I. Welcome and Introductions

- J. Schaechter called the meeting to order and welcomed everyone. Quorum was established.

II. Approval of Minutes

- Motion to approve minutes by B. Eadie.
- Motion seconded by J. Haj
- Motion was unanimously approved.

II. Early Head Start

- B. Torres presented the Federal Food Program report to the committee. This report shows the daily counts of food served to the early head start children.
- P. Hollingsworth reported that on September 1st they held gave an update on the Early Head Start transition.

III. Update on Evidence Based Project

- The following items were discussed:
  - Next Steps to Create an Evidence Based Program Review Task
  - Force comprised of ELCMDM staff, board and stakeholders.
  - Task Force will develop a definition, guiding principles and review process for evidence based program review.
  - Present to the ELMDM Programs Committee and Board of Directors for approval.
  - Evidence Based Program Review begins.
    - Evidence Base Review Process Task Force-Recruiting
    - Guiding Principles- In process
    - Definition Development – In process
      - Process Development
  - Understanding exactly what aspects of the program will be examined for evidence base
• Establishing a research protocol for the literature review (process of gathering research on topic/program)

• Tool/Service Model
  o Is there a tool on which the program is built?
  o Is the tool a validated measure?
  o Practice
  o Does the program deliver tool and/or services using evidence based practices?
  o Implementation
  o Are the tool or services delivered using evidence based practice or fidelity to the service model?

IV. Public Comments
    Judy Schaechter

V. Adjourn
    Judy Schaechter