

**Infant/ Toddler Initiative “Sub-Group”
Fairmont State College
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Present: Nancy Cheshire, Helen Post-Brown, Cherise Starcher, Joan Faris, Ann Nutt, Karen Duckworth, Melanie Clark

Key Points Discussed	Key Decisions Made
<p>Initiative Update Work thus far for the infant/toddler initiative was reviewed.</p>	
<p>Sub-group Charges The sub-group was created by the steering team with the following charges:</p> <ul style="list-style-type: none"> • Guide the selection of consultant • Work closely with the consultant in training program development • Develop qualifications/ job descriptions for those involved • Draft a training policies and procedures • Consider ways to systematize the training • Make recommendations back to the steering team on the above tasks 	
<p>Selection of Consultant to Develop Training Program The group discussed how to proceed to select a consultant to do the work. The ZERO TO THREE Center for Program Excellence has expressed an interest in working with us. The Caliber group was mentioned as a consulting firm to further research. The team felt that others should be researched and considered before making a final selection.</p>	<p>Issues to be considered/reviewed in consultant selection:</p> <ul style="list-style-type: none"> • Past experience of the organization in this type of work • Ability/ capacity to complete the work • Cost • Reliability – references? • Accountability • Awareness of WV/ rural nature • Flexibility • Time Commitment- ability to meet timeframes • Experience/qualifications of staff within an organization that would do the work • Philosophy on child development • Work samples • Action plan/ time table <p>Ann will pursue with the department necessary steps and procedures for selection and contracting.</p>
<p>Requirements/ Scope of Work The team reviewed expectations for the work to be expected of the consultant as well as mandatory deliverables.</p>	<p>Deliverables:</p> <ul style="list-style-type: none"> • Trainer manual • Trainee manual • Train the trainer plan/ module

	<ul style="list-style-type: none"> • Evaluation plan/process/ forms • Completion of the first train the trainer module <p>Requirements of the Work</p> <ul style="list-style-type: none"> • Close interaction with the sub-group • Incorporate family child care as well as center/ group care issues • Incorporate ITERS-R and FDCRS • Consider Directors? • Consider needs of collaborative partners • Consider WV culture and needs
<p>Next Steps</p> <ul style="list-style-type: none"> • Pursue appropriate selection procedure • Develop policies and procedures on <ol style="list-style-type: none"> 1. Delivery system 2. stipends • Process for working with consultant • Communication with larger team • Complete research on other states for models and lessons learned • Policy/procedure for quality assurance • Data collection 	