Meeting Title:	**REGION IV HELP ME GROW IEIC COMMITTEE MEETING**
Meeting Date:	Wednesday, January 7, 2026 9:00-10:30 a.m.
Meeting Location:	https://lcsc-org.zoom.us/j/83396974556?pwd=O4GWbFpdQG0CrubKJSpYmiWGt9U483.1

Attendees:	Marsha Erickson and Work Based Learning Student, Katie Ganoe, Sara Peterson, Deb Henry, Josh Nelson, Julie Domino, Anne Frustol, Alicia Amundson, Kari Kreft, Rhonda Hjelle, Kara Williams, Bailey Gibbons, Leah Krauth, Maria Steen
Note taker:	Jolene King

Agenda	Notes
-Introductions	Introductions were made with participants sharing their names, affiliations and something they are looking forward to in 2026.
-Review, modify and approve agenda	Add looking for a motion under Approval budget to develop a Help Me Grow training/presentation for a broader audience. Motion to approve modified agenda by Alicia Amundson, seconded by Julie Domino.
-Review and approve October 1, 2025 Minutes	Motion to approve by Deb Henry, second by Kari Kreft.
-Budget Update	Josh provided a budget update. Midyear allocation is $52,197.26, of that, the current year allocation was $31,739. We carried over $20,000+ dollars from last year. We have spent $10,276 this current year. Sara shared a budget summary. We have allocated $40,000 for the workplan, leaving over $12,000
-FY26 IEIC Work Plan Activities	• Create referral tracking system 1. Subcommittee members include Leah, Maria, Alicia, Marsha, Julie and Sara. They continue to develop a referral tracking system and are meeting next week. The goal is to have a tracking system in place by the end of the fiscal year. Sample referral tracking system. The goal of the referral tracking system is to get information on where referrals are coming from, how many are we having, are they gaps in where referrals are coming from. This information can be used to target specific work plan goals. • 3rd Birthday Cards 1. The newest version includes the Help Me Grow tagline, logo, and contact information. 2. Working with White Earth to add a Native card and a translator for Arabic. Happy Birthday in Ojibwe has been added to the card. Still working on Arabic. Sara and Marsha both have cards on hand, let them know if you need any. We also have a Spanish version. • HMG event kits 1. Two Spanish banners have been purchased 2. Added sensory boards

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	3. Starting to supply tote bags with every event kit. • HMG training 1. Pope county is the only county that has not hosted one yet. 2. If you want to host a training, we have funding available. We can help you get one scheduled. If you are working with Naomi from Child Care Aware directly, mention that it is through the Regional IEIC. • Newborn letter 1. Sara is working on this. • Community baby showers 1. Have $5,000 designated. Have had three requests for April and May. 2. Sara inquired about adding the HMG book for one year olds, a sippy cup, toddler spoons or plate with HMG logo and information to give out to baby shower attendees. • MN Story Collective 1. April 1st meeting will be in person. Dustin Parks from Minnesota Management and Budget has been invited as part of the April meeting to discuss the Minnesota Story Collective. • HMG materials 1. Order form 2. Catalog 3. Sara is planning to put a large order in. If you have specific things that you want to add, let Sara know by January 16th. Sara will pick up the order. Sara will send a message with the links and timeline.
-Old Business	• Equity Audit, deadline January 6th Marsha received the results toward the end of the meeting and read through some of the comments.
-New Business	• **Final approval of the Operating Procedures** An email was sent. A motion was made by Fran Rethwisch, seconded by Stacy McAllister. Katie Ganoe, Rhonda Hjelle, Linda Nelson and Alicia Amundson voted in approval. Marsha asked if anyone else wanted to vote in approval. Kari Kreft, Julie Domino, Deb Henry, and Maria Steen voted in approval. No opposition, motion carried. • **Nominations and vote for a Vice Chair** Vice chair should be in the role at least one year before moving into chair role. Three years is the suggested term for the chair role. Marsha spends about 4 hours per month doing chair responsibilities. On months when there is a quarterly meeting, she spends 5.5 – 6 hours. If you are interested in the Vice Chair position, contact Marsha. • **Audit results** • **List and update on FY 26 Workplan** **See standing list above**

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	• **Approval budget to develop a Help Me Grow training/presentation for a broader audience** *** Quick presentation for any IEIC member** *** Longer presentation for groups** A subcommittee of Sara, Kari, Alicia, Katie and Marsha was created to adapt the training for non-childcare groups. They have summarized everything into three categories of training. 1. Most agencies send out a monthly newsletter. Can we have HMG material, information, how it connects with their work in those communications. 2. We want anybody that is associated with our local IEIC to be able to communicate about the work that IEIC does and Help Me Grow. 3. Large targeted sector presentations, Public Health, social services, etc. Proposing that we contract with someone to create those three categories of training content this fiscal year. Next fiscal year would be the presentation plan. How do we take what has been created and make a plan for utilizing that in these targeted ways? Katie Ganoe is willing to create the trainings. Motion to enter a contract of up to $7,500 to do a content creation for Help Me Grow general training by Julie Domino, second by Maria Steen. Marsha will work with Josh to set up the contract between Katie Ganoe and Lakes Country Service Cooperative (Fiscal Host). • **Meeting of the Minds** 1. Sara shared the Statewide HMG monthly referral totals. 2. Referral tracking systems were discussed, ideas were shared 3. Researching how they can make a statewide contract with a company such as Risdal.
-Future Meetings	**Meetings are scheduled quarterly for the 1st Wednesday starting at 9:00 am. April 1, 2026 In person with the MN Story Telling Collective group July 1, 2026**
-Adjourn	**Motion to adjourn by Maria Steen, second by Julie Domino.**