**State Steering Team (SST) Meeting**

**New Orleans, LA ● May 2, 2019**

**Participants**

**State Representatives:**

1. Arizona – Laura Alvarez, Kate Wright
2. Colorado – Noemi Aguilar, Brenda Meyer
3. Delaware – Bob Bennett, Maria Mendoza
4. Georgia – Not Present
5. Illinois – Sam Aguirre, Beth Robinson
6. Iowa – Geri McMahon, Alex Johnson
7. Kansas – Doug Boline, John Farrell
8. Maine – Ian Yaffe, Sean Douglas
9. Nebraska – Sue Henry
10. New Mexico – Not Present
11. New York – Will Messier
12. South Carolina – Zach Taylor
13. Tennessee – Justyn Settles

**Consultants:**

Cari Semivan, IRRC Evaluator, META Associates

Barbara Patch – CIG Coordination

Cye Fink – IRRC Consultant

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**Handouts**

1. IRRC Contact Sheet
2. IRRC SST Meeting PowerPoint
3. IRRC Budget
4. Year 5 Fidelity of Implementation Index (FII)
5. Year 4 State Director Checklist
6. Year 4 Evaluation Data Checklist
7. Form 1: IRRC State Director/Coordinator Survey (2018-19)
8. Form 2: Training, Technical Assistance, and Mentoring Evaluation Form (2018-19)

**Updates to IRRC (Sue Henry)**

Sue discussed the updates to IRRC including the Year 5 extension and provided a brief overview of the Year 5 tasks including:

* field testing and finalizing the electronic system;
* continued development of PD modules;
* TRI visits; and
* dissemination of ID&R-related information and products on the IRRC website.

A copy of the Year 5 Fidelity of Implementation Index (FII) was provided to all participants so they could review the objectives, performance measures, tasks, timelines, and persons responsible. Cari shared that the Year 5 Work Plan would be submitted to OME by Friday, May 10. The Work Plan includes the FII distributed.

Sue asked the state directors present to sign a sheet indicating that they agree to implementing the tasks in the Year 5 FII. Sue and Cari will follow-up with the state directors not present to ask for an email indicating they agree.

Sue also informed the group that Cye Fink will continue to lead the Technology Workgroup and lead the TRI in the central states (Arizona, Illinois, Iowa, Kansas, Nebraska, New Mexico). Will Messier will be the TRI lead for the eastern states (Delaware, Gerogia, Maine, New Yoirk, South Carolina, and Tennessee) Due to illness, Mary Malloy has not been able to continue with her responsibilities with IRRC. On July 1, 2019, Jessica Castaneda will take on the responsibilities as the IRRC director to support Nebraska, lead state with the implementation of the CIG. This Following is the structure of IRRC for the remainder of Year 4 and Year 5.

* Leadership Team - Sue Henry (Lead State), John Farrell (Lead State Support), Cye Fink (IRRC Consultant), Jessica Castañeda (Director) Cari Semivan (Evaluator)
* SST – 13 State Directors Year 4 / 12 State Directors Year 5
* TST – Representatives of the IRRC States
* TST Workgroups - (1) Technology, (2) TRI, (3) Professional Development and Mentoring, (4) Dissemination
* Technology Contractor – Public Consulting Group (PCG)

**TST Workgroup Updates (Cye Fink)**

Cye presented a brief overview of work completed to date for each TST Workgroup as summarized below.

**Technology Workgroup**

* May meetings with the three pilot states
* Scheduling 3 onsite feasibility studies with PCG
* PCG has received sample home language surveys/referral forms from various states.
* Program development June – August
* Goal, field testing September/October 2019

**TRI Workgroup**

* Will Messier will serve as the Eastern region lead
* Cye Fink will serve as the Central region lead
* Please send all requests to Cye/Will for resource coordination and planning.

**Professional Development/Mentoring Workgroup**

* Identified 4 areas of training needs with the recruiter needs assessment survey
* Working toward creating mini-modules for the 4 areas.
* Video shorts

**Dissemination Workgroup**

* The group is currently working on inputting the county numbers for all agriculture areas that impact migrant ag work from the 2017 Ag Census for all 13 IRRC States.
* First the data is inputted into an Excel spreadsheet and then disseminated electronically.
* We are then working on printer friendly editions for each state.
* Going forward in Year 5, we plan on interfacing this data with visual data analytics tools to make it more user-friendly for states.
* We also are working on developing pages for the website that include helpful websites for recruiting. We want this to be a page recruiters can check back often to learn of additional resources. These will include helpful farm reports, information on labor contractors, sites that lists farmer information, etc.

**Review of the Year 4 Evaluation Reporting Requirements (Cari Semivan)**

Cari presented an overview of the Year 4 evaluation and shared the State Director Checklist that lists all responsibilities of States for the Year 4 evaluation. Cari also reviewed the evaluation reporting requirements for Year 4 which include the forms below. Form 3 and Form 4 have already been completed by IRRC States. Forms 1 and 2 can be found on the IRRC website at the following link: <http://www.idr-consortium.net/DataCollection.html>

| **Form** | **Performance****Measures****Addressed** | **Person(s)****Responsible** | **Person****Completing** | **Due to****META** |
| --- | --- | --- | --- | --- |
| **Form 1:** IRRC Director/Coordinator Survey | 1a/2a/2b/3a | St | St | 9/20/19 |
| **Form 2:** Training, Technical Assistance, and Mentoring Evaluation Form | 2a/2b | T | MEP | After each training |
| **~~Form 3:~~** ~~IRRC Professional Development Needs Assessment Survey (Online)~~ | ~~2a~~ | ~~St~~ | ~~R~~ | ~~1/18/19~~ |
| **~~Form 4:~~** ~~IRRC Resource Needs Assessment Survey (Online)~~ | ~~3a~~ | ~~St~~ | ~~St~~ | ~~1/18/19~~ |

**St**=State Directors/Coordinators, **T**=Trainers, **R**=Recruiters; **MEP**=MEP Staff

**Future TST and SST Meeting Dates (Sue Henry)**

Sue reviewed the future meetings of IRRC which are as follows:

**TST Meetings**

Virtual meetings are being set up with the TST as a whole and with individual TST Workgroups (Dates TBD)

**SST Meetings**

Monday, October 15, 2019 in Clearwater, FL (before the IMEC Symposium)

**Follow-up for State Directors:**

\_\_\_\_\_ Continue to provide ID&R training in your States (use Form 2’s to evaluate and document on Form 1)

\_\_\_\_\_ Coordinate with IRRC and other CIG states through resource sharing, mentoring, sending recruiters to assist/provide technical assistance, and providing joint training. Document collaborations on Form 1

**Follow-up for the IRRC Leadership Team:**

\_\_\_\_\_ Email to all States the IRRC SST meeting notes, PowerPoint presentation, and materials

\_\_\_\_\_ Update the IRRC contact list and email to all states/all contacts on the list