**Date: May 5, 2021**

**Time: 2pm-3pm EST**

The purpose of the meeting was threefold:

1. To **introduce** and start to get to know the NDTAC facilitator and the members of the group.
2. To discuss and decide on **six topics** that the group would like to focus on over the next 6 months during our monthly meetings.
3. To discuss future **organization** of COP 1 (ie. platforms, communications, schedule coordination, etc.).
4. **Introductions**

**In Attendance:** Rachel Hogue (AK), Andrea ”Andi” Packheiser (SD), Ashlee Fye (NH), Amber Graves (VT), Kristine Seipel (VT), Yutzil Becker (SD), Mary Chown (NDTAC)

**Not able to attend** Moi Boudoir (MN) and Thomas Benson (NC) Jordan Varilek (SD) and Ashley Frame (NH)

1. **Six Topics**

**TOPIC: Subpart 2:** Group members would like to learn more about subpart 2 in general and specifically:

* Who qualifies for these funds/LEA eligibilities?
* guidance for LEAs regarding appropriate use of these funds
* information/statute/clear guidance to ensure that accounting/finance offices understand and are comfortable with the use of Subpart 2 funds (perhaps being able to invite finance personnel to this meeting/discussion)

**TOPIC: Data Collection:** Group members would like to learn best practices for:

* How to solicit/request the data needed to include templates and tools/resources that can be shared to LEAs that may make data collection easier

**TOPIC: Interagency Collaboration:** Group members would like to understand and be comfortable with:

* Clear guidance regarding “lines in the sand” while working with other agencies that are share this space (ie. Department of corrections, DSS, DHS, Districts, etc.)

**TOPIC:** **Applications:** Group members are interested in learning how to incorporate guiding questions in the applications to start to solicit relevant information/data of interest to the state.

**TOPIC: Transition:** Group members are interested in sharing plans and ideas regarding Transition to include examples, tools, templates.

**TOPIC: Monitoring:** Group members are interested in tools and best practices for monitoring their subgrantees to include

* utilizing an appropriate Risk Based Assessment
* Learning from others what and how they monitor

1. **Organization Moving Forward**

* The group prefers a recurring meeting to be scheduled monthly (ie. Every third Tuesday, or every first Wednesday).
* Tuesdays, Wed, and Thurs are preferrable days.
* To accommodate all time zones- all meetings will occur after 10:30am EST.
* NDTAC Facilitator will send a poll to solicit best times and days for these recurring meetings
* NDTAC Facilitator will solicit availability from one or more of the following subject matter experts (SME’s) to present and/or guide the topics suggested: ED POs, Partner Organizations, Seasoned Coordinators, Experts in the Field, etc.
* The order of topics presented each week will rely on the SMEs availability.
* Currently, Mary will communicate with the COP 1 Group Members via email. Soon, The ND Communities Website will be the space where meetings, resources, summaries, etc. will be housed (Summer 2021)
* TEAMS is the preferred meeting platform.

**NOTES:**

* A Poll will be sent out this week (On Thursday May 13th). Please respond and Mary will send out the next meeting invite and topic area for June based on the responses received. Please understand that majority is considered when determining dates and times for meetings.
* Please reach to Mary with any questions or requests regarding COP 1: [mary.chown@longevityconsulting.com](mailto:mary.chown@longevityconsulting.com) or 484-721-4502
* THANK YOU!! We are all super excited to get started.