

**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
<b>Welcome/Review of Agenda</b>	Kim introduced Nikki Rabel, who is an Infant/Toddler Trainer at Link CCR&R.
<p><b>WVITCCI Logic Model:</b>            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><b>One Step at a Time Training:</b>            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&amp;R Directors, WVCCU Directors, and the CCR&amp;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"> <li>· Infant/Toddler stipend</li> <li>· Infant/Toddler Trainer</li> <li>· Infant/Toddler Curriculum</li> <li>· Quality Assurance</li> <li>· Articulation</li> </ul>
<p><b>Researching Effective Practices:</b>            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><b>Training Program/Clarify what data is:</b>            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><b>Birth to Three Institute:</b>            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><b>The following members requested to attend :</b>            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>

KEY POINTS DISCUSSED	KEY DECISIONS MADE
	can not attend.
<b>Next Meetings:</b> Possible dates discussed.	<b>Dates set are:</b> February 3 & 4, 2004 (Possibly a retreat) March 30, 2004 April 20, 2004