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**Meeting Notes**

**IRRC Technical Support Team Meeting**

**Clearwater, Florida**

**September 20th and 21st, 2016**

**Attending:** David Fisk (ME), Will Messier (NY), Emily Hanehan (NY), Irene Sánchez (NY- via webinar), Zachary Taylor (SC), Travis Williamson (SC), Bernardo Sánchez-Vesga (GA), Jan Lanier (TN), Bernardo Lopez (NM), Linda Root (AZ), Norma Garnica (CO), Maria Pérez de Leon (CO), Doug Boline (KS), Lori Houck (KS), John Farrell (KS), Mike Toole (KS), Lindsay Ickes (NE), Alex Johnson (IA), Geri McMahon (IA), Michael Maye (IRRC), Jessica Castañeda (IRRC),

States Attending: 11

States Unable to Attend: 3- DE, OK, and IL

**8:30a-8:45a – Welcome, Introductions and Meeting Overview**

Michael welcomed everyone to the IRRC meeting and asked participants to introduce themselves. Michael thanked all the work groups for their continued efforts and work to this point. Michael then briefly reviewed on much of the progress and accomplishments through year 1- The IRRC website, newsletter, the state ID&R plan template, the competency skills assessment, and the TRI team deployments.

**8:45a-9:05a – Reflections and Highlights on year 1 of IRRC project**

Each state/person was given two prompts and encouraged to reflect on one highlight and one challenge or lesson learned from year 1. (see data collection section)

**9:05a-10:00a – Reports on TRI visits to DE, SC, and NM- (Will Messier, Jessica Castañeda, and Mike Toole)**

Will Messier began. First talked about the importance of strong preparation for a TRI visit. Close communication with receiving state. Will emphasized that finding new kids is not the only thing or the most important thing. Stated that it is crucial to help receiving state build capacity and infrastructure and to leave valuable information and resources behind so that receiving state can work more productively. Him and Emily Hanehan then talked about logistics and arrangements, all of the factors that are involved with planning a successful trip. Explained how the mapping function is used so that destinations and target areas are pre-programmed so that team members can get right to work with all of the planning in place. Mentioned the importance of visiting recruiters having credentials so that they can show these to farmowners or staff who are suspicious. Covered some basic safety issues. Described how team conducted morning and evening meetings, and maintained fairly constant contact throughout the day.

In Delaware, 30 new kids were found. 124 sites, including camps and farms, were visited. Zach Taylor then briefly outlined the South Carolina TRI visit. Zach described how him and Emily created mapping and farm list resources. Described the logistics of the visit, the coverage area, and the positive impact of the trip. In South Carolina, as a result of the TRI visit, 36 new migrant children were signed up and 86 farms and sites were visited and contacted. Jessica Castañeda then outlined the TRI visit to Roswell, New Mexico. Again, Jessica outlined the planning and preparation process, many of the materials used as “give-aways”, talked about planning of logistics, and especially focused on the mapping resources. During the Roswell, NM trip, daily reports were completed every day by team members and sent to other team members, the state director, and local staff and administrators. Maps and farm lists were updated daily as well. Meetings were held each morning and team members maintained constant contact through texting. 44 new children were identified in the Roswell area and over 100 sites and farms were visited. A completely updated map was provided to the Roswell team a few days after the trip was completed as well as a comprehensive final report. Mike Toole outlined the TRI visit to the Las Cruces area of New Mexico. Mike described initial communications and planning that took place. An initial phone conference was held with NM state director and statewide recruiter. Logistics and travel plans were put into place. Day to day activities included visiting fields (onion, chile, watermelon) to catch up with workers. Also visited apartment complexes and worker housing throughout the visit. Team members had dairy dictionary and bag to give away, and also had farm safety signs to hand out to farmowners. Team members had morning and evening meetings to coordinate and maintain regular contact through texting in the daytime hours. After the trip a comprehensive report was submitted to the state director outlining components of the visit. During the Las Cruces visit, 69 new migrant students were signed up.

\*\*\* For the four TRI visits combined- 179 new migrant students were identified and recruited. Common features of each trip-

* Initial planning conference (web or phone-based)
* Mapping and creation of farm lists
* Identification of materials and resources to give away
* Travel arrangements and logistics
* Team orientation meeting (onsite)
* Day to day activities
* Morning and evening meetings
* Debriefing, finalization of documentation
* Final report

**10:00a – 10:15a Break**

**10:15a – 11:15a IRRC Data Collection- Susan Durón, META Associates (via skype)**

Susan began by explaining that paperwork and forms now being collected are for the purposes of compiling data for the year 1 Annual Performance Report that is submitted to OME. IRRC funding for year 3 is based on the year 1 APR. Forms 1, 2, 3, and 4 are due by September 23rd. Copies of these forms were in the folders distributed to the TST members present. IRRC states will receive draft copy of the APR on November 4th. States need to submit a signed cover sheet (not the APR itself) by Friday, December 2nd. Each form was gone over and explained to the group and questions were fielded. After this portion, each state reflected on one highlight and one lesson learned from year one-

SC – “The TRI Team helped us to increase our capacity to do ID&R.”

NE – “The IRRC guidance on the State ID&R Plan added rigor to our existing Plan and provided opportunities for collaboration and interstate coordination.”

NM – “IRRC responded to our needs by providing two onsite deployments: One in Las Cruces and one in Roswell. It was great to work with people from other states and to hear about the strategies that they use. This resulted in our state being able to identify and recruit over 100 more families.”

IA – “The IRRC professional development has helped us to set up clear expectations for our ID&R mission so that we are more strategic about our ID&R.”

TN – “As a new director, the IRRC forms have helped me get organized and do an assessment of our ID&R processes.”

GA – “We had many good processes in place, but there’s always room for growth and expansion. This has happened through the many resources provided by IRRC.”

SC – “The way the TRI Team has worked with us has helped tremendously. This resource is very important for small states with limited resources.”

NY – “We have always had lots going on in ID&R and have had many documents in place. IRRC has helped us to be more organized and plan in terms of which documents are most helpful.”

KS – “The TRI Team deployment has widened our experience at the state. As a result, we have revised our State ID&R Plan to include more processes and information. After being part of the IRRC training, we now have a different level of engagement.”

KS – “Through IRRC, we are looking more closely at how to leverage the resources of our agri-business partners. What we’re doing in ID&R is now more data driven.”

ME – “Being part of the IRRC workgroups has been very helpful. It goes so much further beyond the kind of training that occurs at conference. It’s not a one-shot experience, but a yearlong opportunity to expand our knowledge. This especially is meaningful for small vs. resource-rich states.”

CO – “We have learned from the knowledge and experience of other states. We have modified our way of doing recruiting and now have a model with two recruiters, both that work half-time doing regional recruiting and half-time doing statewide recruiting.”

**LESSONS LEARNED**

GA – “There is always room for improvement. We thought we had it all together, but by hearing from other states and sharing what we do, we have learned about new ways to improve.”

SC – “We learned how to customize the IRRC ID&R materials to make what we do even better.”

NE – “We learned how to work smarter, not harder. Working together makes a difference.”

NM – “We learned that there are a lot of useful materials out there. These can be modified to help us with planning ahead.”

KS – “When visiting other states, it is important to have the paperwork in place to avoid time-consuming work to get everything in place. We now have an MOU/Letter of Agreement process in place that makes everything run more smoothly during the TRI visits.”

IA – “We learned how to use data to drive what we do in ID&R and not to just rely on what we think or believe.”

TN – “We learned about all the resources out there that we can use. It is great to see how we can have a well-structured State Plan.”

TN – “We need to have documentation in place to support our decisions. Having the data handy allows us to support our ID&R decisions.”

Emily Hanrahan – “We learned to have all information at hand to make things run smoothly.”

KS – “This project has reinforced the value of interstate coordination. There is so much to learn from other states. IRRC allowed us to expand our capacity to observe and learn about different structures and models. We plan to build on what we’ve done in Year 1.”

CO – “Nothing is ever final. It’s always a work in progress. We may have to wait to get the needed input to make improvements.”

After sharing and reflecting, a quiz was given on the data collection elements presented upon thus far. Then, Susan gave the group a brief snapshot of the year 2 timeline- Year two runs from October 1st, 2016 until September 30th, 2017. IRRC data collection forms will be posted at the IRRC website in October of this year. Similar to this year, for year 2, IRRC states will submit forms in September, a draft of the APR will be sent to states in November, and signed cover sheets will be submitted to META Associates in December (2017).

**11:15a – 11:45a The Zoho Platform- Alex Johnson (Iowa)**

Alex Johnson did a presentation on how the Iowa program utilizes the Zoho Platform in Iowa. Zoho is an online, electonically based platform that allows the users to electronically log, enter, track, and monitor data. The Iowa staff log onto this platform and enter information about their visits and day to day activities (an electronic activity log). Information is automatically organized and categorized. Alex can closely monitor and analyze day to day activities and results of recruiters’ efforts. The platform automatically organizes data into fields and charts so that the supervisor can determine areas of effectiveness or areas in need of improvement. The charts and graphs functions allow a simple glimpse as to how many COE’s are being completed in the different areas and regions. This information is also organized by individual recruiters so that effectiveness can be determined in a timely and efficient way. There is an app available so that if a recruiter is out of a signal coverage area, they can still enter information and when they return to a coverage area where they have signal, the information will upload to the platform. As he presented, Alex accessed the platform in real time to demonstrate examples of each feature he described. Travis from SC asked about fees or costs. Alex indicated that under the Iowa plan they pay about 5$ per user (25$-30$ per month). There are packages where you can pay a fee for unlimited use. Alex mentioned that there are different packages and deals available depending on a state’s specific needs and requirements. Michael asked about the frequency with which Iowa requires their recruiters to enter information and upload. Alex responded that recruiters enter information in real time. They enter and update information after each contact with families and students. Bernardo from GA asked about how long it took to enter information like this. Alex explained that it only takes a minute or two. Someone brought up convenience. Alex said that at first, recruiters were a little reluctant to adjust to this system, but that everyone caught on. And he said how it makes the overall reporting process easier because much of the data that recruiters are required to report on is already available in the Zoho system. All they have to do is access and complete their documentation for the month.

**Lunch, then afternoon TST workgroup breakout sessions**

**DAY 2: 8:30a - 8:35a – Review todays activities, agenda**

Michael welcomed the group back to the meeting and discussed the day’s activities.

 **David Fisk (ME)**

**DAY 2: 8:35a - 9:10a – Data Usage in Real Time- David Fisk (ME)**

David Fisk, MEP state director from Maine, updated us on data collection methods used in Maine to ensure that data can be used in real time. David had presented on this aspect of data collection at our spring TST meeting in Chicago. In Maine, the electronic COE is used by recruiters so that data is automatically uploaded. MS power BI is used to synthesize MIS 2000 data so that it can be display graphically uses charts, graphs, and tables so that data can be viewed visually. Once the systems are linked, all that is necessary is for data to be refreshed. Everything then loads automatically and data is seen in “real time”. David pulled up the live pages and demonstrated examples of certain geographic areas in Maine in real time. Data points such as numbers of COE’s and services provided can be seen. In this way, resources and energies can be directed and focused on areas where numbers are lower or services happen to be limited for whatever reason. As COE’s are completed and uploaded and as services are reported, these elements are updated and refreshed in the data space continually. As long as the data is refreshed, real time data can be used to make decisions about the use of resources to fully impact and benefit migrant families and to support recuiters working in the field.

**9:10a – 9:45a – IRRC Lit Review Highlights- Jessica Castañeda**

For year 1, IRRC has produced a literature review on migration trends and patterns among migrant farmworkers. Jessica Castañeda was the driving force behind this project. Jessica presented on the highlights of this material. Numbers of workers migrating to the United States and between states in the United States has been decreasing. This has lead to significant labor shortages in the agricultural sectors in the United States. The lit review explores why this pattern has been seen. This material is research-based and is full of compelling information that illustrates how policies that limit the inflow of farmworker labor is hurting the industry and hence hurting our economy. Graphs, charts, and tables are inserted throughout the material to clearly indicate the negative patterns that continue to limit our labor supply and therefore negatively impact the economy in terms of agricultural output and productivity. Some of the more important conclusions are that agricultural productivity in the United States is declining. Imports of agricultural products from other countries has been increasing. This makes the United States more dependent on other countries and contributes to trade deficits.

**9:45a – 10:30a TST Workgroup break out session**

**10:30 – 11:15a TST Workgroup Reports**

Lindsay Ickes reported on the **state ID&R plan workgroup**. Lindsay shared a timeline for the completion of state ID&R plans for all IRRC member states. Presently, all 14 IRRC states have submitted state ID&R plan checklists. This was a process through which member states conducted self-assessments on the status of their existing state ID&R plans. In November the workgroup members will offer feedback and input based on the information states provided on their checklists. By January, member states will complete and submit draft copies of a state ID&R plan. By March, the workgroup will offer feedback based on peer reviews of submitted drafts. May of 2017 is the deadline for completely revised and updated state ID&R plans to be completed by IRRC member states. In the area of technical assistance offered by the state ID&R plan workgroup, Lindsay emphasized that the role of the workgroup members will be to work in collaboration in order to assist and support states in their efforts to update and revise their state ID&R plans. Lindsay also shared workgroup progress on state profiles. Examples of state profiles have been completed and shared. These contain data pulled from CSPR reports, and contain snapshots of agricultural conditions in each member state. The state ID&R plan will build on these examples. State profiles will include information about- major crops, qualifying activities, student demographics, ID&R models, activities, structures, and processes in each state along with contact information. David Fisk reported on the progress of the **competency skills assessment workgroup**. The assessment has been piloted in 13 IRRC states. To date, over 300 recruiters have taken the assessment. In the coming months the workgroup will work to analyze data from assessment results so that clear conclusions can be drawn about frequently missed questions and the overall effectiveness of the assessment as a tool. The workgroup will create an excel spreadsheet that member states will use to report information about how frequently each item on the assessment was missed by recruiters. This will give workgroup members a complete set of data to review in order to determine the effectiveness of the assessment. The workgroup has requested that states submit this data by November 18th, which is the week before Thanksgiving. Mike Toole then presented on the progress of the **TRI workgroup**. During this meeting the workgroup members worked to complete and finalize the protocols associated with TRI activities- agreement forms, MOU, confidentiality agreement, checklists, evaluation forms, and emergency contact forms. Goals for the coming project year include-

* Refine TRI forms and protocols as feedback is received.
* Create a template for summary reports to be used at the conclusion of each TRI activity
* Create a library of educational “giveaways” for families for recruitment purposes, especially when there is no quick avenue for immediate service to identified families and OSY
* Create a library of promotional materials and giveaways for agribusiness visits.
* Work with agribusiness partnership group to develop protocols for approaching businesses
* Develop training webinars for recruiters
* Revisit the pool of TRI recruiters to collect information about recruitment specialties and languages
* Develop IRRC identification badges/letters of identification for TRI deployment

**11:15a – 11:45a Brainstorm Activity for the 2018 Round Up event**

Michael Maye facilitated a session to begin planning for the 2018 Round Up event to wrap up the IRRC project. The event will take place at the Hilton at Clearwater Beach, Florida on September 18th and 19th, 2018. Thus far, significant collaboration has taken place between IRRC and the GOSOSY and PI CIG projects. Events for all three of these projects will take place during the same week. The group was asked to brainstorm about a main theme, speakers, design and format, and content and key topics. The following ideas were proposed-

John Farrell- we should establish a smaller group to make decisions and plan things out. 3 ppl from the TST and three from the ILT, then maybe Michael and Jessica… Smaller group will be more versatile and more focused. Geri McMahon- We should highlight IRRC products that have been developed. The competency skills assessment process, state id&r plan materials, etc…We should promote the agribusiness relationships area. Have Ken Milbrodt speak and share out. And we could have a panel of folks involved in developing this area to promote it. We could promote and outline the next iteration of the ID&R consortium, to forecast what is to come.

Trainer of Trainers model to help states build capacity with key personnel within their state so they can go back and share and disseminate effective practices. We could have a panel of recruiters from sending or receiving states to highlight the beneficial impact and outcomes of TRI visits and activities. We could build on the impressive lit review that has been developed. Offer a snap shot to folks and outline the benefits of insights gained from research compiled about trends in migration patterns, etc…Materials share out- have states share out resources and materials that have been beneficial to ID&R activities and efforts across member states, compile list, clearing house of ID&R materials- especially hand outs and give aways to promote MEP’s. Panel of persons from small member states with limited resources and staffing to share out on how IRRC has had a positive impact of their state ID&R efforts. Theme- benefits received by small states. Overall theme- beneficial impacts of interstate coordination. Technology areas, using data to drive more effective programs. David Fisk. Capitalize on the work in terms of data usage and analysis he is doing and has presented on. Have each work group oversee or design a workshop or presentation. Mapping- have a full morning session on mapping. Use 90 minutes to present. Then have an interactive time during which participants actual do the hands-on work of creating and developing maps.

**11:45a – 12:00p Next Steps, Summarize, Wrap up**

Michael Maye asked the group to briefly brainstorm about the location of the next TST meeting to be held in mid-January sometime. Two locations were proposed- Phoenix, AZ and Charleston, SC. Michael will have Jennifer Quick begin the process of determining prices and availability for hotels in these two cities. Adjourn.