



## Parent Advisory Group (PAG) Meeting Minutes

July 12, 2023 - 7:00 to 8:30 p.m.  
Virtual Meeting

### Welcome, Virtual Meeting Protocols and Introductions

DCYF Community Engagement Manager, Emily Morgan, welcomed attendees and initiated introductions.

### Early Childhood Equity Grant Community Review Panel

DCYF Early Childhood Equity Grants Coordinator Kathryn Szymanowski provided an overview of the purpose of the grant, reviewer responsibilities, compensation, and information on how to apply.

- [Early Childhood Equity Grants Presentation](#)

<b>Discussion</b>	<ul style="list-style-type: none"> <li>• <a href="#">Early Childhood Equity Grant Community Review Panel Sign Up</a></li> <li>• What about kids that have an Individualized Education Program (IEP)? Will that work for them? <ul style="list-style-type: none"> <li>○ I don't know anything about the IEP process. This is for licensed, certified, certified for payment only childcare providers or family friend and neighbor providers, and Early Childhood Education and Assistance Program (ECEAP) contractors. I think ECEAP would probably serve the kind of special needs kids that you might be talking about.</li> <li>○ For children not in the K-12 setting, the IEP is the IFSP (Individual Family Service Plan).</li> </ul> </li> <li>• Are these grants for children who are in DCYF custody like foster care or is this for everyone? <ul style="list-style-type: none"> <li>○ They are for all different childcare providers across the state of Washington licensed by DCYF or receiving subsidy. <ul style="list-style-type: none"> <li>▪ Like Head Start? <ul style="list-style-type: none"> <li>• So Head Start is federal so they are not eligible. So ECEAP is the WA version of Head Start and they are eligible for this.</li> </ul> </li> </ul> </li> </ul> </li> <li>• Just to clarify this review panel is for the Early Childhood Equity Grants for providers. Some PAG members may have received an invitation from Community Engagement Director Emily Grossman seeking volunteers for a review panel for some consultant work that the Community Engagement team is doing.</li> <li>• Is this something you would need to take off work for? <ul style="list-style-type: none"> <li>○ I don't believe so. We can work with you. Most of the review work can be completed asynchronously. If there is demand for it, we can also hold after hours drop in sessions. It's just based on request and what works for people.</li> </ul> </li> <li>• Is the deadline July 21 to apply? <ul style="list-style-type: none"> <li>○ Yes, that's correct.</li> </ul> </li> <li>• We are a multiple licensed home. We have foster children and an in home daycare. I am assuming that I would not be appropriate for me to be on that review panel if I am also an applicant? <ul style="list-style-type: none"> <li>○ Yes, if you did apply we would ask you not to serve on the review panel. <ul style="list-style-type: none"> <li>▪ Would it be appropriate for me to invite other foster parents or parents that have children enrolled in my childcare to be on the review panel? <ul style="list-style-type: none"> <li>• Yes, please forward this to anyone interested.</li> </ul> </li> </ul> </li> </ul> </li> </ul>
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<b>Next Steps/Follow Up</b>	<ul style="list-style-type: none"><li>• Please reach out to <a href="mailto:dcyf.childcaregrants@dcyf.wa.gov">dcyf.childcaregrants@dcyf.wa.gov</a> with any follow-up questions.</li></ul>
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### PAG Q&A Session

DCYF Community Engagement Manager, Emily Morgan led the group in a discussion regarding PAG's upcoming in-person meeting.

<b>Discussion</b>	<ul style="list-style-type: none"><li>• If you haven't already, please complete the <a href="#">August 11, 2023 RSVP and Travel Survey</a>.<ul style="list-style-type: none"><li>○ PAG members who will be traveling more than 50 miles to the meeting are eligible for travel arrangements and reimbursements.<ul style="list-style-type: none"><li>▪ The Community Engagement team will purchase the plane ticket or rental car for you and also book a hotel room. If you are driving your own vehicle, we will reimburse your mileage.<ul style="list-style-type: none"><li>• These are guidelines from the <a href="#">Office of Financial Management (OFM)</a> and they designate the rates you can be reimbursed at.</li></ul></li></ul></li></ul></li><li>• Are there going to be any accommodations for individuals with hearing loss?<ul style="list-style-type: none"><li>○ Yes absolutely and I can follow up with you about more specific accommodations. We will absolutely make any accommodations that are helpful for people participating.<ul style="list-style-type: none"><li>▪ Could you look into DCYF providing a note taker and real time transcription services?</li><li>▪ Thank you. Yes, we do have access to Computer Aided Real-Time Transcription (CART) services.</li></ul></li></ul></li><li>• Will people staying in the hotel have their own rooms?<ul style="list-style-type: none"><li>○ Yes, that is correct. Everyone has their own room and we requested two queen beds for each room in case anyone is traveling with family.</li></ul></li><li>• Can families eat with us or do we need to make other arrangements?<ul style="list-style-type: none"><li>○ For this meeting, we opted for box style lunches and cannot accommodate families. Moving forward we can look at buffet style where families could join for lunches.</li></ul></li><li>• You don't order breakfast for the group?<ul style="list-style-type: none"><li>○ We will have light refreshments in the morning along with coffee. And lunch for the group. If we wanted to provide breakfast for the group, the meeting would have to start around 7am which is difficult when a lot of the group is traveling. OFM has guidelines for when the State is allowed to reimburse and purchase meals.</li></ul></li><li>• Do we have the address for the hotel?<ul style="list-style-type: none"><li>○ Yes, the address is Four Points by Sheraton Seattle Airport South, 22406 Pacific Hwy S, Des Moines, WA 98198.</li></ul></li><li>• Do you help with reimbursement if someone has to take an Uber to the meeting? I live within 50 miles but will be taking a city bus and then an Uber.<ul style="list-style-type: none"><li>○ Let's connect about this and see what resources are available.</li></ul></li><li>• For the people that are flying in, will there be an area where we can put our things after checking out of our room.<ul style="list-style-type: none"><li>○ Yes, you can bring them into the meeting room. If anyone is not comfortable with that we can also talk to the front desk about storage.</li></ul></li><li>• Is this a casual dress code?<ul style="list-style-type: none"><li>○ Yes, please come in whatever you are comfortable wearing.</li></ul></li><li>• Does this meeting move around the state?<ul style="list-style-type: none"><li>○ That's something we can discuss as a group in August. Prior to the covid pandemic, I think almost every meeting was in person and the meetings did move around the</li></ul></li></ul>
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state. This meeting in August will be the first in person meeting since 2020. Either way, future meetings do not have to be at Seatac. We typically have the meetings near airports but are also willing to go to other places, that would just take a little extra planning.

- Is there anything we need to do or bring to be ready for this or is it just come and learn from there?
  - There is nothing you need to do or bring for our upcoming meeting. There might be a bit of reading or resources that a presenter has to share but if there are any materials we plan to send anything out at least a week in advance.
- Are we members?
  - If you received a welcome to the Parent Advisory Group email then yes, you are a member.
- So the little ones are allowed to come?
  - Yes. I will say you know your kids best and if you have a little one who might make it hard for you to participate, it will be up to you. We do have a childcare stipend for those attending in person. We will also have a virtual option.
- Do the hotel accommodations cover Thursday and Friday night?
  - No, we can only do one night. Typically, it is the night before the meeting.
- I feel like I need more information about the meeting in general. Are we encouraged to stay? Is there a room block?
  - It is completely up to you if you'd like to stay at the hotel. Yes, we have a room block and can make the arrangements for you.
- Do we get a stipend for the meetings and childcare stipend?
  - Childcare stipend yes for sure. DCYF is also working on lived experienced compensation for community members who are volunteering to be on groups like this. It hasn't been funded yet so we can't offer it at this point. But it will likely be in DCYF's decision package to the legislature next year.
- Can't you attend by zoom as well?
  - Yes, you can join by zoom. There will be a zoom option for any in person meeting.
- Am I missing an email? I don't remember a hotel stay or dates for a hotel?
  - The place where you enter your information is the [August 11, 2023 RSVP and Travel Survey](#).
- Is there going to be assigned seating? Sometimes I need to get up more often than others.
  - There will not be assigned seating. But that is a reasonable request that we can accommodate.
- I filled out the form about traveling. It asked if I wanted a rental care but didn't ask if I was driving my own vehicle or my address. How does the mileage reimbursement work?
  - Thank you that is a good point. We do have a form that you will get at the meeting that asks for your address for reimbursement. But that is a good catch and for future surveys we will include that.
- Can my children stay at the hotel with me?
  - Yes, of course. Whoever you would like can stay with you at the hotel.
- If I want to go and get a hotel room myself, can we get a special rate?
  - We get the government rate. Let's connect and I will see if we can add you onto our room block and you could pay when you got there.
- What about food allergies?
  - We are working on that now. If you put in the survey any allergies you have we will work with the hotel on options that will work for everyone.
- I assume there will be an agenda sent out in advance?
  - Yes, we will be getting you the agenda soon.
- What if you are not traveling 50+ and prefer to get at room?



	<ul style="list-style-type: none"><li>○ Please email us and let us know. We will work with the hotel to add you to our room block.<ul style="list-style-type: none"><li>▪ Are you on your own for it?<ul style="list-style-type: none"><li>• Yes, it will be up to you to cover the cost. We can try to add you to the government rate room block. But we cannot add it to our bill because we are bound by the guidelines of OFM.</li></ul></li></ul></li><li>• How soon will we know our flight information?<ul style="list-style-type: none"><li>○ If you entered a preferred time in the survey we will try to accommodate. Next Wednesday, we will be working on travel arrangements and can get you information later next week.</li></ul></li><li>• Are you able to give an estimate of the rate?<ul style="list-style-type: none"><li>○ The <a href="#">government rate</a> for the hotel in June is \$232 before taxes.</li></ul></li><li>• Is PAG membership for two years?<ul style="list-style-type: none"><li>○ We do not have a current charter for this group currently. But we will start working on this in August. Two years is typical for our other groups but we can decide as a group and have that conversation in August.</li></ul></li><li>• What about meetings in 2024?<ul style="list-style-type: none"><li>○ Typically we send out the next year's schedule in October. In August we will talk about future meeting dates and how many in person meetings you would like to have.<ul style="list-style-type: none"><li>▪ Are the virtual meetings always 7-8:30pm?<ul style="list-style-type: none"><li>• Yes, that is correct but we will discuss future meeting time preferences as a group.</li></ul></li></ul></li></ul></li></ul>
<b>Next Steps/Follow Up</b>	<ul style="list-style-type: none"><li>• Please reach out to the Community Engagement team (<a href="mailto:dcyf.communityengagement@dcyf.wa.gov">dcyf.communityengagement@dcyf.wa.gov</a>) with any follow-up questions.</li></ul>

**2023 Meetings, Closing Remarks, and Adjourn**

<b>Discussion</b>	<ul style="list-style-type: none"><li>• Our next meeting is scheduled for August 11, 2023. This meeting will be in person with a virtual option.</li></ul>
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