

**Attending:** Doug Boline (KS), Susan Durón (META), John Farrell (KS), David Fisk (ME), Mary Haluska (AZ), Sue Henry (NE), Joe Strickland (NM), Michael Maye (IRRC), Geri McMahon (IA), Tomás Mejía (CO), Will Messier (NY), Barbie Patch (GOSOSY/IRRC Coordination), Terry Richard (DE), Beth Robinson (IL), Bernardo Sánchez-Vesga (GA), Zachary Taylor (SC), T. Williamson (SC), Hilary Maitlen (TN)

States Attending: AZ, CO, DE, GA, IA, IL, KS, ME, NE, NM, NY, SC, TN

States Unable to Attend: OK,

**12:00p-12:10p – Welcome, Meeting Overview (M. Maye)**

Michael welcomed everyone to the IRRC Leadership Team (ILT) meeting and asked Directors, their representatives, and others to introduce themselves. He then described the objectives of the meeting, reviewed the agenda, and described the materials included in participants’ packets.

**12:10p-12:20p – Report on Statewide Collaboration Event (T. Mejía)**

Tomás shared information on a Colorado collaboration event in which key players came together to consider ways to partner for recruiting and outreach services to farmworkers and their children. The groups included: HEP, CAMP, Colorado Department of Labor, Americorps, Colorado Department of Agriculture, etc. Key areas of discussion were eligibility issues, migrant services, and ways to partner. Memoranda of understanding was a key issue that promoted and facilitated communication and collaboration between these agencies.

**12:20p-12:45p – IRRC Data Collection and Reporting (S. Durón)**

Susan shared with the group that the draft Interim Performance Report that was due on 4/30/16 was sent out to all IRRC directors during the week of April 18th. She has included all feedback received to date and asked that anything additional should be received in writing by 4/27/16. The group reviewed the Interim Performance Report, goal by goal and activity by activity.

The data collection for the Year 1 Annual APR was discussed along with the due date of the APR of 12/30/16. To ensure that states have the Year 1 APR with sufficient time to get the necessary signatures, they will receive the report by Friday, 11/4/16. To analyze the data and write the report, all data must be received no later than 9/9/16. States need to get the signed Cover Sheets back to Susan via express mail by Thursday, 12/8/16.

Susan covered the data collection forms and the most recent Fidelity of Implementation Index (FII) and noted that all tasks for this interim Performance Report were completed on time. The FII is reviewed at least monthly during a conference call between the evaluator, project director, and Lead State director. For the Year 1 APR, Forms 1, 2, 3, and 4 will need to be completed by states. A new version of Form 1 will be posted on the IRRC website by the beginning of June.

**12:45p-1:10p– Workgroup Updates (M. Maye)**

* State ID&R Plan – Michael first explained that the state ID&R plan template developed and rolled out by the workgroup would be viewed as a “living document” and can be updated and revised according to useful feedback and input. Michael then explained and outlined the state ID&R plan technical assistance process. Instead of a rigid deadline for state ID&R plan completion, the project will be a lot more focused on the process. The workgroup is working on an in-depth T/A process with a timeline, clear benchmarks, and regular communication and reporting on the part of member states. For the year 1 APR, we will report on substantial progress made by member states.

Steps for state ID&R plan development process-

* Initial communication (to be sent within two weeks) to State Directors outlining self-assessment process
* Member states self-assess state ID&R plan development process (within four weeks of initial communication)
* Work plan members review materials submitted by states then offer recommendations and guidance to member states
* States consider work group recommendations and implement within four to six weeks
* Ongoing revisions until substantial plan is complete that is aligned with laws, rules, guidance, and regulations (as outlined in template)
* Competency Skills Assessment – Michael reviewed the process through which the Competency Skills Assessment has been developed thus far. In Atlanta during first TST meeting, the workgroup outlined the parameters for a competency skills assessment. Directors offered feedback and input during Leadership Team meeting in Phoenix, AZ in late January. Workgroup integrated suggestions and a draft of assessment was completed in late February. Workgroup continued to collaborate and refine assessment. Revised assessment was submitted to the GOSOSY TST for review and feedback. During IRRC TST meeting in Chicago, IL in early April the entire TST reviewed the assessment as a group and offered feedback and input. More adjustments were made, then on Tuesday, April 19th, draft of the assessment was sent to State Directors for their review and input. In the aftermath of San Diego meeting, suggestions will be integrated. Final draft will be completed by early May. Assessment will be installed into an online testing platform so that recruiters can take the assessment online. Assessments will be automatically graded and results forwarded directly to State Directors, ID&R Coordinators, etc… Assessment will go hand in hand with designated number of training hours and a training rubric that aligns assessment items with training resources. This will comprise the over-arching certification process. Training guide will include: interview techniques, rapport-building skills, establishing community-based networks, and simulated scenarios. There was discussion about whether a Spanish version of the Competency Skills Assessment should be made available. Several agreed that it should be translated into Spanish. Terry Richard mentioned that there are other language groups besides Spanish. The group agreed that Spanish remains the most prominent language represented by migrant children and families. Colorado (Tomás Mejia) volunteered to translate assessment into Spanish. It was mentioned that states with speakers of other languages could take responsibility for these translations and share with the others.
* TRI – TRI workgroup is in the final stages of completing and finalizing TRI protocols. The request form for requesting TRI team support is now available. A copy was included in the meeting materials and the request form is also posted at the IRRC website. Once request forms are submitted requests for support will be reviewed, then all forms of planning, coordination, and logistics will be put into place for TRI team activities to be fully implemented. Doug Boline brought up the issues that have arisen associated with the deployment of the TRI teams, especially relating to MOUs between the states sending the TRI teams and the states receiving them. The MOU may require signatures at the highest levels of the state educational bureaucracy along with review by the states’ legal departments. This is a lengthy and time consuming process which needs to be factored into the process. The ILT agreed that the dues for IRRC should be raised to cover some of these fees for TRI team activities so that the interstate coordination arrangements are much more fluid and not prone to exhaustive and cumbersome administrative and bureaucratic procedures that characterize state education departments. MOUs could be replaced by a state-director-to-state-director agreement.
* Dissemination – IRRC website is under continued development. Presently the site contains ID&R tools and resources, national resources like the National COE, national ID&R curriculum, etc…, event information as well as agricultural census information and data.

**1:10p-1:20p Meeting Dates and Locations**

During the discussion about the dates and locations for the fall ILT, everyone agreed that it would be prudent to hold the ILT meeting in conjunction with another meeting or activity to allow as many people to attend as possible. It was proposed to hold it in conjunction with the ID&R Forum in San Antonio, TX on October 18-20. However, because of the need to collect data in a timely manner for the Year 1 APR and the fact that the Forum is late in October, it was decided that an earlier meeting (in September) would make more sense. IRRC will investigate the possibility of holding it in conjunction with the IMEC meeting in Pittsburg, PA during the first week in October.

**1:20-1:30p – Summarize, Next steps, Wrap Up**

The meeting was adjourned at 1:30p. Susan will send out the due dates, Power Point and update Form 1 on the IRRC website. Michael will investigate the logistics of the fall ILT meeting and share that information with the membership via email.